

Soft Skills / personality Development

Presented By

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- **What are soft skills**
- **Importance of soft skills**
- **Interpersonal skills**
- **Team work**
- **Negotiation skills**
- **Communication skills**
- **Time Management**
- **Stress Management**
- **Good Attitude**
- **Courtesy and Honesty**
- **Positive Attitude**
- **Knowing Yourself**
- **Swot Analysis (strengths, weaknesses, opportunities and threats)**

- **Attitude in a Workplace**
- **Developing Positive Attitude**
- **Career Planning**
- **Communication Skills (listening , verbal & nonverbal communication speaking, reading and writing)**
- **Benefits of Active Listening Skills**
- **Art of Reading Skills & Different types of Reading**
- **The SQ3R technique**
 - **1.Survey**
 - **2.Question**
 - **3.Read**
 - **4.Recite**
 - **5.Review**

- **Different stages of Reading**
- **Art of Speaking Skills Barriers to Communication**
- **Importance of Public Speaking**
- **Art of Writing skills and importance of Writing skills**
- **Creative Writing**
- **Body Language**
- **Facial expression and Eye Contact**
- **Head Movement**
- **Gestures and Posture**
- **Head Shake**
- **Aspects of Team Building**
- **Characteristics of Effective Team Work**

- **Role of Team Members**
- **Group Discussion and characters tested in GD**
- **Types of GD and skills required in a GD**
- **Topics for GD**
- **Etiquette and Manners**
- **Professional Manners**
- **Preparing CV and Resume**
- **Types of Resumes and CV writing tips**
- **Interview skills and why an Interview?**
- **Types of Interview**
- **Dress code at Interview**
- **Interview mistakes**
- **Time Management**
- **Stress Management**
- **Good and Bad stress**
- **Leadership Qualities**

Thank You

