

Certificate Course in Personality Management, Event Presentation and Soft Skill Development



Offered by



**DEPARTMENT OF ENGLISH
MAR IVANIOS COLLEGE
(AUTONOMOUS)**

Course Coordinator: Ms. RENY SKARIA

ABOUT THE COURSE

Have you ever discovered the most valuable professional soft skills within you and have you ever tried to improve that? Our personality traits, behaviours, interpersonal and management skills express our ability to get along effectively and harmoniously with others, and it's for this reason they are exactly the type of skills that employers look for. Building relationships with wide range of people and learning to solve conflicts with confidence and calmness will keep you on track to emerge as a leader. Effective communication under high stress, empathizing or encouraging a team member to excel, and working collaboratively to reach a target are all examples of soft skills that carry the highest price to any organization. So strengthening your CV or resume can sanction an attractive career waiting for you ahead. This course will emphasize on event management and presentation skills too. Whether it's organizing a birthday party, anchoring a film fest or dealing with a tourist, management is key to running an event. To get you started, we've harnessed some handpicked areas in this course where we are going to work together and address the inhibitions within us. This course will make you comfortable connecting with yourself and with others, by improving yourself esteem and helping you to enjoy your studies, to mingle with your peer groups and of course to be a different and promising individual.

Let's start from the notch dealing with fears, complexes, stage fear, pessimism and diffidence.

COURSE OBJECTIVES

- to empower positive personality traits, behaviours, and interpersonal skills of the participant
- to enhance the ability to work or learn effectively and harmoniously with others
- to enable effective communication even under high stress
- to develop leadership through adaptability and tolerance
- to learn how to manage, organize and conduct various formal and informal events

LEARNING OUTCOME

Specifying the skills students would achieve:

- People skills
- Networking skills
- Leadership skills
- Interpersonal skills
- Collaborative working skill
- Creative thinking
- Problem solving
- Decision making
- Time management
- Organizing and event management skills

COURSE SYLLABUS

Module 1- Managing the Self

Understanding our thought pattern and Attitudes

How to develop a positive attitude

Trying to sort out your own values, codes and rules.

Worth of self-control.

Exploring and understanding negative attitudes.

Re-inforcing positive thoughts to positive habits

Training how to think creatively and differently.

Module 2- Routing Stress and Conflicts

Analysing a few case studies

Identifying your fears, anxieties and exploring how to solve it.

Indexing your best effort and pitfalls through exams- Knowing yourself through exams, scores and assessing yourself.

How to manage negative environment, persons, and situations

Conversing and reducing stress through art, music, dance and creative involvement.

How to be self- motivated through feed backs.

Learning through observation, adaptability and resilience

Developing the skill of Problem Solving

Module 3 Building Personal, Interpersonal and Digital Relations.

Communication

Dealing with miscommunications, criticisms, insults, satires and sloppy conversations,

Identifying wrong way of interpersonal interactions, learning formal, informal and semi- formal communications,

Cleaning your digital communication- Mistaken way of group chatting, SMS forwarding, online texting, circulating fake news - maintaining digital integrity through privacy -respecting other's digital personality. Exploring two case studies.

Managing classroom/ group dynamics- defensive responses- defeating the group humiliation, humour, and satire through openness, tolerance and very strong self- respect

Learning to disagree or negate impressively

Module 4- Emerging the Art of leadership

Effective Team Leader

Knowing your worth

Learning to choose effectively and take decisions.

Overcoming your inhibitions- dealing with body shaming, lack of fluency, diffidence and stage fear

Speaking about your weakness

Appreciating your strengths and preferences- Highlighting your skills.

Motivating others through accepting differences and shifting responsibilities

Teaching others to recognise their hidden potential

Module 5- Make Over and Presentation

How to market yourself through planning, prioritizing and organising

Time management and successive presentation

A good self-introduction

Social and cultural etiquettes

Knowing your body language

Smart dressing- dress and context, being stylish means being sensible

Crowd-puller and smart responses

Module 6- Practice and Performance

Debating your opinions-How to express your opinions effectively and impressively in debates and speeches with different examples

How to assert your personality through sharing and caring in group discussions and social interactions.

How to win a crowd as a compererer or MC or a presenter.

How to be a good interviewer.

How to be a moderator in a panel discussion or open forum.

How to be a commentator in a media.

How to schedule a formal meeting.

Managing and organising an event.

Preparing and practising commentary for documentary videos.

Performing as a dubbing artist or posing as a translator for a foreign artform/ locales/ culture/ celebrities

Presenting oneself through resume, mock interviews and promotional videos.

ELIGIBILITY

Any Under Graduate students of Mar Ivanios College (Autonomous) is eligible to join.

DURATION

40 Hours

INTAKE-

Each batch will be limited to a maximum of 40 students.

EVALUATION AND GRADING

40 marks for written examination and 60 marks for effective performance in Module 6

Performance based rating is divided into

- Submission of drafts -10 marks
- Presentation - 10 marks
- Organising skill -10 marks
- Communication skills -10 marks
- Social Media networking -10 marks
- Feedbacks of the peers -10 marks

GRADING SCALE OF THE COURSE

Mark	Grade	Performance
90 and above	A	Outstanding
80-89	B	Excellent
70-79	C	Very Good
60-69	D	Good
50-59	E	Satisfactory
<50	F	Needs to improve

Certificates will be issued to all those who successfully complete the course.

MODE OF LEARNING

Activity based, collaborative learning

COURSE FEE

Rs.900/-

COURSE COORDINATOR

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