

Course: Enhancing Soft Skills and Personality

Course Code: noc17-hs11

Session: 2016-17

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	Name of Students
1	Anand Kumar