

# **Course: Enhancing Soft Skills and Personality**

**Course Code:** noc19-hs22

**Session:** 2018-19

**Duration:** 8 Weeks

**Assessment procedures:** Weekly Assignment (25%) + proctored certification Exam (75%)

## **Curriculum of the Course:**

Week 1:

- Highlights of Developing Soft Skills and Personality Course-1-24
- Highlights of Developing Soft Skills and Personality Course-25-48
- Definitions and Types of Mindset
- Learning Mindsets
- Secrets of Developing Growth Mindsets

Week 2:

- Importance of Time and Understanding Perceptions of Time
- Using Time Efficiently
- Understanding Procrastination
- Overcoming Procrastination
- Don't Say "Yes" to Make Others Happy!

Week 3 :

- Types of People
- How to Say "No"
- Controlling Anger
- Gaining Power from Positive Thinking-1
- Gaining Power from Positive Thinking-2

Week 4 :

- What Makes Others Dislike You?
- What Makes Others Like You?-1
- What Makes Others Like You?-2
- Being Attractive-1
- Being Attractive-2

Week 5 :

- Common Errors-1
- Common Errors-2
- Common Errors-3
- Common Errors-4
- Common Errors-5

Week 6 :

- Humour in Communication
- Humour in the Workplace
- Function of Humour in the Workplace
- Money and Personality

- Managing Money

Week 7 :

- Health and Personality
- Managing Health-1: Importance of Exercise
- Managing Health-2: Diet and Sleep
- Love and Personality
- Managing Love

Week 8 :

- Ethics and Etiquette
- Business Etiquette
- Managing Mind and Memory
- Improving Memory
- Care for Environment
- Highlights of the Course

### List of students enrolled

S.No	Student
1	AADITYA SOMANI
2	Nitin Agarwal
3	UMA AGARWAL
4	AMAN JAIN
5	ajat pareek
6	AMAN GOYAL
7	Arpit Gupta
8	Ashita Gupta
9	astha khandelwal
10	Balwinder
11	Himanshu
12	manvi asija
13	Md Asif Ansari
14	mahipal singh chauhan
15	muskan yogi
16	NISHANT TAILOR
17	Prakhar Varshney
18	prashant Aameriya
19	priya gupta
20	Rahul saini
21	shabbir ahmed
22	Manish khandelwal
23	Shubham Pareek
24	Swapnil Agrawal