Advanced Personality Development & Career Readiness Program

Duration 6 Months (240–300 Hours)

Eligibility : 12th Pass / Equivalent

Course Type : Career-Oriented / Skill Development

Course Objectives

Students will:

- Build strong self-confidence
- Improve professional
- communication
- Develop leadership & decision-
- making skills
- Prepare for interviews & higher studies
- Improve emotional intelligence
- Develop professional grooming & etiquette

Course Structure

Module 1: Self-Discovery & Goal Setting (Month 1)
Topics:

- Understanding personality types
- Identifying strengths & career interests
- Growth mindset
- Goal setting (Short-term & long- term)
- Building self-discipline

Activities:

- Personality assessment
- Career vision board
- Personal SWOT analysis
- Confidence-building drills

Module 2: Advanced Communication Skills (Month 2)

Topics:

- Public speaking
- Group discussion techniques
- Debate skills
- Professional vocabulary
- Active listening
- Communication barriers

Activities:

- Weekly speeches
- Group discussions
- Mock presentations
- Storytelling sessions

Module 3 : Emotional Intelligence & MentalStrength (Month 3)

Topics:

- Emotional control
- Stress & anxiety management
- Handling criticism
- Building resilience
- Conflict management

Activities:

- Case studies
- Situation-based role play
- Reflection journals

Module 4 : Professional Grooming & SocialIntelligence (Month 4)

Topics:

- Personal grooming & appearance
- Body language mastery
- Social etiquette
- Corporate behavior
- Digital presence & LinkedIn basics

Activities:

- Mock corporate meetings
- Networking practice
- Body language correction
- sessions

Module 5: Leadership & Team Skills (Month 5)

Topics:

- Leadership styles
- Decision-making techniques
- Problem-solving
- Time management
- Team coordination

Activities:

- Group projects
- Leadership rotation tasks
- Case problem solving

Module 6: Career & Interview Preparation (Month 6)

Topics:

- Resume writing
- Interview skills
- HR questions practice
- Communication in workplace
- Entrepreneurship basics
- Financial discipline

Activities:

- Mock interviews
- Resume review
- Final presentation
- Personal development roadmap

Learning Outcomes

After completion, students will:

- Speak confidently in interviews
- Handle group discussions
- Present ideas professionally
- Manage stress and emotions
- Demonstrate leadership qualities Be career-ready