

Achhruram Memorial College

JHALDA, PURULIA, WEST BENGAL, INDIA, PIN: 723 202
Affiliated to Sidho-Kanho-Birsha University, Purulia

Department of English

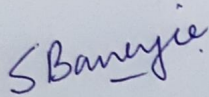
Certificate Course on Personality Development

Date : 09/9/2024

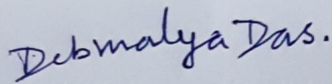
Notice

We would like to inform you that the Department of **English** at Achhruram Memorial College will be offering a Certificate Course as mentioned above. The course is scheduled to run from **17th September 2024** to **20th December 2024**.

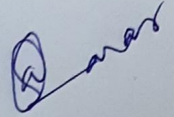
Interested students may refer to the brochure and contact the course co-ordinator for further information regarding schedule, modules and enrolment details.



Dr. Sanjukta Banerjee
Course Coordinator



HOD, Dept. of English



Principal

Principal
Achhruram Memorial College
JHALDA, PURULIA



Achhruram Memorial College, Jhalda
Department of English in Co-ordination with IQAC

Certificate Course in Personality Development

Course Co-ordinator: Dr. Sanjukta Banerjee, Assistant Professor, Dept. of English

Course Objectives : To enable the participants to enhance interpersonal skills, to bring about personality development with regard to behavioural dimensions

MODULE- I (4 hrs.)

Understanding and Managing Personality

- Enhancing self-esteem
- Developing position attitude
- Importance of soft skills
- SWOT analysis

MODULE - II (4 hrs.)

Self Image

- First impressions
- Dressing for success
- Body Language

MODULE- III (4 hrs.)

Interpersonal relationships

- Dealing with people
- Art of small talk
- Group dynamics and team building
- Professional etiquette

MODULE- IV (10 hrs.)

Employability quotient

- Knowledge, skills and technology
- Time management and leadership
- Presentation skills
- Resume writing
- GD & PI
- Personal interview FAQs
- Self introduction

MODULE- V (8 hrs.)

Mock Interview

Duration : 30 hrs