

# About Us:-

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We are a team of experts and consultants who have conceptualized and designed these unique courses for you.

We do find many definitions of personality development but we strongly believe that personality development is- 'an improvement in all spheres of an individual's life, be it with friends, in the office or in any other environment.

## Why Unique and Different-

We work not only on the outer persona and language skills; but we also work on the inner self that set us apart from the crowd.

Working on your communication skills & body language is essential to give you the power to express your ideas

Grooming is the last but an essential part too because it helps you create that first great impression.

So we have taken this challenge to mold your personality with a zest. It is a challenge because it requires a lot of perseverance, hard work & dedication.

But we think it is extremely rewarding and satisfying for us as we believe in making a difference.

Our method of coaching & delivery is flexible and customized. We adopt techniques and methods to make it interactive, conversation based & experiential



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## Home:-

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Personality development is defined as the relatively enduring pattern of thoughts, feelings, and behaviors that distinguish individuals from one another (source: Wikipedia)

It is believed that personality of an individual keeps changing in meaningful ways with experiences in life. Socialization is one of the most important in the process of personality formation.

We are born without a culture or knowledge of our surroundings. The family in which we are born gives us a unique and distinct identity. Socialization is the general process of acquiring culture. Our family, traditions lend us a social identity. When socializing we learn our language, customs and more. For instance, girls learn how to be daughters, sisters, friends, wives, and mothers. Boys learn to share responsibilities, take ownership and create work life balance. In addition, they learn about the occupational roles that their society has in store for them.

Personality Development quintessentially means enhancing and grooming one's outer and inner self to bring about a positive change to your life. Each individual has a distinct persona that can be developed, polished and refined.

This process includes boosting one's confidence, improving communication and language speaking abilities, widening ones scope of knowledge, developing certain hobbies or skills, learning fine etiquettes and manners, adding style and grace to the way one looks, talks and walks and overall imbibing oneself with positivity, liveliness and peace.

Our experts at 'Personality Designers' have designed each module keeping in mind the overall development of an individual.



# Services we offer

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## Corporate English

- ✚ Business English
- ✚ E- Mail Writing Skills
- ✚ Business Etiquette
- ✚ Power Dressing
- ✚ Telephone Mannerisms
- ✚ Corporate Presentation
- ✚ Handling Business Meetings
- ✚ Global Culture Sensitization

## Smart Speaker -Global English

- ✚ Introduction to Language
- ✚ Sentence Structure, Framing Correct & Meaningful Sentences
- ✚ Speaking Practice through Role Plays, Extempore, Free Flow of Speech, One Minute
- ✚ Object Description
- ✚ Confidence Building
- ✚ Group Discussion
- ✚ Vocabulary Building & Word Power
- ✚ Conversation Skills

## Confident Speaker- Public Speaking Modules

- ✚ Speech Clarity and Correct Pronunciation
- ✚ How to overcome fear
- ✚ Conquering your Presentation Nerves
- ✚ Preparing and Practicing your speech
- ✚ Listening and Paraphrasing
- ✚ Learn the art of Story- Telling for Self- Introduction

## COURSES WITH MODULES

### SPOKEN ENGLISH (BASIC)

2 months- thrice a week- 24 sessions of 2 hours each

#### Modules-

- 1) Introduction to Language
- 2) A. Sentence Structure  
B. Subject & Predicate
- 3) A. Parts of Speech  
B. Nouns
- 4) Verbs
- 5) Adjectives
- 6) Adverbs
- 7) Pronouns
- 8) Conjunction
- 9) Interjection
- 10) Preposition
- 11) Articles
- 12) **Assessment- Parts of speech**
- 13) Subject- Verb Agreement
- 14) Auxiliary verbs
- 15) Tenses- Part 1
- 16) Tenses- Part 2
- 17) **Assessment- Tenses**
- 18) Comprehension, Composition writing
- 19) Active Passive
- 20) Direct- Indirect speech
- 21) Reading & Pronunciation
- 22) Question tags
- 23) 1 minute speech, conversational English
- 24) **Final Evaluation**

#### DAILY ACTIVITIES

- A. Vocabulary Building
- B. Presentation
- C. Daily Life Conversation

## **SPOKEN ENGLISH (ADVANCED)**

2 Months- Thrice a week- 12 sessions of 2 hours each

### **Modules-**

- 1) Introduction to Basic Grammar
- 2) Subject- Verb Agreement
- 3) Tenses
- 4) A. Preposition  
B. Object Description
- 5) Pronunciation
  - Vowel Sounds
  - Consonant Sounds
- 6) Reading Exercise + Sound Exercise
- 7) **Assessment**
- 8) Picture composition + Comprehension
- 9) Synonyms/ Antonyms
- 10) Listening videos + Exercise
- 11) Micro presentation
- 12) **Final Evaluation**

### **DAILY ACTIVITIES**

- A. Vocabulary Building + Power Words
- B. Presentation
- C. Daily Life Conversation (Industry Specific)
- D. Speaking on Current Topics

## **PERSONALITY DEVELOPMENT**



1 Month- Thrice a week- 12 sessions of 2 hours each

**Modules-**

- 1) Self Introduction
- 2) A. First Impressions  
B. Body Language
- 3) A. Power Dressing  
B. Greetings
- 4) A. Art of initiating a conversation  
B. Small talk
- 5) Communication Styles
- 6) Work life balance- Time Management
- 7) Change Management
- 8) Self- Motivation
- 9) A. Decision Making  
B. Problem Solving
- 10) A. Stress Management  
B. Anger Management
- 11) A. Confidence Building  
B. Handling anxiety
- 12) **Final Presentation**

**DAILY ACTIVITIES**

- A. Videos
- B. Role Play
- C. Case study
- D. Public Speaking

**PUBLIC SPEAKING & CONFIDENCE BUILDING**



1 Month- Twice a week- 8 sessions of 1 hour each

### **Modules-**

- 1) Self Introduction
- 2) Communication
  - What is communication
  - Importance of communication
  - Types of communication
  - Barriers in communication
- 3) Engaging the Audience
- 4) Presentation
- 5) Fears of Public Speaking
- 6) Optimum utilization of space and resources
- 7) A. Dressing appropriately  
B. Power WORDS
- 8) Final Presentation**

#### **DAILY ACTIVITIES**

- A. Videos
- B. Role Play
- C. Public Speaking
- D. Presentation
- E. Daily Life Conversation (Industry Specific)
- F. Speaking on Current Topics

**BUSINESS COMMUNICATION**



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2 Months- Once a week- 8 sessions of 2 hours each

**Modules-**

- 1) A. Pre Assessment  
B. Basics of Business Communication  
C. Introduction to business writing
- 2) A. E-Mail Writing  
B. Cover Letters  
C. Power & Paste WORDS
- 3) A. Business Etiquette  
B. Power Dressing
- 4) A. Communication Styles  
B. Art of initiating conversations
- 5) A. Interpersonal Skills  
B. Communicating in a group/ team/ at conferences & seminars
- 6) A. Conflict Handling  
B. Problem Solving  
C. Decision Making
- 7) Negotiation Skills
- 8) **Final Evaluation**

**DAILY ACTIVITIES**

- A. Videos
- B. Role Play
- C. Public Speaking
- D. Presentation
- E. Daily Life Conversation (Industry Specific)
- F. Speaking on Current Topics

## **MANUALS THAT CAN BE GIVEN TO THE PARTICIPANTS**

### **Spoken English Manual**

#### **Grammar**

1. Parts of Speech
2. Nouns
3. Pronouns
4. Adverbs
5. Adjectives
6. Conjunctions
7. Interjections
8. Verbs to be forms – has , had
9. Modal Auxiliary all forms
10. Sentence Structure
11. Tenses
12. Subject Verb Agreement
13. Active Passive Voice
14. Direct Indirect Speech
15. Composition
16. Articles – A, An , The
17. Prepositions
18. Comprehension
19. Vocabulary Building Exercise –Note book
20. Reading Practice
21. Listening Practice
22. Micro Presentation – Daily Exercise
23. One minute Speech

## **Advanced English – PPT Driven Exercise**

1. Sounds
2. Vowel Sounds
3. Consonant Sounds
4. Practice of all sounds -Pronunciation
5. Syllable Stress and Rules
6. Intonation –Reading Videos
7. Story Telling –Creative Expression

## **Written English Basic-**

1. Pre Test- Sample Business Letters
2. Basics of Business Writing
3. Rules of Business Letters
4. Punctuation
5. Practice Session

## **Written English Advanced –**

1. How to write business proposals
2. Designing your own Resume
3. How to create Effective Cover Letter
4. Note Making / Posters
5. Punctuation Practice
6. Writing Self Introduction
7. E- Mail Writing Advanced

## **SOFT SKILLS MANUAL**

### **Communication Excellence Manual –**

1. What is Communication
2. Communication Flow
3. Purpose of Communication
4. Basics of Communication
5. Types of Communication –Formal and Informal
6. Modes of Communication –Verbal and Non Verbal
7. Art Of Initiating a Conversation
8. Self –Introduction
9. Situational Grammar
10. Barriers in Communication
11. Overcoming Barriers
12. Country Relevant Examples
13. Questioning and Probing
14. Tips to Improve Communication
15. Public Speaking
16. Business Communication
17. Telephone Skills
18. Conversational Skills

### **Personality Development**

1. First Impressions
2. Body Language
3. Power Dressing
4. Grooming and Etiquette
5. Confidence Building
6. Personal Effectiveness
7. Time Management
8. Anger and Stress Management

9. Empathy
10. Interpersonal Skills
11. Self -Motivation
12. Decision Making and Problem Solving
13. Adaptability and Flexibility
14. Teamwork and Collaboration
15. Taking ownership, Taking initiatives & Entrepreneurship

### **Corporate PDP Modules**

1. First Great Impressions
2. Impactful Body Language
3. Power Dressing
4. Grooming and Business Etiquette
5. Being a confident speaker
6. Telephone Skills and Customer Service
7. Time Management and Being Organized
8. Anger and Stress Management
9. Self -Motivation
10. Decision Making and Problem Solving
11. Adaptability and Flexibility
12. Teamwork and Collaboration
13. Taking ownership, Taking initiatives & Entrepreneurship
14. Two Way Feedback and Critical Thinking
15. Business Communication
16. Powerful Presentation Skills
17. Assertiveness
18. Emerging Leaders
19. Interpersonal Skills and Building a Strong Team
20. Risk Taking
21. Negotiation Skills
22. Conflict Management and Managerial Skills
23. Raising your Emotional Quotient
24. Wellness Module -VARUNA /MANU/KASHISH

