

# Communication Skills and Personality Development

## **Session 1    Communication**

- 1.1            Importance of Effective Communication
- 1.2            Types of Communication
- 1.3            Verbal Communication
- 1.4            Non – Verbal Communication
- 1.5            Para – Verbal Communication

## **Session 2    Effective Writing**

- 2.1            Tips for effective writing
- 2.2            Business Writing
- 2.3            Letter Writing
- 2.4            Report Writing
- 2.5            Email Writing

## **Session 3    Significance of Reading and Listening in Written Communication**

- 3.1            Reading Skills
- 3.2            Phased approach to develop effective Reading Skills
- 3.3            Listening Skills

## **Session 4    Vocabulary**

- 4.1            Improving one's vocabulary
- 4.2            Root words
- 4.3            Usage of words with similar meaning
- 4.4            Usage of words that sound similar

## **Session 5    Verbal Communication**

- 5.1            Formal Communication
- 5.2            Informal Communication

## **Session 6    Spoken English**

- 6.1            Phonetics
- 6.2            Pronunciation

## **Session 7    Significance of Reading and Listening in Verbal Communication**

- 7.1            Listening
- 7.2            Reading
- 7.3            Accent
- 7.4            Neutral Accent
- 7.5            Reading a formal Text
- 7.6            Reading a script (drama/play)
- 7.7            General Reading
- 7.8            Pace of communication

## **Personality Development**

### **Session 10 Introduction to Personality Development**

- 10.1 Significance of Personality – An organizational perspective
- 10.2 Public Speaking
- 10.3 Group Discussion
- 10.4 Presentation Skills

### **Session 11 Public Speaking**

- 11.1 Acting your speech – Effective public speaking tips
- 11.2 Public Presentation
- 11.3 Speech Styles
- 11.4 How to overcome the fear of public speaking

### **Session 12 Group Discussion (GD)**

- 12.1 Participating in a GD – Roles and Responsibilities
- 12.2 Moderating a GD – People Involved, roles and responsibilities
- 12.3 Evaluation a GD – People involved, roles and responsibilities

### **Session 13 Effective Presentation Skills**

- 13.1 Communication skills required for a presentation
- 13.2 Factors aiding a presentation
- 13.3 Common mistakes in a presentation
- 13.4 Guidelines for a formal presentation

### **Session 14 Leadership Skills**

- 14.1 Leadership styles and behaviours
- 14.2 Factors of leadership
- 14.3 Qualities of a good leader
- 14.4 Do's and Don'ts of a leader
- 14.5 Leader and Follower

-----END-----