

**DR. CHANDRAN DEVANESEN CENTRE FOR HUMAN
RESOURCE DEVELOPMENT**

CHOICE BASED CREDIT SYSTEM (CBCS)

Learning Outcome-Based Curriculum Framework (LOCF)

SYLLABUS

UG

PERSONALITY DEVELOPMENT PROGRAMME

2024 - 2025

From 2024 -25 batch onwards



**MADRAS CHRISTIAN COLLEGE
(AUTONOMOUS)**

College with Potential for Excellence

Affiliated to University of Madras

Tambaram East, Chennai 600 059

PART IV: UG SOFTSKILL PROGRAMME

Course Title: PERSONALITY DEVELOPMENT - LIFE SKILLS

Course Code*			
Credits	3		
Hours / Cycle	2		
Category	Part - 4 Personality Development Programme		
Semester	III		
Year of Implementation	From the academic year 2024 – 25 (3 rd semester onwards)		
Course Structure	Theory	Total Hours	
	2	30	
Course Objectives	1. To enhance the students’ 2. To navigate and socialize 3. To boost the students’ 4. To assess their potentials		
Course Outcome(s) On completing the course successfully, the student will be able to:		PO Addressed	Bloom’s Taxonomy Levels (K1 to K6)
CO1 :	Remember key concepts, theories, and techniques related to personality development and life skills.	PO 1, 2, 3, 4, 5, 6, 7, 8	K1
CO2:	Understand theories and principles governing personality development and life skills.	PO 1, 2, 3, 4, 5, 6, 7, 8	K2
CO3:	Apply acquired knowledge and skills to enhance self-awareness, self-confidence, and interpersonal relationships.	PO 1, 2, 3, 4, 5, 6, 7, 8	K3
CO4:	Analyse the impact of personality traits and behaviors on personal and professional success.	PO 1, 2, 3, 4, 5, 6, 7, 8	K4
CO5:	Evaluate personal strengths and weaknesses in relation to various aspects of personality development and life skills.	PO 1, 2, 3, 4, 5, 6, 7, 8	K5

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	Self Exploration and Emotional Intelligence: Self- discovery – self -acceptance – self -esteem – self -confidence – self- identity – role of values and beliefs in shaping identity and behaviour – kinds of values – Value conflicts – Aligning values with personal aspirations- Emotional Intelligence- Daniel Goleman's 5 components of EI : Self -awareness, self- regulation, motivation, empathy and social skills. Activities : Self-assessment exercises – SWOT – assessment tools and feedback , worksheets.	6	1,2,3,4 &5	K1, K2, K3, K4 & K5
II	Communication Skills: Listening skills –Reading skills –Writing skills-Speaking skills - Verbal communication : Understanding s tyles of communication-Aggressive, Assertive, Passive communication – techniques for developing assertive communication skills – Non-verbal communication : understanding body language, facial expressions and gestures Activites: Non-verbal communication role play exercises , Public speaking exercise , group discussion, creative writing, listening to various audio such as recording of different accents , speeches, interviews, podcasts.	6	1,2,3,4 &5	K1, K2,K3, K4 & K5
III	Interpersonal relationship and Conflict Management: Importance of Interpersonal relationships in the present context – kinds of relationships – overcoming prejudices – basic principle of building and sustaining relationships –Conflict Management : Causes of conflict– Intrapersonal/Interpersonal conflicts– conflicts in workplace – Conflict resolution strategies: negotiation, mediation, facilitation, action plans. Activities : Role play, real time scenarios , case studies	6	1,2,3,4 &5	K1, K2, K3, K4 & K5

IV	Mental Health, Self-care and Stress Management: Introduction to Mental health-meaning, importance and common misconception – understanding the spectrum of mental health conditions and disorders - Recognising need for professional help - Awareness on available support network such as therapy, counselling, support groups and hotlines - Importance of Self-care and maintaining well-being – Self-care strategies including lifestyle habits – identifying common stressors and their impact on mental health – coping skills Activities: Group discussion on breaking stigma, Campaigns for promoting awareness on importance	6	1,2,3,4 &5	K1, K2, K3, K4 & K5
V	Time management and goal setting: Importance of time – the art of prioritizing and scheduling –Time management techniques : Eisenhower Matrix, Pomodore Technique, The 80/20 rule (Pareto Principle) - Personal goal – career goals - organizational goals – congruence of goals – Techniques of Goal setting: SMART goals, Mind mapping Activities : Time management techniques work sheets – goal setting worksheets	6	1,2,3,4 &5	K1, K2, K3, K4 & K5

Prescribed Books/Text Books

1. **The 7 Habits of Highly Effective People** by Stephen R. Covey: This classic book covers a wide range of topics relevant to personal development, including time management, effective communication, decision-making, and emotional intelligence.
2. **How to Win Friends and Influence People** by Dale Carnegie: Focuses on interpersonal skills, communication, and building relationships, which are essential for personal and professional success.
3. **Deep Work: Rules for Focused Success in a Distracted World** by Cal Newport: Addresses the importance of mental awareness and mindfulness in achieving productivity and success.
4. **Mindset: The New Psychology of Success** by Carol S. Dweck: Explores the concept of growth mindset, which is crucial for personal development and achieving success in various aspects of life.
5. **Change Your Brain, Change Your Life: The Breakthrough Program for Conquering Anxiety, Depression, Obsessiveness, Lack of Focus, Anger, and Memory Problems** by Daniel G. Amen: Provides insights into the connection between brain health, mental awareness, and overall well-being.
6. **Crucial Conversations: Tools for Talking When Stakes Are High** by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler: Offers valuable techniques for effective communication and resolving conflicts, essential for personal and professional relationships.
7. **Emotional Intelligence 2.0** by Travis Bradberry and Jean Greaves: Provides practical strategies for enhancing emotional intelligence, a critical skill for navigating interpersonal relationships and achieving career success.
8. **The Power of Now: A Guide to Spiritual Enlightenment** by Eckhart Tolle: Focuses on mindfulness and living in the present moment, which can contribute to mental awareness and personal growth.
9. **Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones** by James Clear: Offers practical advice for developing habits that support personal and professional goals, including time management and decision-making skills.
10. **Personal Development for Smart People: The Conscious Pursuit of Personal Growth** by Steve Pavlina: Covers various aspects of personal development, including time management, decision-

Reference Books

1. Covey, S. R. (1989). *The 7 Habits of Highly Effective People*. Free Press.
2. Carnegie, D. (1936). *How to Win Friends and Influence People*. Simon & Schuster.
3. Newport, C. (2016). *Deep Work: Rules for Focused Success in a Distracted World*. Grand Central Publishing.
4. Dweck, C. S. (2006). *Mindset: The New Psychology of Success*. Random House.
5. Amen, D. G. (1999). *Change Your Brain, Change Your Life: The Breakthrough Program for Conquering Anxiety, Depression, Obsessiveness, Lack of Focus, Anger, and Memory Problems*. Harmony.
6. Patterson, K., Grenny, J., McMillan, R., & Switzler, A. (2011). *Crucial Conversations: Tools for Talking When Stakes Are High*. McGraw-Hill Education.
7. Bradberry, T., & Greaves, J. (2009). *Emotional Intelligence 2.0*. TalentSmart.
8. Tolle, E. (1999). *The Power of Now: A Guide to Spiritual Enlightenment*. New World Library.
9. Clear, J. (2018). *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones*. Avery.
10. Pavlina, S. (2008). *Personal Development for Smart People: The Conscious Pursuit of Personal Growth*. Hay House.

Suggested Reading

1. Dweck, C. S. (2006). *Mindset: The New Psychology of Success*. Random House.
2. Clear, J. (2018). *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones*. Avery.
3. Bradberry, T., & Greaves, J. (2009). *Emotional Intelligence 2.0*. TalentSmart.
4. Duhigg, C. (2012). *The Power of Habit: Why We Do What We Do in Life and Business*. Random House.
5. Cain, S. (2012). *Quiet: The Power of Introverts in a World That Can't Stop Talking*. Crown Publishers.
6. Duckworth, A. (2016). *Grit: The Power of Passion and Perseverance*. Scribner.
7. Carnegie, D. (1936). *How to Win Friends and Influence People*. Simon & Schuster.
8. Robbins, M. (2017). *The 5 Second Rule: Transform Your Life, Work, and Confidence with Everyday Courage*. Savio Republic.
9. Brown, B. (2012). *Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead*. Avery.

Web Resources

www.coursera.org

www.edx.org

www.linkedin.com/learning

www.mindtools.com

www.ted.com/talks

www.psychologytoday.com

www.medium.com

www.hbr.org

www.themuse.com

www.lifehack.org

Course Articulation Matrix									
Course Outcomes	Programme Outcomes								Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	
CO 1	3	3	3	3	3	3	3	3	K1
CO 2	3	3	3	3	3	3	3	3	K2
CO 3	3	3	3	3	3	3	3	3	K3
CO 4	3	3	3	3	3	3	3	3	K4
CO 5	3	3	3	3	3	3	3	3	K5
Wt. Avg.	3	3	3	3	3	3	3	3	
Overall Mapping of the Course								3.00	

Course Title: PERSONALITY DEVELOPMENT - CAREER READINESS SKILLS

Course Code*			
Credits	3		
Hours / Cycle	2		
Category	Part - 4 Personality Development Programme		
Semester	IV		
Year of Implementation	From the academic year 2024 – 25 (4 th semester onwards)		
Course Structure	Theory	Total Hours	
	2	30	
Course Objectives	1. To enhance the students’ 2. To navigate and socialize 3. To boost the students’ 4. To assess their potentials		
Course Outcome(s) On completing the course successfully, the student will be able to:		PO Addressed	Bloom’s Taxonomy Levels (K1 to K6)
CO1 :	Remember essential concepts, theories, and techniques relevant to personality development in the context of career readiness	PO 1, 2, 3, 4, 5, 6, 7, 8	K1
CO2:	Understand the connection between personality traits, attitudes, and behaviors, and their impact on career success.	PO 1, 2, 3, 4, 5, 6, 7, 8	K2
CO3:	Apply acquired knowledge and skills to effectively communicate, collaborate, and network in professional settings.	PO 1, 2, 3, 4, 5, 6, 7, 8	K3
CO4:	Analyse the alignment between personal strengths, interests, and career goals to make informed career decisions.	PO 1, 2, 3, 4, 5, 6, 7, 8	K4
CO5:	Evaluate personal readiness for entering the workforce or transitioning to new career opportunities.	PO 1, 2, 3, 4, 5, 6, 7, 8	K5

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	Team building skills: Understanding group Vs team, formation of team – Tuckman's model: Phases of Team development, Forming, norming, storming, performing, adjourning and reviewing – Skills to be developed to be a team player / team leader/Influencer. Activities: Ice-breaker games, team problem solving games such as puzzles, trust building activities like minefield, team challenges	6	1,2,3,4 &5	K1, K2, K3, K4 & K5
II	Resilience, Change Management and Growth mind set: Resilience – meaning- Characteristics of Resilience – Ways of Building Resilience – Change – Reasons for resistance to Change – adapting to change — Growth mind set vs fixed mind set - embracing challenges and setbacks as opportunities for growth – Role of failure in the learning process — cultivating a positive attitude - creating a personal growth mind set plan for self-improvement. Activities : Role play, brain storming, group discussion, listing lessons learnt from one's failures, Inspirational stories	6	1,2,3,4 &5	K1, K2, K3, K4 & K5
III	Problem solving and Lateral Thinking: Introduction to problem-solving – process – problem solving techniques: brainstorming, root-cause analysis, brain-writing, - techniques for overcoming common barriers to problem-solving: fear of failure and cognitive biases- Developing Lateral thinking -innovative and creative ideas/solutions - Mind skills – out of box thinking – analytical- synthesizing reasoning —De Bono's 6 thinking hats Activities: Lateral thinking puzzles – case scenarios for 6 thinking hats	6	1,2,3,4 &5	K1, K2, K3, K4 & K5

IV	Professional Excellence and Personal branding : –Key components of professional excellence – competencies for success in the industry: integrity, professionalism, continuous learning , continuous improvement and Self-motivation -Building an online presence - Digital platforms in personal branding: LinkedIn, social media, professional websites – networking opportunities – presenting oneself confidently Activities: creating LinkedIn profile, online presence audit, 360 degree feedback- Presenting oneself (1 minute video)	6	1,2,3,4 &5	K1, K2, K3, K4 & K5
V	Placement preparation: Resume writing : Components, formats, Content, sample resumes – Group discussion –do’s and don’t’s – personal grooming – etiquettes - different types of interviews, techniques for answering common interview questions (FAQ’s) – Mock interview – identifying and bridging skill gap : online courses, certifications. Activities: Resume preparation - Mock interview sessions with facilitators/HR from Industry, Group discussion, Resume preparation	6	1,2,3,4 &5	K1, K2, K3, K4 & K5

Prescribed Books/Text Books

1. Career Readiness and Preparation for College Students by Raymond Noe, Jeffrey K. S. Kammeyer-Mueller, and Steve Newsome - This textbook provides insights into career readiness skills, including time management, decision making, communication, and emotional intelligence.
2. Time Management: Increase Your Personal Productivity And Effectiveness by Peter Ferdinand Drucker - This book focuses on time management techniques essential for career readiness.
3. Emotional Intelligence: Why It Can Matter More Than IQ by Daniel Goleman - This classic text delves into emotional intelligence, a crucial aspect of personal development and career readiness.
4. Decisive: How to Make Better Choices in Life and Work by Chip Heath and Dan Heath - This book offers practical strategies for effective decision-making, an important skill in both personal and professional contexts.
5. Communicating for Results: A Guide for Business and the Professions by Cheryl Hamilton - This textbook covers communication skills necessary for career readiness, including interpersonal communication, public speaking, and professional writing.
6. Change Management: The People Side of Change by Jeffrey Hiatt and Timothy J. Creasey - This book explores change management principles and techniques, vital for adapting to evolving career environments.
7. Growth Mindset: The New Psychology of Success by Carol S. Dweck - Dweck's work on growth mindset provides valuable insights into personal development and achieving success in various aspects of life, including career readiness.
8. The Power of Now: A Guide to Spiritual Enlightenment by Eckhart Tolle - This book focuses on mental awareness and mindfulness, which are essential for personal development and career readiness.
9. Personal Development for Smart People: The Conscious Pursuit of Personal Growth by Steve Pavlina - This book covers various aspects of personal development, including time management, decision-making, and emotional intelligence.
10. Crucial Conversations: Tools for Talking When Stakes Are High by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler - This book provides valuable insights and techniques for effective communication and resolving conflicts, which are essential skills for personal and professional relationships in career readiness.

Reference Books

Noe, R., Kammeyer-Mueller, J. K. S., & Newsome, S. (2017). Career Readiness and Preparation for College Students. McGraw-Hill Education.

Drucker, P. F. (2017). Time Management: Increase Your Personal Productivity And Effectiveness. HarperBusiness.

Goleman, D. (2006). Emotional Intelligence: Why It Can Matter More Than IQ. Bantam.

Heath, C., & Heath, D. (2013). Decisive: How to Make Better Choices in Life and Work. Crown Business.

Hamilton, C. (2014). Communicating for Results: A Guide for Business and the Professions. Cengage Learning.

Hiatt, J., & Creasey, T. J. (2012). Change Management: The People Side of Change. Prosci Research.

Dweck, C. S. (2006). Mindset: The New Psychology of Success. Random House.

Tolle, E. (1999). The Power of Now: A Guide to Spiritual Enlightenment. New World Library.

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Covey, S. R. (1989). The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change. Free Press.

Sandberg, S. (2013). Lean In: Women, Work, and the Will to Lead. Knopf.

Pink, D. H. (2011). Drive: The Surprising Truth About What Motivates Us. Riverhead Books.

Gladwell, M. (2008). Outliers: The Story of Success. Little, Brown and Company.

Carnegie, D. (1936). How to Win Friends and Influence People. Simon & Schuster.

Ferriss, T. (2009). The 4-Hour Workweek: Escape 9-5, Live Anywhere, and Join the New Rich. Harmony.

Newport, C. (2016). Deep Work: Rules for Focused Success in a Distracted World. Grand Central Publishing.

Rath, T. (2007). StrengthsFinder 2.0. Gallup Press.

Clear, J. (2018). Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones. Avery.

Web Resources

www.coursera.org

www.edx.org

www.linkedin.com/learning

www.mindtools.com

www.ted.com/talks

www.psychologytoday.com

www.medium.com

www.hbr.org

www.themuse.com

www.lifehack.org

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CO 2	3	3	3	3	3	3	3	3	K2
CO 3	3	3	3	3	3	3	3	3	K3
CO 4	3	3	3	3	3	3	3	3	K4
CO 5	3	3	3	3	3	3	3	3	K5
Wt. Avg.	3	3	3	3	3	3	3	3	
Overall Mapping of the Course								3.00	