

# Certificate Course on Personality Development



**Chhotu Ram Arya College**  
**Sonipat 131001**

Personality Development, a buzz word today has attracted the attention of students, professionals and entrepreneurs all over the world. Employability, being the major concern today, every individual aims at getting coveted jobs. Employability today is commensurate with proving multiple skills in varied situations in a fast changing world. Hence, everyone aspiring for jobs today has to prove one's mettle in various situations where one requires personality. One may be armed with good competence of one's subject but one cannot compete with his peer groups unless one has the potential of personality. Performance can be ensured with the demonstration of certain abilities that can help a professional communicate, corroborate, convince, evaluate and look into the continuing as well as the upcoming trends of the corporate world from time to time. The course aims at creating confidence among the stock holders of the corporate world in which the role of individuals as team players and also as responsible leaders materializes to a great extent. The course, with its interactive and need based modules, will address various challenges of communication as well as behavioural skills faced by individuals at workplace and organizations in bridging the gaps through effective skills of interviews, group discussions, meeting management, presentations and nuances of drafting various business documents for sustainability in today's global world.

This programme is designed in collaboration with **ACE**, Subhash Chowk, Sonipat and **Chhotu Ram Arya College**, Sonipat. The Personality Development certification course consists of a short introductory lesson and seven modules. Each module is split into shorter lessons which you can do at your own pace.

After completion of all the seven modules and the final assessment, you will be awarded a certification badge and diploma proving your understanding of how Personality impact work.

**Intended Audience:** BE/B.Sc/B.A, ME, M.Sc./M.A, Ph.D, Open to everyone desirous of honing one's employability skills

**PRE-REQUISITES** : Basic knowledge of reading and writing English.

**INDUSTRIES SUPPORT:** Can be useful to all major companies, such L&T, BHEL, NBCC, NTPC, WIPRO, INFOSYS, and other organizations where HR has a crucial role.

## **Course Content:**

### **Module 1: Personality**

Time: 2 days

Soft-skills intensive jobs place significant demands on the moment-to-moment decisions that people make to respond effectively with the right behaviours and approach. Our soft-skills behaviours and the choices that drive them are largely determined by our personality.

In this module you will learn how to identify the personality soft skills lead to successful performance at work.

### **Module 2: Ability**

Time: 2 days

Decades of research has identified a significant link between our cognitive soft skills and performance at work. How we think, make judgements, solve problems and apply our mental firepower to challenges is critical to soft-skills jobs at every level.

This module explores the link between general mental ability and soft-skills performance.

### **Module 3: Structured Interviews**

Time: 2 days

Unconscious bias, subjectivity, poor predictive power, and inconsistent candidate experiences are all common symptoms associated with traditional employment interviews.

### **Module 4: Communication**

Time: 2 days

Positive Thinking, Telephonic Communication Skills, Communicating without Words, Paralanguage

### **Module 5: Writing Skills**

Time: 2 days

Communication Breakdown, Advanced Writing Skills, Principles of Business Writing

## **Module 6: Leadership Skills**

Time: 2 days

Group Discussion, Meeting Management, Adaptability & Work Ethics

## **Module 7: Presentation**

Time: 3 days

Making Effective Presentations, Speeches for Various Occasions, Interviews, Planning & Preparing: Effective Résumé,

This module covers best practice principles for maximizing the power of interviews to predict soft-skills performance. You will learn how to get the best from all formats of interview, including structured, video, virtual, and psychometric powered.

### **Additional Information:**

The additional information about the programme and the admission details are available at college website [www.cracollegesonepat.org](http://www.cracollegesonepat.org) and our collaborative Partner: **ACE, Behind R.K. Sweets, Subhash Chowk, Sonipat**

For further information, kindly contact:

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**Established in 1951**