

Personal Effectiveness
Sem I

I> Course Content:

Semester	I - Elective
Subject	Personal Grooming / Personal Effectiveness
Course Code	MMSE108 (RGCMS)
Credits	4
Duration	40

Learning Objective:

1. Identify personal thinking habits and their impact
2. Understand and address the barriers to personal effectiveness
3. Apply clear and effective communication skills
4. Develop effective time management skills and the ability to cope with stress

Module

Sr. No.	Content	Activity	Course Outcomes
1	Know Yourself – Self Discovery, Personality Test - Dr.Phil's	Lecture & Interactive Teaching	MMSE108.1
2	Developing a Positive Attitude and Values, Story Telling - Carrot, Egg & Coffee bean	Lecture & Interactive Teaching	MMSE108.1
3	Grooming - Corporate Etiquette and Manners, Grooming Videos	Lecture & Interactive Teaching	MMSE108.2
4	Body Language	Interactive Teaching, Role Plays, Activity	MMSE108.2
5	Art of Speaking	Interactive Teaching , Activity, Elocution	MMSE108.3
6	Art of Listening	Interactive Teaching , Activity, Elocution	MMSE108.3
7	GD and PI Skills, Mock - GD & PI session	Lecture, Interactive Teaching , Group Discussions	MMSE108.4
8	Written Business Communication, CV and Resume writing	Lecture & creation Activity	MMSE108.5
9	Working in Groups and Teams	Lecture	MMSE108.6
10	Time Management	Interactive Teaching , Activity	MMSE108.6
11	Stress Management	Interactive Teaching , Activity	MMSE108.6
12	Career Planning	Interactive Teaching & creation activity	MMSE108.6

II> Course Outcomes

Human Resource
Sem III

<u>Course Code</u>	<u>Course Outcomes</u> Students will be able to...	<u>Cognition</u>
MMSE108.1	Analyse ones values, abilities, goals influences about their attributes towards success, achievement & disappointment both in personal & professional lines.	Analyse
MMSE108.2	Illustrate grooming basics & personal hygiene management to enhance corporate & social image , body language to increase your personal impact.	Apply
MMSE108.3	Identify the key role that listening plays in ability to solve problems & also the ability to communicate competently in groups and organisations.	Analyse
MMSE108.4	Determine augment skills related to important decisions of selection process in organisation	Analyse
MMSE108.5	Formulate organisation & presentation of information for maximum impact & clarity; also to write a functional resume versus chronological resume & various cover letters	Create
MMSE108.6	Demonstrate capabilities to lead & succeed & be a good team player, typical time wasters & various solutions to overcome them, ability to deal with stress & pressure effectively & to develop a personal development plan.	Apply

Text & Reference books

Sr. No.	Books
1.	Super Self: Doubling Your Personal Effectiveness by Charles Given
2.	The 3 Pillars of Personal Effectiveness by Troels Richte
3.	The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change by Stephen R. Covey
4.	Personality Development and Soft skills by Barun Mitra