

# Personality Development Training

**Course Duration: 08 Hours**

**Course Code: PDT**

## 1. Course Overview

Personality Development Training is designed to enhance an individual's overall personality, communication skills, confidence, and professional behavior. This course focuses on building a positive attitude, improving interpersonal skills, and preparing individuals for personal and career growth in today's competitive environment.

## 2. What You'll Learn

- Effective verbal and non-verbal communication skills
- Confidence building techniques
- Body language and public speaking skills
- Time management and goal setting
- Leadership and teamwork abilities
- Stress management and emotional intelligence
- Professional etiquette and grooming

## 3. Target Audience

- Students and fresh graduates
- Working professionals
- Job seekers preparing for interviews
- Entrepreneurs and business owners
- Anyone looking to improve confidence and personality

## 4. Pre-Requisites

- No prior experience required
- Basic understanding of communication (optional)
- Willingness to learn and improve personal skills

## 5. Course Content

- Introduction to Personality Development
- Self-Assessment & SWOT Analysis
- Communication Skills (Verbal & Non-Verbal)
- Body Language & Grooming
- Public Speaking & Presentation Skills
- Confidence Building Activities
- Emotional Intelligence & Stress Management
- Time Management & Goal Setting
- Leadership & Team Building
- Interview Skills & Professional Etiquette