

Code: BMS 604

Module: Personality Development (II)

Sessions	Topics
1 – 5	Communication Skills – Spoken & Written (including elements of grammar); levels of communication, Persuasion Skills, Verbal Communication, Non Verbal Communication, Barriers of Communication, Gesture, Postures
6 – 10	The Confidence Quotient – Developing interactive skills strategy; communication strategy, Key skills to confidences building, Vertical approach to confidences
11 – 15	Advance Presentation skills – How to make corporate presentations, Presentation timing, Structuring of presentation, Fundamental of presentation.
16 – 20	Working with team: team management skills, Advance stress management technique, Corporate dressing & dining manner, Approach note skills, Interviewer & interviewee: process and definition

Suggested Books List:

- Vanishing Blues – K.H. Danish
- Life Management – Terry Jahham
- Time Management
- Business Communication