

Personality Development

Unit I Personality Development, Decision Making and Communication: Personality Development - Concept; Skills and Value orientation of personality development; stages of personality development; factors affecting personality development; personality traits; Concepts - Creativity: Attitudes and Etiquettes.

Unit II Managing Self - Mind and Motivation, Managing Self - Mind, Body and Soul;. Conflict - meaning, reasons and consequences. Conflict Resolution: Need and various approaches and institutions

Text Books:

- ✓ *Adair, John (2009); Effective Communication (Revised Edition), Pan MacMillan: London*
- ✓ *Ajmani, J C (2012); Good English: Getting it Right, Rupa Publications: New Delhi*
- ✓ *Andrews, Sudhir (1988); How to Succeed at Interviews (21st Reprint), Tata McGraw Hill: New Delhi*
- ✓ *Becker, Ethan F. and Wortmann, Jon (2009); Mastering Communication at Work: How to Lead, Manage, and Influence? McGraw Hill: New Delhi*

Reference Books:

- ✓ *Heller, Robert (2002); Effective Leadership, D K Publishing: New Delhi*
- ✓ *Hurlock, E. B. (2006); Personality Development (28th Reprint), Tata McGraw Hill: New Delhi*
- ✓ *Khan, S R (2014); Personality Development, Ramesh Publishing House: Delhi*
- ✓ *Mile, D. J. (2004); Power of Positive Thinking, Rohan Book Company: Delhi*
- ✓ *Prasad, H. M. (2001); How to Prepare for Group Discussion and Interview, Tata McGraw Hill: New Delhi*