

CHM-O level
H5: Personality Development

40 Hours

Course Prerequisites:

Student should be prepared for changing some habits, attitudes, beliefs and outlooks etc.

Learning outcome of the Course

Student will be capable for performing better in their roles as leader/ manager/ well behaved/ well mannered personality in their future.

Course details

Section	Brief Contents	Duration
Personality Development	Self Awareness, Self-analysis, Self-disclosure, Personality ,Attitudes, Perceptions Building Positive Personality, Habits, Personal Grooming (Dressing Well) & Etiquettes Health and Hygiene, Body Language	5
Self Esteem and Stress Management	Poor Self-Esteem vs. Healthy Self-Esteem, Consequences of Low Self-Esteem, Steps to Better Self-Esteem, Self Efficacy, Self-motivation, Time management, Stress Management, Job Demands, Job Security, Relations With Your Supervisor And Co-Workers, Emotional Component- Factors That Determine Our Attitude, Types of Attitude, Etiquette	9
Communication	Introduction to Communication Classification Of Communication, Verbal & Non-Verbal, Purpose, Process, Elements, Effective Communication, Major Difficulties In Communication, Barriers To Communication, Successful Communication Written Communication, Letter Writing, Report Writing, E-Mail Oral Communication, Public Speaking Skills, Presentation Skills Group Discussion, Personal Interviews, Communication Skills Non-Verbal Communication, , Assertiveness (Ability To Express Yourself), Body Language	10
Emergencies and management	Health emergencies, first aid, electric shock, protection from electricity, other emergencies and management in emergencies.	5
Environmental Studies viruses	Polution, types, disadvantages of polution and how to reduce.waste Management, Solid waste, liquid waste, harmful waste and e-waste .Means for improving environment, spyware, virus signatures , how antivirus works, concept behind Virus prevention and removing, various Antivirus programs and installation, difference between virus removal and quarantine, introduction to zero day/zero hour attacks, no single antivirus is perfect	5
Practical's	Practical-1. Write about Possitive personalities.	1.5
	Practical-2. Write about your Good or Bad Habbits.	1.5

Section	Brief Contents	Duration
	Practical-3. Write some Good Ideas about Social Work.	1
	Practical-4. Group discussion on any of the topic on personality.	1
	Practical-5. Mock events/ competitions.	1
	Practical-6. Extempore speech on any subject/ topic.	1
	Practical-7. Personality building exercises, Yoga, Physical activities, - Humour	1
	Practical-8. Collect some thoughts about Motivation write it down on Drawing Sheet in Bold Letters	1
	Practical-9. Collect Information about Good Books for Motivation read carefully & collect Good Thoughts	1
	Practical-10. Discussion with Teacher on Positive Attitude	1
	Practical-11. Collect new & statics of e-waste from news papers.	1
	Practical-12. Deminstration and application of First aid techniques,	1
	Practical-13. Demo and practice of CPR technique.	1
	Practical-14. Waste management, practice of segregation, disposal methods.	1