

**SELF PACED
COMMUNICATION
SKILLS AND
PERSONALITY
DEVELOPMENT**



www.courses.aisectlearn.com

COURSE OVERVIEW

The Course aims to impart the significant Soft skills and inter-personal skills in students pursuing any UG/PG programs. The course facilitates an all-round development of personality.

COURSE OBJECTIVE

The course aims to impart basic to advance levels of typing skills among the learners. Apart from typing learners would get exposure to processing tools, like MS Word & MS Excel.

SKILLS YOU WILL LEARN

You will advance skills on communication and personality development.

PROGRAM HIGHLIGHTS

Instructor- Manisha Anand

Duration- 3 Months

Eligibility- 10+2

No. of Lectures - 94 Approx.

Placement training- N/A

Language-English

Shareable certificate- Yes



Course Introduction	Overview of the Course
	What is Communication?
	What is Personality?
	What is Personality Development ?
	Live Class
Self-Awareness	Self-Awareness & its Importance
	Know Yourself
	Likes & Dislikes
	Identify your Strength
	Deal with your weakness
	SWOT Analysis
	Hobbies & Interest
	Your Goals and Objectives
	Goal Setting
	Talking About Yourself
	Live Class
Time Management	Definition
	Importance of Time Management
	Tips to Improve Time Management
	More Tips
	Live Class
Physical Development	Importance
	Nutrition
	Exercise/Physical Activity

	Sound Sleep
	Breathing Exercise
	Healthy & Natural Lifestyle
	Live Class
Grooming	Definition & Importance
	Dress/Attire
	Teeth & Oral Hygiene
	Footwear & Accessories/Handbag
	Hair and Nails
	Basic Hygiene and Makeup
	Live Class
Mental Development	Learning in Interesting Ways
	Develop Thought Process
	Aptitude Building
	Logical & Creative Thinking
	Growth & Learning Mindset
	Live Class
General Awareness	Definition - World Around You
	Importance
	How to do it ? (Tips)
	Live Class
Verbal Communication Skills	Definition & Importance
	Reading
	Writing

	Speaking
	Listening
	Thinking
	Pronunciation
	Barrier to Effective Communication
	Communication Styles - Being Assertive
	Art of Saying No - Refusing Skills
	Learn Writing Skills
	Live Class
Non-Verbal Communication Skills (Body language)	Definition & Importance of Non-Verbal Communication Skills (Body language)
	Posture
	Gestures
	Eye Contact
	Facial Expression
	Tone
	Fidgety Movements
	Tips to Improve Body Language
	Definition & Importance
	Improve Interpersonal Skills
	Live Class
Interpersonal Skills	Definition & Importance
	Develop Networking Skills

Public Speaking Skills	Definition and Its Importance of Public Speaking Skills
	Overcoming Fear
	Extempore
	Group Discussion-1
	Group Discussion-2
	Tips to improve Group Discussion
	Presentation
	Interview Preparation (Before the Interview)
	Interview Preparation (During the Interview)
	After the Interview
	Online Interview
	Activity-Live Interview
	Live Class
Emotional Development	Understanding Your Emotions
	Empathy
	Attitude Building
	Mindfulness
	Stress Management
	Relationships
	Staying Positive
	Staying Motivated
	Staying Grateful
	Responsibility & Accountability
	Live Class

Spiritual Growth	Manage Yourself
	Heal Yourself
	Energy Management
	Live Class
Manner & Etiquette	Definition and importance of Social Manners
	Greetings
	Handshakes
	Expressing Gratitude
	Apologies
	Behaviour during Interaction
	Behaviour While Departing
	Punctuality
	Be Humble & Polite
	Live Class
Social Media Ettiquettes (Internet Maturity)	Definition & Importance
	Do's
	Don't's
	Profile Building on Social Media Platforms
	Live Class



Sign up for

Webinars, Free courses and Paid Courses

starting from ₹499/- onwards only

Contact Us



+91 9111177800



learn@aisectlearn.com



www.courses.aisectlearn.com