

NIRMA UNIVERSITY
Institute of Technology
Bachelor of Technology
Open Elective (all Dept.)

L	T	P	C
2	1	0	3

Course Code	2HSOE01
Course Title	Personality Development

Course Outcomes (CO):

At the end of the course, students will be able to-

1. nurture a deep sense and understanding of personality development, soft skills and interpersonal relationship for overall self-development
2. realize the role of technology in personality development and the importance of time and stress management
3. develop and exhibit a balanced attitude in life and learn to handle failures

Syllabus:

Teaching Hours: 30

Unit I Personality Development:	03
Define personality, determinants of personality development, types of personalities, personality traits, developing effective habits, emotional intelligence, manners and etiquettes	
Unit II Attitude:	03
Define attitude, factors affecting attitudes, positive attitude & advantages, negative attitude & disadvantages, ways to develop positive attitude	
Unit III Habits:	03
Habits: guiding principles, identifying good and bad habits, breaking bad habits, forming habits of success, goal setting, addiction	
Unit IV Digital Etiquettes :	03
Use of ICT in day-to-day management, effective use of social media, e-mail etiquette netiquette, useful electronic gadgets and mobile applications	
Unit V Communication Skills:	04
Self-confidence, effective reading/writing/listening/communication skills, Overcoming stage fear, art of professional presentation, role of body language, use of audio & visuals in presentations, Negotiation Skills.	
Unit VI Time and Stress Management:	03
Time as a Resource, Identify Important Time Wasters, Techniques for better Time Management, Introduction to Stress, Causes of Stress, Results of Stress, Managing Stress	

Unit VII Facing Failures: Factors affecting failures, learning from failures, overcoming failures, power of faith, practicing faith	03
Unit VIII Interpersonal Relationship: Defining interpersonal relationship, human perceptions, understanding people, types of interpersonal relationships, factors affecting interpersonal relationship, <u>tips to improve interpersonal relations</u> , conflict resolution	03
Unit IX Art of Networking: Grooming, Dining etiquettes, Cross-cultural etiquettes, Cross cultural intelligence.	05

Self-Study:

The self-study contents will be declared at the commencement of semester. Around 10% of the questions will be asked from self-study contents.

Suggested Readings:

- 1 Dorc Patricia, What Are Soft Skills? New York: Execu Dress Publishers.
- 2 Kamin Maxine, Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders. Washington, DC: Pfeiffer & Company.
- 3 Klaus Peggy, Jane Rohman & Molly Hamaker, The Hard Truth about Soft Skills. London: Harper Collins.
- 4 Petes S. J., Francis. Soft Skills and Professional Communication. New Delhi: Tata McGraw-Hill Education.
- 5 Stephen Covey, Seven Habits of Highly Effective People
- 6 Hurlock Elizabeth B, Personality Development, Tata Mcgraw Hill New Delhi

L = Lecture, T = Tutorial, P = Practical, C = Credit