

Class: B.Sc.(C.S.) Third Year (Sem- VI)
Course Title: Personality Development & Interview Techniques

B.Sc.C.S. TY V sem
B.C.A. TY V sem

Course Code: U-PDI-701
Course Code: U-PDI-714

Total Teaching Hours: 36

Total Marks: 50
Credits: 02

Learning objective

The programme aims at grooming the participants through sensitizing them about proper behaviour, socially and professionally, in formal and informal circumstances.

The main **objective** of the programme is

- To build self-confidence
- To build enhance self-esteem
- To improve overall **personality** of the participants.

Course outcome

After successful completion of this course students are able to:

- Write resume
- Groom corporate habits
- Face frequently asked interview questions
- Understand the importance of respect as a critical corporate value
- Create the right impression in Interviews

Syllabus

Introduction	Introducing the connect with work programme	What is in it for me? Understanding the objective of the CWW programme
Interview Skills	Online Image	Building a strong impression online and sustaining online credibility
	Self-Awareness	To Know your personality through an MBTI
	Grooming	To study corporate grooming habits (The right attire)
	Body Language	To imbibe the right body language for a professional environment
	Confidence	To increase self-belief and faith in one's own abilities
	Interview FAQs	Learn to face frequently asked interview questions

	Resume	To build a strong profiles through effective resume writing
	Rejections	To understand how to handle interview rejections and come back from set-backs
	Total no. of Hrs. 13	
Corporate Readiness	Values	An introduction to values in a corporate environment
	Ownership	To learn how to be accountable and own tasks, projects etc.
	Respect	To understand the importance of respect as a critical corporate value
	Teamwork	To understand collaboration and its importance in the corporate world
	Autodidactism	To leverage self-learning and self-directed education
	Flexibility	To learn how to be flexible while playing multiple roles
	Time Management	To improve effectiveness at work and achieve a balance
	Stress Management	To understand how stress can be managed and to lower depression
	Positive Attitude	To take the step towards positive success by adapting the right approach
	LinkedIn (Profile Management)	To gain knowledge on LinkedIn account management and tips to enhance a profile
	SWOT Analysis	To Self evaluate and analyze strengths and areas of improvement
	Total no. of Hrs. 15	
Mock Interviews & Group Discussions	In basket simulation (Learning Application)	Group Discussion rules and enhance Public Speaking skills (Group Discussion)
		Tips to handle Interviews and be able to create the right impression (Mock Interviews)
	Total no. of Hrs. 8	

