

**SELF-PACED**

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# **CERTIFICATE IN PERSONALITY DEVELOPMENT AND INTERPERSONAL SKILLS**



## COURSE OVERVIEW

The Course aims to equip learners with the knowledge and techniques required to communicate effectively and exhibit positive behaviours. Topics covered include effective listening, assertiveness, conflict resolution, non-verbal communication, emotional intelligence, time and stress management, and leadership. By the end of the course, learners will have developed their communication and behavioural skills, which are essential for success in personal and professional settings.

## COURSE OBJECTIVE

The course objective for communication and behavioural skills is to equip students with the knowledge and skills required to communicate effectively, build positive relationships, understand different communication styles, develop critical thinking and problem-solving skills, enhance leadership skills, manage emotions, handle conflicts, improve time management and organizational skills, understand ethical and professional standards, and promote continuous learning. The specific objectives may vary depending on the program, but the ultimate goal is to prepare students to succeed in the workplace.

## SKILLS YOU WILL LEARN

You will advance your Skills on Communication and Personality Development.

## PROGRAM HIGHLIGHTS

Instructor - **Ms. Manisha Anand**

Duration - **2 Months**

Eligibility - 10+2

No. of Lectures - 66

Placement training - N/A

Language - Hinglish

Shareable certificate - Yes



# PROGRAM SYLLABUS

## Module 1 Overview of the Course

Session 1.1 What is Communication?

Session 1.2 What is Personality?

Session 1.3 What is Personality Development ?  
Live Class

## Module 2 Self-Awareness

Session 2.1 Self-Awareness & its Importance

Session 2.2 Know Yourself

Session 2.3 Likes & Dislikes

Session 2.4 Identify your Strength

Session 2.5 Deal with your weakness

Session 2.6 SWOT Analysis

Session 2.7 Hobbies & Interest

Session 2.8 Your Goals and Objectives

Session 2.9 Goal Setting

Session 2.10 Talking About Yourself  
Live Class

## Module 3 Grooming

Session 3.1 Definition & Importance

Session 3.2 Dress/Attire

Session 3.3 Teeth & Oral Hygiene

Session 3.4 Footwear & Accessories/Handbag

Session 3.5 Hair and Nails

Session 3.6 Basic Hygiene and Makeup  
Live Class

## Module 4 Verbal Communication Skills

Session 4.1 Definition & Importance

Session 4.2 Reading

Session 4.3 Writing

Session 4.4 Speaking

Session 4.5 Listening

Session 4.6 Thinking

Session 4.7 Pronunciation

Session 4.8 Barrier to Effective Communication



**Session 4.9 Communication Styles – Being Assertive**

**Session 4.10 Art of Saying No – Refusing Skills**

**Session 4.11 Learn Writing Skills**

**Live Class**

**Module 5 Non-Verbal Communication Skills (Body language)**

**Session 5.1 Definition & Importance**

**Session 5.2 Definition & Importance of Non-Verbal  
Communication Skills (Body language)**

**Session 5.3 Posture**

**Session 5.4 Gestures**

**Session 5.5 Eye Contact**

**Session 5.6 Facial Expression**

**Session 5.7 Tone**

**Session 5.8 Fidgety Movements**

**Session 5.9 Tips to Improve Body Language**

**Session 5.10 Definition & Importance**

**Session 5.11 Improve Interpersonal Skills**

**Live Class**

**Module 6 Interpersonal Skills**

**Session 6.1 Definition & Importance**

**Session 6.2 Develop Networking Skills**

**Live Class**

**Module 7 Public Speaking Skills**

**Session 7.1 Definition and Its Importance of  
Public Speaking Skills**

**Session 7.2 Overcoming Fear**

**Session 7.3 Extempore**

**Session 7.4 Group Discussion-1**

**Session 7.5 Group Discussion-2**

**Session 7.6 Tips to improve Group Discussion**

**Session 7.7 Presentation**

**Session 7.8 Interview Preparation (Before the Interview)**

**Session 7.9 Interview Preparation (During the Interview)**

**Session 7.10 After the Interview**

**Session 7.11 Online Interview**

**Session 7.12 Activity-Live Interview**

**Live Class**



## Module 8 Manner & Etiquette

Session 8.1 Definition and importance of Social Manners

Session 8.2 Greetings

Session 8.3 Handshakes

Session 8.4 Expressing Gratitude

Session 8.5 Apologies

Session 8.6 Behaviour during Interaction

Session 8.7 Behaviour While Departing

Session 8.8 Dining Table Manners

Session 8.9 Punctuality

Session 8.10 Be Humble & Polite

Live Class

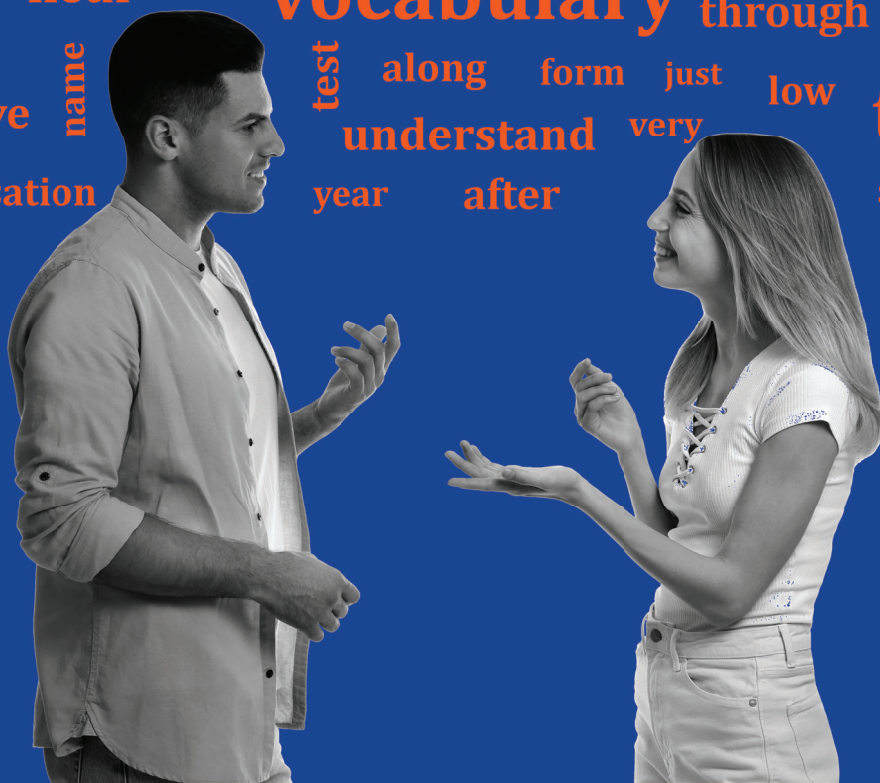
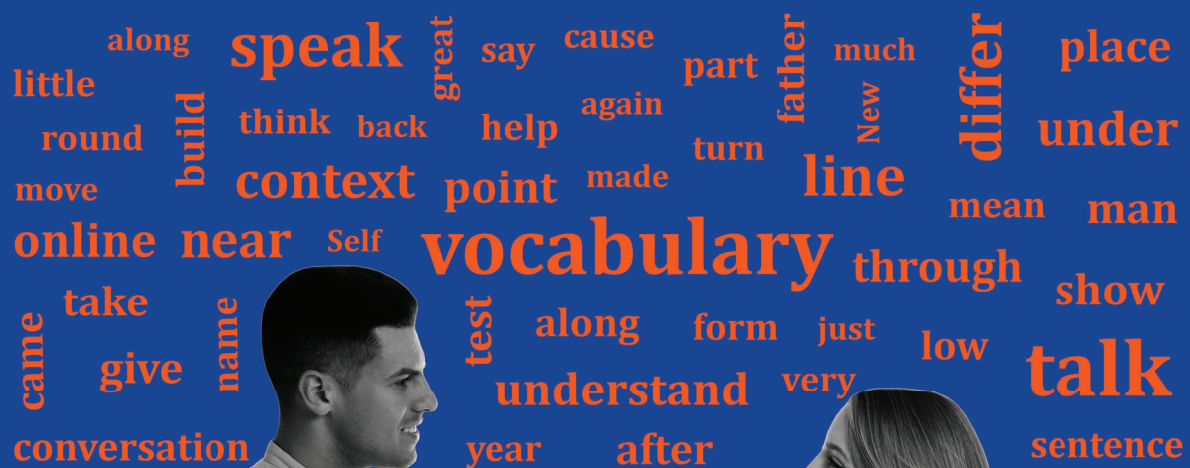
## Module 9 Social Media Etiquettes (Internet Maturity)

Session 9.1 Definition and importance of Social Manners

Session 9.2 Do's

Session 9.3 Don'ts's

Session 9.4 Profile Building on Social Media Platforms





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