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Download Personality Development And Soft Skills books, This book aims to provide crucial insights into various facets of developing one's personality, as well as to improve written, verbal, and non-verbal communication skills. Special attention has been paid to the specific needs of a job aspirant, such as writing of effective CVs, participation in group discussions, tackling job interviews ...

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Personality Development / Soft Skills Training. Personality encompasses all the dimensions of an individual. When it comes to one's Personality or Soft Skills, the following are the most important parameters – Communication Skills; Body Language; Confidence; Behavior, attitude, thoughts & feelings; Ability to cope up with varied situations; Interpersonal Skills; Personal Grooming; Manners & Etiquette

~~Soft Skills Training & Personality Development – Global Voice~~

Overview. Whether you are self-taught and you want to fill in the gaps for better efficiency and productivity, this Life Coaching – Personality Development and Soft Skills course will set you up with a solid foundation to become a confident life coach and develop more advanced skills. This comprehensive course is the perfect way to kickstart your career in the field of life coaching.

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[Show full abstract] provided, soft skill development and personality traits. This paper discusses the assessment conducted on randomly selected 100 engineering students, and was given the 5 point ...

~~(PDF) Soft Skills and Personality Development~~

INTRODUCTION: Soft skill, sometimes known as –people skills– are personal attributes that enhance

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an individual's interaction with others, job performance and career prospects. Unlike hard skills or technical or occupational skills, which tend to be specific to a certain type or task or activity, soft skills are broadly applicable.

~~Relevance of Soft Skills for Personality Development among ...~~

Essential 21 st Century Skills. Phonics. Phonics refers to a style of learning a language by understanding the relationship between, alphabets, letters or words and how they sound ... Creative Imagination. English Communication. People Skills. Emotional Intelligence.

~~House of Soft Skills—Soft Skills, English, Personality ...~~

Hard or technical skills help securing a basic position in one's life and career. But only soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence, and derive fulfilment and supreme joy. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills.

~~Developing Soft Skills and Personality—Course~~

280 pages. 241.0x184.0mm. Second Edition. Barun K. Mitra. The second edition of Personality Development and Soft Skills aims to serve as a guide to equip readers with all the necessary skills required to be an effective communicator in the increasingly competitive professional space. Suitable for: The second edition of Personality Development and Soft Skills aims to serve as a guide to equip readers with all the necessary skills required to be an effective communicator in the increasingly ...

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~~Personality Development and Soft Skills~~

Types of Soft Skills Soft skills include the personal attributes, personality traits, and communication abilities needed for success on the job. Soft skills characterize how a person interacts in his or her relationships with others.

~~Soft Skills: What Are They?~~

Personality Development through Soft Skills Training In an age when relationships between individuals and organizations are getting more and more complex, it is not enough to only have an excellent...

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Soft Skills & Personality Development Premium solutions is known for its scientifically designed Non Technical training programs like soft skills or social skills or life skills.

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In this course (Personality and Soft Skills Development) we will see how to analyse our personality and ways to improve it. We will see about the concept dimensions and significance of personality development. How our attitude reflects in our personality. How Self - Motivation contributes for our personality improvement.

~~Personality and Soft Skills Development | Udem~~

Home » Personal Development » Blog » Personal Development Skills » 25 Self Development Skills to Build Strong Personality Self development, today's need Today's era is a very competitive one, where only ones unique qualities can bring you to the top most category of successful bunch of people.

~~25 Self Development Skills to Build Strong Personality~~

Personality Development and Soft skills workshop by Fatima Abbas in BSSS college Bhopal.

~~Personality Development and Soft skills workshop - YouTube~~

It is a perfect blend of our interpersonal and communication skills that we portrait through verbal and non-verbal skills of interaction. In Personality Development Training In Pune the Soft Skills are a detailed evaluation and observation of one's traits like- Body language, Hand gestures, facial expressions, voice modulations, eye contact and presentation skills; these traits are then gauged to get the final result of selection or rejection in any situation. All these skills can be ...

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This book aims to provide crucial insights into various facets of developing one's personality, as well as to improve written, verbal, and non-verbal communication skills. Special attention has been paid to the specific needs of a job aspirant, such as writing of effective CVs, participation in group discussions, tackling job interviews, and to hone one's public speaking and speed-reading skills.

This high-impact book has been written by an experienced industry professional with a corporate perspective. The author is a Master Trainer who approaches the soft skills training from the point of view of a corporate soft skills training. Written in a business storytelling format, the training in the book is imparted by a skillful industry leader. This has not been written as the theoretical exercise. No boring theory, no wasted time! Rather, each chapter has been approached as a working session: Imparting soft skills by solving real problems and discussing workable solutions which the reader can apply immediately and keep for life. The structure of the book is in the form of a Personal Development Compass developed by the author. Just as a compass guides travelers through their journey and helps them to reach their destination, in the same way, the Personal Development Compass too guides the reader to navigate their way through the maze of the different soft skills and help them to polish their personalities. The methodology applied is 'Learning-By Doing': This approach can be summed up as follows: 'Educate Briefly-Then Train at Length'- On other words, less focus on theory, more real-world action, and solutions. The training imparted in the book starts with the Personality Development

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objective in mind and then facilitates and demonstrates methods to achieve those objectives.

VERTICAL 1: Theme: CONFIDENCE
Headings: RELATIONSHIPS & WELL-BEING
This vertical helps the reader in gaining the mental strength, motivation & confidence to approach their lives with a Positive Mental Attitude. The ability to be optimistic even in dire situations enables them to develop Emotional Intelligence and have meaningful relationships with their peers and colleagues, paving the way for the next level of Competence.

VERTICAL 2: Theme: COMPETENCE
Headings: COMMUNICATION & CAREER
Good Communication is a huge demand from recruiters and employers today. In fact, it is a pre-requisite for success. Effective Communication helps the reader to get a head start in their careers. They are able to think fast and creatively, impress and convince others of their point of view, they develop good listening skills thereby gaining an edge over others. They become the candidates of choice for promotion and progress.

VERTICAL 3: Theme: COURTESY
Headings: ETIQUETTE & HABITS
There is a popular saying: The First Impression is the last Impression. A good first impression is created through effective habits and an ability to say the right thing at the right time to the right person. To develop these skills, the reader learns to exhibit appropriate behavior in all situations: personal and professional. Sustained behavior becomes a habit. This then becomes part of the reader's basic nature. A Good professional need to have strong Language skills. Recognizing this need, the book has a section in every chapter that highlights important words and Business phrases used in the corporate industry along with their meanings.

Contents
Soft Skills: An Overview
Emotional Intelligence
Self-Image Management
Team building and cooperation
Time Management and Goal Setting
Communication Skills
Verbal Communication Part 1
Verbal Communication Part 2
Non-Verbal Communication
Level 2: Career
Level 3: Courtesy & Habits
Resume Writing & Job Applications
Group Discussion
Personal Interviews and Interactions

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Essential guide to set your path to great success **KEY FEATURES** The book is like a GPS for the reader, where they are able to visualize the quickest ways to reach their desired goals. □ Experts Quotes □ Learning Milestones □ Learning Mastery: The Essentials of the topic □ Case In Point: Real World examples for application of the concepts □ Illustrations and Graphics □ Knowledge Check □ Case Studies □ Applied Knowledge based on the Case Studies □ Business Jargon and startup terminologies □ English Vocabulary Building **DESCRIPTION** □ Is it Possible to get High-Impact Online or Physical Communication skills and Soft Skills in a very short period? □ Is there a way to build executive presence to get promotion, sales and visibility for your efforts from your leaders, recruiters and clients? □ Can you develop mental strength, motivation & confidence to approach your lives with a positive mental attitude? □ Can you increase your sales or income in a very short time by adopting easy and basic changes in your life? □ Do you want to learn from a corporate expert's 20+ years experience, so that you can avoid costly and time consuming mistakes and make the right decisions? Yes, through this book you can do all the above and more! Welcome to the ultimate guide to unleashing your potential. This book aims to impart high-impact soft skills like executive presence, time management, public speaking, first impression, professionalism, etiquette, negotiation, job interview, group discussion, leadership, teamwork, communication, creativity, interpersonal skills, emotional intelligence, and much more. In a post Covid world, building a strong Online Presence has become a necessity. Whereas online meetings used to be optional, it is the norm now. A new chapter on Online Presence has been added to give the reader a competitive advantage in this new Virtual online space. A Good professional needs to have strong Language skills. Recognizing this need, the book has a section in every chapter that highlights important words and Business phrases used in the corporate industry along with their meanings. Hacks

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used for speed learning: Experts quotes | learning milestones | learning mastery: the essentials of the topic | case in point: real world examples for application of the concepts | illustrations and graphics | knowledge check | case studies | applied knowledge based on the case studies | business jargon and Start-up terminologies | English vocabulary building Here are a few questions our readers have asked the author.

1. I am very strong technically. Why must I learn soft skills? There is a popular saying: The first Impression is the last Impression. A good first impression that creates lifelong relationships is created through effective habits and an ability to say the right thing at the right time to the right person. To manage teams, to have good relationships with your bosses and leaders, to get the job and promotion of your dreams, it is important that we learn how to get soft skills. Formal education and technical certifications are not enough. Our technical experience is insufficient. That's where soft skills are important. Technical skills get you through the door, but soft skills help you progress upwards from floor to floor till you reach the corner office!

2. There are so many soft skills books already. What makes this one different? There are 3 main reasons why you should read this book:

a. I have almost 20 years of Corporate, Business and Training experience. Starting my career as an Assistant manager with the Taj Hotels, I have experience as a founder of 3 start ups and over 15 years as a Life, Business and Executive Coach. The format of this book is entirely based on case studies experienced by me by interacting with thousands of clients and training sessions.

b. Neuroscience is a very hot field right now with lots of applications in business. For the first time, I have shared new experiences and ideas on 'How to Promote Yourself' by using applied Neuroscience. I have shared how Neuromarketing helps you to handle difficult people, establish rapport and relationships and become expert people managers.

c. This book highlights frequently committed mistakes by others, and suggests ways to avoid these. Life changing frameworks are showcased through case studies and examples. These help you to apply these easy

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methods immediately in your lives and most importantly become part of your basic nature. 3. What can I expect after reading this book? The book is like a GPS for the readers, who want to explore the quickest ways to reach their desired goals. There is no boring theory, no wasted time! It provides professionals who don't have a background on sales to effectively 'sell' their skills. The reader learns how to 'package' their verbal and non-verbal communication to influence others. Short bite-sized business storytelling has been used to keep the reader interested and energized and motivated to apply these skills in their own life. Building a strong Online Presence can make the crucial difference between cracking that interview, influencing unsure clients positively and making the best impression on key stakeholders. This book imparts easy hacks to becoming an online champion. 3. Any other tips for getting the maximum benefit from this book? I will encourage the reader to read a few pages at a time, then try to apply the solutions and come back and fine-tune their approach by reading a few more pages. Read this book over the course of 6-8 weeks for optimal results. To develop these skills, the reader should read about a chapter and guidelines on how to exhibit new behaviour without feeling shy or conscious. Once the reader begins to exhibit appropriate behaviour in all situations: personal and professional then sustained behavior becomes a habit. This then becomes part of the reader's basic nature. **WHAT YOU WILL LEARN** The book aims to provide the reader with a practical understanding of corporate and business life. It has been written by an experienced coach and industry professional with a real-world corporate perspective. **WHO THIS BOOK IS FOR** The book imparts proven coaching techniques and takes the reader on a journey towards exceptional leadership and management. Book helps the reader to apply it immediately in their lives and keep for life. **TABLE OF CONTENTS** 1. Soft Skills: An Overview 2. Emotional Intelligence 3. Self-Image Management 4. Team Building and Cooperation Teamwork, Conflict Management, Negotiation Skills 5. Time Management and Goal Setting 6. Communication

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Skills 7. Verbal Communication- Part 1 8. Verbal Communication - Part 2 9. Non-Verbal Communication 10. Building Online Presence 11. Level 2: Career 12. Level 3: Courtesy & Habits Guide To Correct Etiquette, Grooming & Hygiene 13. Resume Writing & Job Applications 14. Group Discussions 15. Personal Interview and Interactions 16. The Art of Promoting Yourself

□ At Job Interviews □ On The Job □ In Business □ In Personal Life WHAT THIS BOOK CAN DO FOR YOU 1. Elevate your Ordinary Communication into Effective Communication. 2. Add a touch of excellence to your Interpersonal Skills. 3. Make your Analytical Ability sharp-focussed and result-oriented. 4. Help you master the Art of Learning. 5. Train you to reap more rewards from your Time Management Skills. 6. Bring you prosperous results from your Positive Thinking. 7. Help you Set the Goals and Get the Results. 8. Mould your Creative and Innovative Skills. 9. Improve your Personal Hygiene and Personal Grooming. 10. Unleash the incredible power of your Enthusiasm. 11. Annexure I: Common Mistakes in English and Their Corrections. 12. Annexure II: Do's and Don'ts for Successful Job Interviews Overall, it could make you a Better You!

Development is sometimes defined as the process of expansion of human capabilities rather than materialistic acquisition and possession. The significance of personality development transcends beyond the individual domain and is now recognized as a critical component of corporate success. This is one of the reasons why the modern corporate sector is now engaged in soft skill development to make the hard skill endowment of its professionals more complete, effective and successful. In the labour-surplus economy of India, it is interesting to observe that while the demand for labour is growing rapidly, most of the unemployed labour cannot effectively be absorbed in productive occupations. Many of the

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unemployed labourers seeking opening in the labour market possess the necessary hard skill but are deficient in soft skill and the desirable personality pattern. As a matter of fact, soft skills and desirable personality traits have many things in common and they are complementary in nature, in spite of some minor nuances. The title of the book reflects an interlocking relationship between what seems to be the two apparently different domains.

The Ultimate Guide to Unleash Your Potential DESCRIPTION Is it Possible to get High-Impact Communication skills and Soft Skills in a very short period? Is there a way to build executive presence to get promotion, progress and visibility for your efforts from your leaders and recruiters? Can you develop mental strength, motivation & confidence to approach your lives with a positive mental attitude? Can you develop Emotional Intelligence and have meaningful relationships with everyone to live your dream life? Do you want learn from a corporate expert's 20+ years experience, so that you can avoid costly and time consuming mistakes and make the right decisions? Yes, through this book you can do all the above and more! Ê Welcome to the ultimate guide to unleashing your potential. A Good professional needs to have strong Language skills. Recognizing this need, the book has a section in every chapter that highlights important words and Business phrases used in the corporate industry along with their meanings. The attached CD has all new content, essential soft skills training for life success. Through a series of videos, the author shares corporate tips and provides coaching for career advancement and realisation of personal goals. Ê Hacks used for speed learning: Experts quotes | learning milestones | learning mastery: the essentials of the topic | case in point: real world examples for application of the concepts | illustrations and graphics | knowledge check | case studies | applied knowledge based on the case studies | business jargon and Start-up terminologies | English vocabulary

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building KEY FEATURES Book aims to be the Professional Guide, Coach and Mentor to all those who want to upgrade their soft skills to get a head-start in their careers. Book is designed to give all individuals the all-important personality development soft skills required by them to become successful and powerful personalities. Book has been designed to be a bridge between Academic Curriculum education and the Industry. Effective Communication and Personal Development training concepts given in this book impart knowledge that is geared towards enhancing their soft skills WHAT WILL YOU LEARN This books aims to impart high-impact soft skills like executive presence, time management, public speaking, first impression, professionalism, etiquette, negotiation, job interview, group discussion, leadership, teamwork, communication, creativity, interpersonal skills, emotional intelligence, and much more. WHO THIS BOOK IS FOR Through this book, anyone wishing to develop powerful personalities will be able to choose and attain a career of their choice. They will develop well-rounded personalities; attain self-confidence and an ability to successfully overcome any challenge that life throws at them. Table of Contents 1. Soft Skills: An Overview 2. Emotional Intelligence 3. Self-Image Management 4. Team Building and Cooperation 5. Time Management and Goal Setting 6. Communication Skills 7. Verbal Communication Part 1 8. Verbal Communication-Part 2 9. Non-Verbal Communication 10.ÊLevel 2: Career 11.ÊLevel 3: Courtesy & Habits 12.ÊResume Writing & Job Applications 13.ÊGroup Discussions 14.ÊPersonal Interview and Interactions 15.ÊNeuromarketing: The Art of Promoting Yourself

This book dedicated to my Father and Mother who inspired me to write this book and my friend Mr Shajeevb. U who was professor in MCA and also an H.O.D of computer application who inspired me to write this book and. This book is use full for all professional and students who can benefit from reading

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this book and they can use it throughout their life for career enhancement.

Corporations have long passed the buck of training people in employability, soft skills and personality development to the educational institutions. Textbooks must support and supplement the efforts of teachers and the students. Texts must find new ways of projecting the subject reflecting inter-dependent nature of personality development, career planning, soft skills, employability, and English language skills, the lingua franca of international community and link Indian language.

Personality development is an indispensable tool that helps an individual to flourish personal and professional skills. An extraordinary personality is sophisticated, well dressed and groomed, exuding confidence in speech and interpersonal skills. The factors such as biological characteristics, family and social groups, cultural and social factors contribute towards formation of an individual personality. Good communication is vital to any institution's successful operation and equally imperative for personality development. The book "Communication Skills and Personality Development" is a thorough attempt to present the aforesaid concepts in a simple, understandable, and student-friendly language to gaze the difficult situations and handle them appropriately. The course on Communication Skills and Personality Development has been recommended by V Deans Committee for B.Sc. (Agri.), B.Sc. (Horti.) and B.Tech. faculties throughout the agricultural universities in India; this book has been administered to cover the entire syllabus of this course. The book is highly recommended as a text book for the under graduate agricultural students.

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