



**LPCPS**  
LUCKNOW PUBLIC COLLEGE  
OF PROFESSIONAL STUDIES

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### PERSONALITY DEVELOPMENT PROGRAM

**Duration (40 Hours)**

**Course Specific outcomes:** After Completion of this program, students would be able to understand themselves and their surrounding environment in a better way and would learn the skills needed to groom themselves as a professional.

#### Unit-I (10 hours)

Understanding Personality - Self-Knowledge -Importance, Benefits, Personality Types, Big Five Model of Personality Assessment, Ways to make People like you- Ways to, Influence or persuade Analyse worry.

#### Unit-II (10 hours)

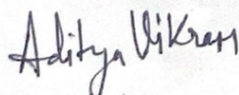
Interview Skills- Dress code, controlling nerves, positive visualization techniques, making first impression, Selling yourself at the interview, Group discussions- Do's and Don'ts, Must and Must Not's for the candidate, Time management skills, How to overcome Procrastination?, Etiquettes- Telephone etiquettes, Netiquettes.

#### Unit-III (10 hours)

Meeting Skills-The meeting agenda, the meeting agenda illustrated, Helpful guidelines, Example meeting minutes, Formal closure of meeting, Action Notes, Plan for efficiency, Negotiating Skills - What is Negotiation?, Winning Negotiation Techniques.

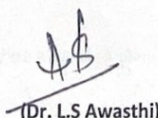
#### Unit-IV (10 hours)

Presentation Skill-Preparing the Venue, pay attention to detail, checking the equipment, Optimize the seating arrangements, considered the needs of your audience, Final preparation details., Getting Started, the Introduction, what style is best, Using Audio-visual Aids – slides, OHP, Teleprompter, Body Language, Communication, Body and Limb Movement, Eye contact, your posture and Stance, Staying in Control, reading signals from your audience, Signals from your audience coping with hostility.



(Mr. Aditya Vikram)

Course Coordinator



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Dean Academics



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