



**NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Govt. of India)**



E-Learning Course Title: Personality Development

Registration Fee (including GST):-_1100/- only

Kindly Register before 31 January, 2021

Commencement Date/Week: 1st Week of February 2021 (User

Login details to access the course will be communicated to the registered user in the 1st week of February, 2021)

About eLearning Program: -

This e Learning Program will address various aspects of personality development viz. Personal Care, Communication Skills, Body Language, emotional intelligence Attitude, written communication. How personality development is a constant process and the role it play in the success of an individual.

E-Learning Course Coverage:-

Module 1 of the Program: Grooming and Hygiene

- Introduction to Personal Grooming and Hygiene
- Do's and Don'ts of for a well groomed personality
- Personal Appearance
- Grooming and Hygiene Checklist

Module 2 of the Program: Effective Communication

- Communication and its components and ways of an effective communication.
- Components of Communication
- Barriers of Effective Communication
- Etiquettes and Mannerism

Module 3 of the Program: Etiquettes and Mannerism

- Etiquettes and Manners.
- Telephonic etiquettes
- Office Etiquettes
- Dining Etiquettes
- Good manners accepted by the society in general
- Tips to improve the manners for personal effectiveness.

Module 4 of the Program: Emotional Intelligence (EQ) and Empathy

- Understanding Emotional Intelligence.
- Understanding Empathy
- EQ Vs. IQ
- Raising the Emotional IQ
- Strategies to develop Emotional Intelligence

Module 5 of the Program: Written Communication

- Introduction to Written Communication
- Why Written Communication is important
- Process of Written Communication
- Components of written communication and ways of an effective written communication.
- Different types of documents used in Business Communication

Register to learn

- Personal Grooming, Hygiene and Personal Appearance.
- Effective communication, Etiquettes and Mannerism.
- Good manners for personal effectiveness.
- The importance of Emotional Intelligence in success.
- Importance of possessing good writing skills.

Thanks & Regards

P R Upadhyay

Regional Director

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