

**Guruvarya Sadanand Maharaj Arts and Commerce College,
Kondhwa Bk; Pune-411048**

Certificate Course In Personality Development

Objectives of Course-

- To Understand the scope of personality
- To develop core skills for development of self
- To cultivate Interpersonal skills of successful life

SYLLABUS

Total Lectures- 30

Unit-1) Self Development Skills

- 1.1- Introduction of Personality
- 1.2- Self Esteem & Self Confidence
- 1.3- Thinking & Problem Solving Skills

Unit-2) Stress Management & Goal Setting Skills

- 2.1- Stress Management
- 2.2- SWOT Analysis & Goal Setting
- 2.3- Hard Skills & Soft Skills

Unit-3) Interpersonal Skills

- 3.1- Effective Communication
- 3.2- Skills for Successful Interview
- 3.3- Leadership

Method-

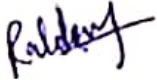
- 1) Lectures by Regular Faculties
- 2) Guest Lectures
- 3) Documentaries & Other Visual Sources

Evaluation Scheme-

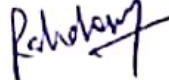
- 1) Written Examination
(Objective type Questions) -60 Marks
 - 2) Participatory Sessions -20 Marks
 - 3) Written Assignment -20 Marks
- (Certificate will Issue to all Participants after Completing the course)

Reference Books-

- 1) Personality Development & Soft Skill- by Barun Mitra
- 2) Personality Development- by Swami Vivekanand
- 3) The Power of your Subconscious Mind- by Joseph Murphy



Co-Ordinator



H.O.D.





PRINCIPAL
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