

<div> <div>One Step In Changing Education Chain...</div> <div> <div>RED &amp; WHITE</div> <div>GROUP OF INSTITUTE</div> </div> </div>										FACULTY NAME																				
										STARTING DATE				D	D	-	M	M	-	Y	Y	GRID								
										ENDING DATE				D	D	-	M	M	-	Y	Y	B. TIME		H	H	:	M	M		
STUDENT NAME																	GOOGLE CLASSROOM CODE													
PERSONALITY DEVELOPMENT																		TOTAL DAYS: ____ /24												
LEC.	TOPIC				DATE	P/A	DAY	FEEDBACK		STU. SIGN		FACULTY SIGN																		
1	<b>PERSONALITY DEVELOPMENT</b> INTRODUCTION OF PD, FORMATION OF PERSONALITY							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						
2	<b>IMPORTANCE OF PERSONALITY DEVELOPMENT</b> WHAT DIFFERENT MEDIA SAYS ABOUT PD AND BENEFITS IN JOB, BUSINESS, PERSONAL LIFE							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						
3	<b>COMMUNICATION SKILLS</b> BASIC COMMUNICATION PRINCIPLE, TYPES OF COMMUNICATION, IMPORTANCE OF COMMUNICATION, BARRIER OF COMMUNICATION.							<div>A</div> <div>B</div>																						
							2	<div>C</div> <div>D</div>																						
4	<b>LAW OF GRATITUDE</b> HOW GRATITUDE MAKES OUR LIFE BEAUTIFUL. GRATITUDE FOR LIFE, BUSINESS AND JOB.							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						
5	<b>MOTIVATION</b> WHY MOTIVATION, TYPES OF MOTIVATION, INTRODUCTION ABOUT SELF-MOTIVATION							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						
6	<b>TIME MANAGEMENT</b> BASIC PRINCIPLE OF TIME MANAGEMENT, UTILIZATION OF TIME MANAGEMENT, TIME MANAGEMENT MATRIX							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						
7	<b>ATTITUDE</b> WHAT IS ATTITUDE? WHY ATTITUDE MATTERS? TYPES OF ATTITUDE. INTRODUCTION ABOUT ICEBERG.							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						
8	<b>ART OF PUBLIC SPEAKING</b> 4 IMPORTANCE FACTOR ABOUT PUBLIC SPEAKING, DEBATE, DISCUSSION, EXTEMPORE, SEMINAR							<div>A</div> <div>B</div>																						
							2	<div>C</div> <div>D</div>																						
9	<b>JOB SEARCH</b> CURRENT SCENARIO OF JOB, JOB SATURATION, MARKET COMPETITION, WHERE TO FIND JOB, HOW TO FIND JOB							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						
10	<b>RESUME WRITING</b> DIFFERENCE BETWEEN CV AND RESUME, IMPORTANCE OF RESUME, KEY POINTS OF RESUME, HOW TO WRITE RESUME, DO'S AND DON'TS IN RESUME							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						
11	<b>INTERVIEW SKILLS</b> WHAT IS INTERVIEW, THREE TYPES OF PREPARATION, HANDLING QUESTIONS, REMEMBERING POINTS DURING INTERVIEW, AFTER INTERVIEW							<div>A</div> <div>B</div>																						
							2	<div>C</div> <div>D</div>																						
12	<b>SELF CONFIDENCE</b> LAW CONFIDENCE, OVER CONFIDENCE, SELF CONFIDENCE							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						
13	<b>GOAL SETTING</b> WHAT IS GOAL? WHY GOAL IS IMPORTANT? TYPES OF GOAL. HOW TO ACHIEVE GOAL.							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						
14	<b>LEADERSHIP SKILLS</b> WHAT IS LEADERSHIP? DIFFERENCE BETWEEN LEADERSHIP AND MANAGEMENT. QUALITIES OF GOOD LEADER.							<div>A</div> <div>B</div>																						
							1	<div>C</div> <div>D</div>																						

IN FEEDBACK (A = 100% | B = 80% | C = 60% | D = 30%)

NOTE: - FEEDBACK WILL BE GIVEN BY STUDENTS, MARKS OUT OF 10 WILL BE GIVEN BY TUTOR

15	<b>PRESENTATION SKILLS</b> WHAT IS PRESENTATION? HOW TO PREPARE EFFECTIVE PRESENTATION? BENEFIT OF PRESENTATION.				___/10						
				1							
16	<b>BODY LANGUAGE</b> IMPACT OF MASSAGE, WHAT IS BODY LANGUAGE? INTRODUCTION ABOUT GESTURE AND POSTURE. WHY TO LEARN BODY LANGUAGE?				<table><tr><td>A</td><td>B</td></tr><tr><td>C</td><td>D</td></tr></table>	A	B	C	D		
				A	B						
C	D										
2											
17	<b>CONCEPT OF BUSINESS SUCCESS</b> CURRENT SCENARIO OF MARKET, BENEFITS OF BUSINESS, IMPORTANT FACTOR FOR BUSINESS				<table><tr><td>A</td><td>B</td></tr><tr><td>C</td><td>D</td></tr></table>	A	B	C	D		
				A	B						
C	D										
1											
18	<b>MONEY MANAGEMENT</b> ROLE OF MONEY IN OUR LIFE. HOW TO MANAGE MONEY? INVESTMENT OF MONEY FOR SELF-DEVELOPMENT.				<table><tr><td>A</td><td>B</td></tr><tr><td>C</td><td>D</td></tr></table>	A	B	C	D		
				A	B						
C	D										
1											
19	<b>NLP</b> IMPORTANCE OF AFFIRMATION, USE OF SUBCONSCIOUS MIND				<table><tr><td>A</td><td>B</td></tr><tr><td>C</td><td>D</td></tr></table>	A	B	C	D		
				A	B						
C	D										
1											
20	<b>COMFORT ZONE AND DAILY HABITS</b> HABITS OF SUCCESSFUL PERSON, BREAKING OF COMFORT ZONE, SOME POWERFUL HABITS.				<table><tr><td>A</td><td>B</td></tr><tr><td>C</td><td>D</td></tr></table>	A	B	C	D		
				A	B						
C	D										
1											
<b>VIVA AND TEST - 01</b>					___/50						