

**SKILL ENHANCEMENT COURSE (SEC) FOR UG ENGLISH SECOND SEMESTER  
SAMBALPUR UNIVERSITY**

**Course Title**

Personality Development

**Description of the Course:**

This course aims at enhancing personal and professional skills, focusing on areas like communication, self-awareness, leadership, and interpersonal skills, ultimately fostering self-confidence and positive self-image after overcoming shortcomings and limitations contributing to the overall well-being and success.

**Course Objectives:**

1. To familiarize students with the concept of personality development and its significance in personal and professional life.
2. To enable students to identify and maximize their potentials for a holistic development.
3. To enable the students to apply the personality development insights for professional and personal growth.

**Course Outcomes:**

On completion of the course, the student will be able to

CO 1: Manage interpersonal relationships to promote personal and professional growth.

CO 2: develop and improve communication skills.

CO 3: build a wholesome personality to achieve all round development.

**Syllabus:**

**Unit I: Introduction to Personality Development**

A. Personality - Meaning, definition, significance and traits of personality; Impact of heredity and environment, Impact of Literature on building Personality

B. Development of Personality – Self-awareness, SWOT analysis, Interpersonal relationships (Freedom, Responsibility and Commitment), Social skills, Etiquettes and manners, effective use of social media and e-gadgets, mental health (overall wellbeing)

**Unit II: Personality Development and Professional Growth**

A. Attitude – Concept, Significance, factors affecting attitudes, positive and negative attitude

B. Leadership and motivation - Concept, Significance, Internal and external motives, the importance of self-motivation, team management, goal setting (SMART Goals)

**Unit III: Skills of Personality Development**

A. I. Soft Skills – Introduction, Meaning, Time management, stress management, critical thinking, decision making and problem solving, ethical behavior

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II. Communication Skills – Introduction, Meaning, Purpose of communication, Process of communication, Key elements of communication, Characteristics of effective communication, Verbal communication and Non-verbal communication, body language, Barriers to communication, Overcoming barriers, Communication with Family, Friends and colleagues (Improving one's sense of humor, loving, supporting and caring for others, accepting and tolerating differences)

**B. Practical Skills for Personality Development**

Listening and Speaking (Phonetics)

Application for jobs, E-mail, Resume (CV) writing

Note making

Seminar Presentation

Group Discussion

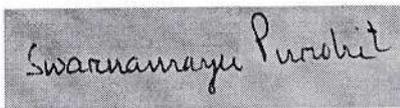
Knowledge of Basic grammar

**SUGGESTED READINGS**

1. *You Can Win* – Shiv Khera
2. *Understanding Psychology*: By Robert S Feldman. (Tata McGraw Hill Publishing)
3. *Personality Development and Career management*: By R.M.Onkar (S Chand Publications)
4. *Social Psychology*: By Robert S Feldman. (Tata McGraw Hill Publishing)
5. *Essentials of Business Communication* - Rajendra Pal and J. S. Korlhalli - Sultan Chand and Sons, New Delhi.
6. *Business Communication* (Principles, Methods and Techniques) Nirmal Singh - Deep and Deep Publications Pvt. Ltd., New Delhi
7. *Effective Business Communication* – H.Murphy.
8. *The Monk Who Sold his Ferrari* - Robin Sharma
9. <https://mindfulrootsounseling.com/impact-of-books-for-personal-growth/>

(This syllabus has been recommended by BoS in English, Sambalpur University for approval)

**Signature of the Members present:**



(Swarnamayee Purohit, Member)



(Ajit Kumar Kullu, Member)



(Aloka Patel, Chairman, BoS)