

## **Communication skills & Personality Development Syllabus**

Unit I : Introduction to communication, process of communication, Importance of communication, 7c's of Communication, Essentials of effective communication

Unit II : Different forms of communication: Verbal communication, Non-verbal communication, Intrapersonal communication, Interpersonal communication, group communication, mass communication, new media communication

Unit III : Developing skills : Listening , Speaking, Reading and Writing skill

Unit IV : Essential Soft skills : group discussion, Presentation skills, Decision-making, Team work, Innovation, Creative thinking, Time-management

Unit V : Personality Development : concept of personality, dimensions of personality and dimensions of personality

Unit VI : Attitude and Motivation : concept of motivation, positive attitude, negative attitude , ways to develop a positive attitude, concept of motivation and importance of self-motivation