Here is a structured 8-week course lesson plan on Soft Skills and Personality Development:

Course: Soft Skills and Personality Development

Course Duration: 8 Weeks | Mode: Self-Paced Online

Course Overview

This course is designed to help learners develop essential soft skills, enhance their personality, and build confidence in both personal and professional settings. Through engaging lessons, practical exercises, and real-world applications, learners will acquire key skills such as communication, time management, emotional intelligence, and professional etiquette.

Course Layout & Weekly Lesson Plan

Week 1: Foundations of Soft Skills & Growth Mindset

- Lesson 1: Highlights of Developing Soft Skills and Personality (Part 1: Sessions 1-24)
- Lesson 2: Highlights of Developing Soft Skills and Personality (Part 2: Sessions 25-48)
- Lesson 3: Definitions and Types of Mindset
- Lesson 4: Learning Mindsets & Their Impact on Success
- **Lesson 5:** Secrets of Developing a Growth Mindset

Key Takeaways:

- ✓ Understanding the importance of soft skills in personal & professional growth
- ✓ Identifying different types of mindsets and how they shape success.
- Developing a positive and growth-oriented mindset

Week 2: Time Management & Overcoming Procrastination

- **Lesson 6:** Importance of Time & Understanding Perceptions of Time
- **Lesson 7:** Using Time Efficiently Productivity Hacks
- Lesson 8: Understanding Procrastination & Its Psychological Effects
- **Lesson 9:** Overcoming Procrastination with Actionable Strategies
- **Lesson 10:** Don't Say "Yes" to Make Others Happy Learning to Set Boundaries

6 Key Takeaways:

- ✓ Mastering time management techniques for greater efficiency
- ✓ Understanding and overcoming procrastination habits
- ✓ Learning to say "No" effectively without guilt

Week 3: Emotional Intelligence & Positive Thinking

- Lesson 11: Understanding Different Types of People
- Lesson 12: How to Say "No" & Assertiveness Training
- Lesson 13: Controlling Anger & Managing Emotional Triggers
- Lesson 14: Gaining Power from Positive Thinking (Part 1)
- Lesson 15: Gaining Power from Positive Thinking (Part 2)

6 Key Takeaways:

- ✓ Learning how to manage emotions effectively
- Building emotional intelligence for better relationships
- Cultivating a positive mindset for personal and professional success

Week 4: Personal Magnetism & Building Likeability

- Lesson 16: What Makes Others Dislike You? Understanding Negative Traits
- Lesson 17: What Makes Others Like You? (Part 1) Social Intelligence
- Lesson 18: What Makes Others Like You? (Part 2) Building Rapport
- Lesson 19: Being Attractive (Part 1) Developing a Charismatic Personality
- Lesson 20: Being Attractive (Part 2) Confidence & Body Language

6 Key Takeaways:

- ✓ Understanding the science behind likeability and attraction
- ✓ Learning how to build strong, meaningful connections
- ✓ Mastering non-verbal communication for confidence

Week 5: Avoiding Common Mistakes & Personal Growth

- Lesson 21: Common Errors in Communication (Part 1)
- Lesson 22: Common Errors in Communication (Part 2)

- Lesson 23: Common Errors in Behavior (Part 3)
- Lesson 24: Common Errors in Professional Life (Part 4)
- Lesson 25: Common Errors in Decision Making (Part 5)

6 Key Takeaways:

- ✓ Identifying and correcting common behavioral mistakes
- ✓ Avoiding communication pitfalls for professional success
- Enhancing decision-making skills

Week 6: Humor, Money, & Personality Development

- Lesson 26: The Role of Humor in Communication
- Lesson 27: Humor in the Workplace Do's & Don'ts
- Lesson 28: Functions of Humor in Professional and Social Life
- Lesson 29: Money and Personality How Financial Habits Reflect You
- Lesson 30: Managing Money & Financial Discipline for Long-Term Success

@ Key Takeaways:

- ✓ Understanding how humor improves communication & workplace culture.
- ✓ Managing finances as a key element of personality development
- ✓ Building financial discipline for long-term success

Week 7: Health, Relationships & Well-Being

- Lesson 31: Health and Personality The Connection
- Lesson 32: Managing Health (Part 1): Importance of Exercise
- Lesson 33: Managing Health (Part 2): Diet & Sleep for Mental Clarity
- Lesson 34: Love and Personality How Relationships Shape You
- Lesson 35: Managing Love & Emotional Balance in Personal Life

@ Key Takeaways:

- ✓ Understanding the role of health in shaping personality
- ✓ Building strong personal relationships for emotional stability
- Developing healthy lifestyle habits for success

Week 8: Business Etiquette, Memory & Environmental Care

- Lesson 36: Ethics and Etiquette The Foundations of Good Conduct
- Lesson 37: Business Etiquette Professionalism in the Workplace
- Lesson 38: Managing Mind and Memory Cognitive Skills Development
- Lesson 39: Improving Memory Retention & Recall Techniques
- Lesson 40: Caring for the Environment Responsible Living
- Lesson 41: Highlights & Recap of the Course Final Takeaways

6 Key Takeaways:

- ✓ Mastering workplace and business etiquette for professional growth
- Enhancing memory retention and cognitive abilities
- ✓ Understanding the importance of environmental responsibility

[] Course Features & Benefits

- ✓ 8-week self-paced program with video lectures & assignments
- ✓ Practical exercises & real-life case studies
- ✓ Industry-relevant content with hands-on application
- Certification upon completion
- ✓ Access to expert Q&A and community discussions

Who This Course is For?

- ✓ Students & Job Seekers Enhance communication & personality skills
- ✓ Working Professionals Develop workplace etiquette & emotional intelligence
- Entrepreneurs Build confidence & effective networking skills
- Anyone Looking for Self-Improvement Improve personal & professional life

Course Certificate Advantage

- 🔽 Industry-recognized certification
- Adds value to your resume & LinkedIn profile
- ▼ Increases job opportunities & career growth

Books & References

- "How to Win Friends and Influence People" Dale Carnegie
- "Atomic Habits" James Clear
- "The 7 Habits of Highly Effective People" Stephen Covey
- "The Power of Now" Eckhart Tolle

Assignments & Contests

> Weekly Assignments for Skill Reinforcement

★ Final Project: Soft Skills Case Study & Presentation

R&R (Rewards & Recognition): Best Communicator, Best Presenter, Most Improved Learner

Top Indian Companies Hiring with These Certifications & Skillsets

◆ TCS | ◆ Infosys | ◆ Wipro | ◆ Accenture | ◆ Cognizant | ◆ Deloitte | ◆ HDFC Bank

Video Source Disclaimer

This course includes expert video lectures from **Swayam Portal** and other open education resources for authentic learning.

Ready to Transform Your Personality? Enroll Now!

Would you like any modifications or additions?