



CAPACITY BUILDING & PERSONALITY DEVELOPMENT PROGRAM (PDP)

Personality Development Courses deal with developing the communication and interpersonal skills of an individual. Such courses are known to be high in demand as they help candidates to learn soft-skills and techniques that are required to gain a competitive edge during placement and job interviews. Personality development is gaining more and more importance as it enables students to create a good impression about themselves on others and helps them to build & develop relationships for career growth.

Objective:

Current course will focus on preparing students for entering job/employment market. Sometimes because of lack of confidence an individual may not be able to demonstrate good professional and communication skills. The course will focus on learning and applying the use of intuitive, logical and critical thinking, communication and interpersonal skills, not limited to cognitive/creative skills. These skills and behavior set, when learned, will enhance outcome of employability.

Course content: (total time duration 4.5 Hours)

- A. Personal Capacity Building
- B. Professional -Career Skills
- C. Digital Literacy & Effective use of Social Media

A. Personal Capacity Building

- Listening
- Brainstorming
- Time management
- Stress management
- Group Discussion Skills and Internal Communication

Session duration- 1.5 hours

Objective and outcome:

The objective of the session is to make learners engage in effective communication by respecting diversity and embracing good listening skills. Practice interpersonal skills for better relations with seniors, juniors, peers and stakeholders. Understand the importance of documentation of key critical ideas/thoughts articulated and action points to be implemented. Learning effective time management skills; thereby avoiding unwarranted stress.

- B. Professional -Career Skills** shall focus on building
- Identifying Career Opportunities
 - Resume Skills
 - Interview Skills
 - Presentation Skills

Session duration- 1.5 hours

Objective and outcome:

The career skill aims at empowering an individual with ability to prepare an appropriate resume, addressing the necessary gaps for facing interviews and actively and effectively presenting their skill set thereof, etc. It is also of significant importance that students /individuals possess the knowledge and how aspect of exploring career opportunities for themselves, considering their innate strengths and weaknesses.

C. Digital Literacy & Effective use of Social Media

Objective and outcome:

The session aims to generate awareness among women on safe usage of internet and social media platforms; raising awareness about cyber crimes; and advising users about the resources/ recourse available to women to prevent the problems and also how to handle such crimes.

Session duration- 1.5 hours

Target Group:

Any female under graduate/ post graduate students who is interested in upgrading her soft skills.

Training session:

There will be one day virtual session for each University; with minimum 150 students. The University may use the mode/ platform available with them for conducting the training. Further the Commission will provide a list of resource persons for the training, however the list will not be exhausting and the University may invite resource persons who they deem fit for the purpose.

Time*	Session
10:00- 11:30 AM	Personal Capacity Building
11:45- 01:15 PM	Professional -Career Skills
03:00- 04:30 Hrs	Digital Literacy & Effective use of Social Media

*University may rearrange time as per their convenience.