



PIE INFOCOMM PVT. LTD.

Where Quality Matters...



ISO Certified
Regn. No. -
U74120UP2
011PTC0440

SYLLABUS FOR PERSONALITY DEVELOPMENT PROGRAMME

Unit 1	Spoken English Basic Course	Improve accuracy in Grammar, Expand vocabulary, Tenses, Prepositions, Modals, Voices, Direct/Indirect Speech, Adverbs, Adjectives.
Unit 2	Interpersonal Skills	Introduction to Interpersonal Relations, Analysis of Life position.
Unit 3	Communication Skills	Introduction to Communication, Flow of Communication, Listening, Barriers of Communication, How to overcome barriers of communication.
Unit 4	Stress Management	Introduction to Stress Causes of Stress, Impact Management Stress, And Managing Stress.
Unit 5	Group Dynamics & Team Building	Group Dynamics, Importance of groups in organization, Team Interactions in group, How to build a good team?
Unit 6	Personality Development	Inner Personality Development, Role of motivation & body language, Filling the GAP- Grooming, Attitude, Personality.
Unit 6	Business English	Organizing thoughts and ideas, How to make your content precise and powerful, Business terminology and vocabulary, Drafting official letters, Proposals, Report Writing
Unit 7	Professional Etiquettes	How to behave, interact and react in a Professional Environment
Unit 8	Professional Communication	Communicating yourself effectively and efficiently
Unit 3	Resume Building Skill	Art of Preparing Correct and adequate CV
Unit 3	General Aptitude	
Unit 4	Group Discussion	How to emerge differently at a Group Discussion

Unit 5	Interview Skills	It is important to learn how to speak in an interview, the frequently asked questions and dos and don'ts of behavior in an interview, an important part of Business English
Unit 6	Negotiation Skill	Art of Negotiation with Positive approach and effect
Unit 7	Grooming	Grooming, Dressing Properly and Carrying yourself
Unit 8	Know Your Industry	Understand the industry you are about to step into. Its current status and situations
Unit 9	Thorough Practice	<ul style="list-style-type: none"> • Self Introduction • Small Presentation <ul style="list-style-type: none"> • Conversation • Debate • Public Speaking • Business Writing Mock • Group Discussion • Preparing CV

NOTE: These modules will be followed by couple of Psychometric Tests and Mock Sessions on regular intervals during the PD Sessions.

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