



National Council of Vocational and Research Training

New Delhi-110058

SECRETARIAL PRACTICE SECTOR

COURSE CODE: **SEC – 1032**

CERTIFICATE IN PERSONALITY DEVELOPMENT



**DETAILED SYLLABUS FOR VOCATIONAL TRAINING
PROGRAMME**

COURSE TITLE	CERTIFICATE IN PERSONALITY DEVELOPMENT
COURSE CODE	SEC – 1032
MEDIUM	ENGLISH
QUALIFICATION	10th Pass
DURATION	6 MONTHS
CLASS TIMES	10:00am – 04:00pm

MARK ALLOTMENT

THEORY	100 Marks
PRACTICAL	100 Marks
INTERNAL	100 Marks
TOTAL MARKS	300 Marks
PASSING MARKS	40/100

CERTIFICATE IN PERSONALITY DEVELOPMENT	
PAPER I	SOFT SKILLS

PAPER I SOFT SKILLS

UNIT I INTRODUCTION TO PERSONALITY DEVELOPMENT

The concept personality- Dimensions of theories of Freud & Erickson- personality – significant of personality development. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure. SWOT analyses.

UNIT II ATTITUDE & MOTIVATION

Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude - Advantages –Negative attitude - Disadvantages - Ways to develop positive attitude - Difference between personalities having positive and negative attitude. Concept of motivation - Significance - Internal and external motives - Importance of self-motivation- Factors leading to de-motivation

UNIT III SELF-ESTEEM

Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self-esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours - Lateral thinking.

UNIT IV OTHER ASPECTS OF PERSONALITY DEVELOPMENT Body language - Problem-solving - Conflict and Stress Management - Decision-making skills -Leadership and qualities of a successful leader - Character-building -Team-work - Time management -Work ethics –Good manners and etiquette.

UNIT V EMPLOYABILITY QUOTIENT

Resume building- The art of participating in Group Discussion – Acing the Personal (HR & Technical) Interview -Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions.

TEXT BOOK:

SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications .

REFERENCE

1. Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998.
2. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998.
3. Thomas A Harris, I am ok, You are ok , New York-Harper and Row, 1972
4. Daniel Coleman, Emotional Intelligence, Bantam Book, 2006