DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam

Syllabus

ADD-ON COURSE

In

Prune Your Self: An Introductory Course in Personality Development

Academic Year: 2021-22

Title: Prune Yourself; An Introductory Course in Personality Development

Instructional Hours: 30 hrs

Duration: 1 year

Mode of Instruction: Contact classes will be given by the faculty from the department of English

Intake Capacity: 50

Eligibility: Plus Two

Course Objectives:

- Focus on strategies and techniques of cracking a Group Discussion to perform well in Group Discussion stage of selection process.
- Describe the preparatory stages of an interview so that a favourable impression can be created in front of the employers.
- Describe various types of job interviews and identify how to present oneself according to the nature of interviews
- Develop interpersonal skills to foster employability aligned to industry demands.

Syllabus Content

Unit 1- Group Discussion Skills (30 minutes)

Characteristics of a Group Discussion- Process of Group Discussion- - Traits to be possessed-Essential requirements- Do's and Don'ts in a GD

Unit- 2 Preparation before the Interview (30 min)

Preparing before an interview- Assess strengths & weakness, likes & dislikes, goals- Preparation for the interview- Research, Practice questions, Dress rehearsal

Unit- 3 Preparation during the Interview (30 min)

Types of interviews- Presenting oneself during the interview- Body Language- Talking and Concluding the Interview- Following up after an interview

Course Outcome

Students will be able to attend the GD and Interview confidently

Enhances their soft skills

Assessment Procedure: The attainment of Course objectives will be assessed by practical sessions for every skill prescribed in the syllabus.

Grading

A = Student has achieved all the objectives of the course.

B =Student has achieved at least two objectives of the course

DEVA MATHA COLLEGE KURAVILANGAD

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