

KOLHAN UNIVERSITY

CHAIBASA

Syllabus for Undergraduate Programme

B.A/B.Sc./B.Com. Honours/General

Course :Personality Development

Semester - IV

Paper Code:-Skill Enhancement Course (SEC) - 2

Total Marks:-50

Credit - 02

Time – 1.5 hrs.

NO	Details	Min Lect.
	<u>Theory</u>	
1.	<b>Introduction</b> Define personality, perception- personality, Man-personal personality, Personality Factors- Factors of association-Personality Relationship at home-friends-environment educational factor- Situational Factors- Conditional- Genetic- compulsory- spiritual public relations factors.	12
2.	<b>Trait Personification/ Personality Traits</b> Personality Traits-personality person- formation- factors influencing person habits of highly effective people & personality habits- Be proactive—Begin with the end in mind—Put first things first—Think win- Seek first to understand then to be understood – Synergize – Sharpen the saw	12
3.	<b>Self Esteem</b> Term of self esteem- symptoms- advantages- Do's and don'ts to develop positive – Positive self esteem& negative self esteem. Leadership & qualities of successful leader, character building, Teamwork, Lateral thinking, Time management, Work ethics, personality –A spiritual journey beyond management of change- Good manners & etiquettes-Interpersonal relationships-Analysis of strengths & weaknesses.	12
4.	<b>Leadership</b> Leadership & qualities of successful leader, character building, Teamwork, Lateral thinking, Time Management, Work ethics, personality –A spiritual journey beyond management of change- Good manners & etiquettes-Interpersonal relationships-Analysis of strengths & weaknesses.	14
5.	<b>Five Pillars of Personality Development</b> Introspection – Self-Assessment – Self-Appraisal – Self Development- Self Introduction	08
6.	<b>Ideal Personality</b> Effective communication & its key aspects, Body language, Assertiveness, problem-solving, Conflict & stress management, decision making skills, Motivation, positive & creative thinking.	12

*Spencer*  
25/01/11