

Course Lesson Plan: Personality Development & Communication Skills

Course Duration: 8 Weeks

Mode: Online Self-Paced Learning



Course Layout & Weekly Plan

Week 1: Personality

- Understanding Personality & Its Importance
- Key Personality Traits for Success
- Factors Influencing Personality Development
- Building a Growth Mindset

Week 2: Self-Assessment

- Identifying Strengths & Weaknesses
- Self-Awareness & Emotional Intelligence
- Developing a Positive Attitude & Self-Confidence
- Personal SWOT Analysis

Week 3: Social Skills

- The Art of Building Relationships
- Developing Empathy & Active Listening
- Handling Social Situations with Confidence
- Networking & Professional Etiquette

Week 4: Communication

- Fundamentals of Effective Communication
- Verbal & Non-Verbal Communication Skills
- Overcoming Barriers in Communication
- Enhancing Clarity & Persuasiveness

Week 5: Presentation Skills

- Structuring an Effective Presentation
- Overcoming Stage Fear & Building Confidence

- Body Language & Voice Modulation
- Engaging the Audience with Storytelling

Week 6: Other Supporting Skills

- Time Management & Productivity Hacks
- Stress Management & Work-Life Balance
- Critical Thinking & Problem-Solving
- Emotional Intelligence in Personal & Professional Life

Week 7: Presentability

- Dressing for Success: Grooming & Professional Attire
- Personal Branding & Online Presence
- Business & Dining Etiquette
- First Impressions & Confidence Building

Week 8: Decision Making and Conflict Management

- Decision-Making Frameworks & Strategies
 - Handling Difficult Conversations & Negotiations
 - Conflict Resolution Techniques
 - Leadership & Teamwork in Professional Settings
-