

# **Maa Uma Electronic Training Institute**

## **Personality Development**

**Duration: 3 Months**

**Eligibility: 1 Hr/day**

### **Syllabus:**

- Leadership
- Interpersonal Relations
- Communication
- Stress Management
- Group Dynamics and Team Building
- Conflict Management
- Performance Appraisal
- Time Management
- Motivation

### **Detailed Syllabus:**

- **Leadership**
  - Introduction to Leadership
  - Leadership Power
  - Leadership Styles
  - Leadership in Administration
- **Interpersonal Relations**
  - Introduction to Interpersonal Relations
  - Analysis Relations of different ego states
  - Analysis of Transactions
  - Analysis of Strokes
  - Analysis of Life position
- **Communication**
  - Introduction to Communication
  - Flow of Communication
  - Listening
  - Barriers of Communication

**Head Office:** 13 Jahangirabad, Near Charak Hospital, Bhopal (M.P.)

**Contact No.:** 0755-4285162

**Branches:** Bhopal, Indore, Dabra

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- How to overcome barriers of communication.
  
- **Stress Management**
  - Introduction to Stress
  - Causes of Stress
  - Impact Stress
  - Managing Stress
  
- **Group Dynamics and Team Building**
  - Importance of groups in organization
  - Interactions in group
  - Group Decision Taking
  - Team Building
  - Interaction with the Team
  - How to build a good team?
  
- **Conflict Management**
  - Introduction to Conflict
  - Causes of Conflict
  - Management Managing Conflict
  
- **Performance Appraisal**
  - Introduction to Performance Appraisal
  - Vertical Appraisal
  - Horizontal Appraisal
  - 360° Performance Appraisal
  - Methods of improving Techniques of Performance Appraisal.
  
- **Time Management**
  - Time as a Resource
  - Identify Important Time Wasters
  - Individual Time Management Styles
  - Technique for better Time Management
  
- **Motivation**
  - Introduction to Motivation
  - Relevance and types of Motivation
  - Motivating the subordinates
  - Analysis of Motivation

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