



Parul University
Faculty of Engineering and Technology
Parul Institute of Engineering and Technology
CDC Department

Subject Name	Professional Grooming & Personality Development	A.Y	2025-26
Subject Code	303193252	Semester	4

Video Links

SR. NO.	Link
1	Career Planning <ul style="list-style-type: none">https://youtu.be/pk-PcJS2QaU?si=VccCbnaRJYSF2IH4https://youtu.be/moQnoSYPMmY?si=Gb8NXJnKrBhJUWFchttps://youtu.be/cmw7e7O-7qk?si=h7z4Ruov_RiL7Aw7https://youtu.be/1KaQImCTG6A?si=zb7JxYL1RIWKOs7K
2	SWOT Analysis <ul style="list-style-type: none">SWOT Analysis Explained – https://www.youtube.com/watch?v=GNXYI10Po6APersonal SWOT Analysis for Career Planning – https://www.youtube.com/watch?v=3Tv0A1K3w2EHow to Use SWOT for Business Success – https://www.youtube.com/watch?v=0i6Yv0xDczASWOT Analysis in Real Life – Case Studies – https://www.youtube.com/watch?v=yuw1Z5yD4G8Developing Self Awareness through SWOT – https://www.youtube.com/watch?v=KMEeXhHjbdE
3	Self-Assessment and Development <ul style="list-style-type: none">https://youtu.be/MDxIHzl66Os?si=B_MC_VTumac4FirChttps://youtu.be/QOXLmF0wvOY?si=6HyLmaQD2PQsPbpuhttps://youtu.be/2UAYoj4pelk?si=bHql4u_Qk5DlZYeBhttps://youtu.be/uvtXuxl7KXI?si=qkuMD0Bk60aC9Z4rhttps://youtu.be/8I99KX-Vlf4?si=iRMpVGua6v8Oulh4
4	Self-Development and Assessment <ul style="list-style-type: none">https://youtu.be/AWGattyX9I6o?si=xINewGpN8cBuFm7Vhttps://youtu.be/_l4xZLssfUY?si=gtSkDNe7eEbzy8kbhttps://youtu.be/L5Nb1MTHxUI?si=rs-8xamAYcJloAMVhttps://youtu.be/dROWxPnPifY?si=StTry_dNV3HZUOIH

	<ul style="list-style-type: none"> https://youtu.be/wFuZ2n_m5Fc?si=hfbx5jrfAQm_V1CQ
5	<p>Conflict Management</p> <ul style="list-style-type: none"> Conflict Management Styles – https://www.youtube.com/watch?v=KY5TWVz5ZDU Distributive vs. Integrative Negotiation – https://www.youtube.com/watch?v=GfsRWQGvX3s Mixed Motive Negotiations – https://www.youtube.com/watch?v=UdG6E5HkZ5A Resolving Conflicts at Work (TEDx) – https://www.youtube.com/watch?v=kyZ9xK1j-HY Conflict Management Skills – https://www.youtube.com/watch?v=Ovx5Lh8LJ9s
6.	<p>Telephone Etiquette:</p> <ul style="list-style-type: none"> Telephone Etiquette Training Video – YouTube: https://www.youtube.com/watch?v=2pKXK9B5GfE Effective Communication on Calls – YouTube: https://www.youtube.com/watch?v=dQw4w9WgXcQ Role Play: Customer Service Call – YouTube: https://www.youtube.com/watch?v=9rW-dD7vCj0 Professional Phone Handling Skills – YouTube: https://www.youtube.com/watch?v=ZkL1p7YcKjY
7.	<p>Respecting Privacy and Learning to Say 'No'</p> <ul style="list-style-type: none"> How to Say No at Work Politely – https://www.youtube.com/watch?v=0vU2Uu0poJQ Assess Requests and Deliver Responses – https://www.youtube.com/watch?v=Kc8G8JvP3pI Clarifying Expectations in Workplace Communication – https://www.youtube.com/watch?v=8Xtq2eFjN3Q Professional Communication: Saying No Effectively – https://www.youtube.com/watch?v=5uF2QcJ3jvI When to Say Yes – Workplace Decision Making – https://www.youtube.com/watch?v=9Fq_2wKk8d4
8.	<p>Etiquette for Small Talk</p> <ul style="list-style-type: none"> https://www.youtube.com/watch?v=IRG-YubP1rw https://youtu.be/UcVNwvpQm8A?si=pgqPIVHYAEmaaGPp https://youtu.be/EoHlh9XGw3k?si=kO9A-amTgCfaV3Pi https://youtu.be/CzdVJ7gXmsw?si=hT-i9R3y0LmW_8mb https://youtu.be/Zcl2B92JIJU?si=fzfuAOlhVQp-7q8u
9.	Etiquette for Foreign Business Trip

	<ul style="list-style-type: none"> https://youtu.be/iOWhjSr_jwQ?si=mj4ItfO7KluZXd-C https://youtu.be/qWbWL0I3ySk?si=o6yURMokqLW00Dtm https://youtu.be/aj-dNrWjVZU?si=FZmP3D8F_PXo9c59 https://youtu.be/Ty76zN3VIKM?si=0NfEYI61N64UG-Rm https://youtu.be/Ty76zN3VIKM?si=h9o3DoNTCyW0OSjB
10.	<p>Corporate Etiquette</p> <ul style="list-style-type: none"> https://youtu.be/qWbWL0I3ySk?si=ACVzDILj5dgCkHXb https://youtu.be/-AZUno-PEys?si=aNv7ucRMnCM-o0aO https://youtu.be/dvncaanrzUc?si=bnIfpXuK-9o58lLi
11.	<p>Public Speaking Skills:</p> <ul style="list-style-type: none"> https://www.youtube.com/watch?v=1nYFpuc2Umk 10 Tips for Confident Public Speaking: https://www.youtube.com/watch?v=5TbXqZ_b1r0 Public Speaking for Beginners: https://www.youtube.com/watch?v=OvYwJrL4jKA How to Improve Public Speaking: https://www.youtube.com/watch?v=HAnw168huqA
12.	<p>Listening Skills</p> <ul style="list-style-type: none"> https://youtu.be/36HDTMf15No?si=16ceiv6RNXAV0pdY https://youtu.be/36HDTMf15No?si=16ceiv6RNXAV0pdY https://www.youtube.com/watch?v=7wUCyjiyXdg&utm https://www.youtube.com/watch?v=rzsVh8YwZEQ https://www.youtube.com/watch?v=0qQsRwJxFus
13.	<p>Reading Skills</p> <ul style="list-style-type: none"> https://www.youtube.com/watch?v=W7BW9gv_OkU https://www.youtube.com/watch?v=kv5fbiepFaA&utm_ https://www.youtube.com/watch?v=Fc4aCd3vrSg&utm