

# Personal Excellence Training

**Course Duration: 08 Hours**

**Course Code: PET**

## 1. Course Overview

Personal Excellence Training is designed to help individuals unlock their full potential by improving self-awareness, confidence, communication, and productivity. This course focuses on developing a growth mindset, emotional intelligence, and goal-setting techniques to achieve both personal and professional success.

## 2. What You'll Learn

- Self-awareness and personal growth strategies
- Time management and productivity techniques
- Effective communication and interpersonal skills
- Confidence building and leadership mindset
- Stress management and emotional intelligence
- Goal setting and achievement frameworks
- Positive thinking and habit formation

## 3. Target Audience

- Working professionals seeking personal growth
- Students and fresh graduates
- Team leaders and managers
- Entrepreneurs and business owners
- Anyone looking to improve confidence, mindset, and performance

## 4. Pre-Requisites

- No prior experience required
- Basic understanding of personal or professional goals
- Willingness to learn and implement new habits
- Open mindset for self-improvement

## 5.5. Course Content

**Module 1:** Introduction to Personal Excellence

**Module 2:** Self-Awareness & Mindset Development

**Module 3:** Goal Setting & Life Planning

**Module 4:** Time Management & Productivity

**Module 5:** Communication & Interpersonal Skills

**Module 6:** Emotional Intelligence & Stress Management

**Module 7:** Confidence & Leadership Skills

**Module 8:** Habit Building & Continuous Improvement