Asia Pacific University of Technology and Innovation



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| 1 | Name of Course/Module: Personality Development  Version: September 2023 | | | | | | | | | | | |
| 2 | Course Code: NP-LBEF-002 | | | | | | | | | | | |
| 3 | Name(s) of academic staff: Bittoo Kumar Sharma | | | | | | | | | | | |
| 4 | Rationale for the inclusion of the course/module in the programme:  Refer to Programme Specification | | | | | | | | | | | |
| 5 | Semester and Year offered: Refer to Programme Specification | | | | | | | | | | | |
| 6 | Total Student Learning Time (SLT) | | Face to Face | | | | Total Guided and Independent Learning | | | | | |
| L = Lecture  T = Tutorial  P = Practical  O= Others | | L  32 | T  16 | P  X | O | 120 | | | | | |
| 7 | Credit Value: 3 | | | | | | | | | | | |
| 8 | Prerequisite (if any): None | | | | | | | | | | | |
| 9. | Objectives  The objectives of this module is to:   * Contribute to the achievement of the learning outcomes specified for the student’s award at level 1 * Provide an introduction to the study of the basics of personality skill development * Meet the prerequisite requirements of modules at level 2 of study (BA (Hon’s) in Personality Development * Introduce and begin to develop student skills in relation to the basic concepts of personality development skills and its many elements such as the communication skill, integrated speaking and presentation skill. * Speak confidently with any speakers of English, including native speakers * Enable students to develop their ability to : * Innovate * Learn * Work in teams * Be aware of needs of others | | | | | | | | | | | |
| 10. | Learning outcomes:  On successful completion of this module, you should be able to:  1. Demonstrate and apply knowledge and understanding of the concepts of time management and stress management in an organization(MQF1, MQF2, MQF4, MQF6 )  2. Demonstrate the ability to utilize leadership skill, employability and corporate skill in an organization.( MQF3, MQF5, MQF7, MQF8 )  MQF1 - Knowledge  MQF2 - Practical skills  MQF3 - Social skills &  responsibilities  MQF4 - Values, attitudes, professionalism and ethics  MQF5 - Communications, leadership and team skills  MQF6 - Problem solving & scientific skills  MQF7 - Information management and lifelong learning skills  MQF8 - Managerial & entrepreneurial skills | | | | | | | | | | | |
| 11. | Transferable Skills:  The following employability skills are introduced (I), developed (D) and/or assessed (A):  Enable students to develop their ability to :   * Innovate (I,D) * Learn ((I, D, A) * Work in teams (A) * Be aware of needs of others (D) | | | | | | | | | | | |
| 12. | Teaching-learning and assessment strategy:  The module comprises lectures and tutorials and involves team working skills within the assignment. | | | | | | | | | | | |
| 13. | Synopsis:  This module will be carried out through syndicate work, brainstorming, note taking, annotating handouts, case studies, solving problems. | | | | | | | | | | | |
| 14. | Mode of Delivery:  Lecture & Tutorial | | | | | | | | | | | |
| 15. | Assessment Methods and Types   * 40% Group Assignment * 10% Group Presentation * 50% Individual Interview (Personality Test) | | | | | | | | | | | |
| 16. | Mapping of the course/module to the Programme Aims :  Refer to the Programme Specification | | | | | | | | | | | |
| 17. | Mapping of the course/module to the Programme Learning Outcomes:  Refer to the Programme Specification | | | | | | | | | | | |
| 18. | Content outline of the course/module and the SLT per topic: | | | | | | | | | | | |
| Week | Topics | | | | | | L | T | P | O | Ind |
| 1 | **Introduction**   * Basics of personality * Introduction of personality development * Theories of personality development * Stages of personality development * Importance of personality development * Determinants of personality development | | | | | | 2 | 1 |  |  | 4.5 |
| 2 | **Interpersonal skills**   * Introduction interpersonal skills * Importance interpersonal skills * Communication skills:- verbal and nonverbal communication * Listening skills * Emotional intelligence * Conflict management * Decision making * Problem solving | | | | | | 2 | 1 |  |  | 4.5 |
| 3 | **Personal skills**   * Introduction and its importance * Analyzing strength and weakness * Building self-confidence, Self-discipline * Building self-awareness * Working on attitude i.e. aggression, assertive and submissive | | | | | | 2 | 1 |  |  | 4.5 |
| 4 | **Communication skills**   * Communication barriers and overcoming these barriers * Personal communication * Listening * Conversation skills * Public speaking * Gesture and expression * Body language | | | | | | 2 | 1 |  |  | 4.5 |
| 5 | **Group communication**   * Group discussion * Debate * Panel discussion * Brain storming | | | | | | 2 | 1 |  |  | 4.5 |
| 6 | **Dress ethics**   * Grooming your self * Judging your image | | | | | | 2 | 1 |  |  | 4.5 |
| 7 | **Presentation skills**   * Preparation of self-introduction, * Lecturing * Power point presentation * Impromptu | | | | | | 2 | 1 |  |  | 4.5 |
| 8 | **Stress management**   * Cause and effect * Coping strategies- simple physical exercise, yoga and meditation techniques * Relaxation by silence and music * Positives forces of nature | | | | | | 2 | 1 |  |  | 4.5 |
| 9 | **Time management**   * Time as a resource and effective planning * Identifying barriers to effective time management * Time management styles * Techniques for better time management | | | | | | 2 | 1 |  |  | 4.5 |
| 10 | **Leadership skill**   * Leadership style * Principle of leadership * Development of leadership qualities * Group dynamics * Team building | | | | | | 2 | 1 |  |  | 4.5 |
| 11 | **Employability skills**   * Resume writing * Writing a cover letter * Interview skills * Type of interview * Preparation of interview * Mock interview | | | | | | 4 | 2 |  |  | 9 |
| 12 | Consolidation of Module Revision | | | | | | 5 |  |  |  |  |
| 13 | Group Project Presentation | | | | | | 5 | 1 |  |  | 4.5 |
|  |  | TOTAL | | | | | | 34 | 14 |  |  | 72 |
| 19 | Main references supporting the course  **Essential Reading**  The 7 Habits of Highly Effective People : Powerful Lessons in Personal Change  Getting Things Done – David Allen  **Further Reading**  ThePower of Full Engagement – Jim Loehr  The Magic of Thinking Big – David J. Schwartz. | | | | | | | | | | | |
| 20 | Other additional information:  none  None | | | | | | | | | | | |