



Personality Development Training Contents

✓ **Communication Skill:**

- **Speaking skill** – Grammar, Sentence Formation, Command on Language, Accent, Effect of Breath on Voice, Volume in speaking, Pitch, Tone, Telephonic Conversation like How to Answer the calls
- **Listening skill** – When to start conversation, when to stop, when to pause.
- **Presentation/GD** – Techniques of speech in Presentation, How to walk while giving Presentation, Dos & Don'ts of Presentation. Tips & rules of GD, How to Crack GD, Dos & Don'ts of GD.
- **Written skill** – Emails writing, how to write Reports, Maintain data on Word document, Excel, PPT etc.

✓ **Job Interview Preparation:**

- **Preparing interview questions** – Trainer will give A-Z knowledge on Questions asked in Interview with solutions
- **Self-Introduction** – Complete coverage on Intro, Starting from Greetings, Special Body language in Intro, Content of Intro, and Conclusion of Intro
- **Tips to crack interview:** Tips on preparation Before Interview & on the day of Interview
- **Dos and don'ts in Interview:** Body language in interview – Way of Walking, Way of Sitting, Way of showing Professional Attitude + Way of Dressing in Interview
- **Resume Writing:** Contents of Resume Like: What information to include in CV,, How to present skills, How to connect your skills with College Projects and trainings, Font Size/Style, Length of CV.
- **Keyword for Job Search in Naukri.com, Resume Postings, How to post resume on Free Classifieds**
- **Exercise session on Mock Interviews/ GDs/Individual Sessions and feedback**

✓ **Understanding Body Language:**

- **Posture, Gestures, Eye contact, Facial Expression, Personal Hygiene, Closeness and personal Space with others**
- **Dressing Sense**
- **Behaving with others, Building Manners & Etiquettes**
- **Building Confidence**
- **Self-Motivation Techniques**

✓ **Aptitude Test:**

- **Logical part preparation (Tips)**
- **Will provide info on Links, websites to get data for preparation on Aptitude Test**

✓ **Motivation :**

- **Motivating Students for Interview with Motivational Videos/speeches etc.**