







Certification Course on "Personal Growth and Business Communication"

BBA 3rd Year

20th February - 10th April, 2023

Resource Person

Mrs. Aparna Sharma

Assistant Professor (Amity University, Greater Noida)

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	Report
Name of Activity	Personal Growth and Business Communication
Date	20th February - 10th April, 2023
Venue	Block B, Room No 103, MIMT
Organised by	Management Department
Participation by	100 BBA 3 rd Year students
Resource Person	Mrs. Aparna Sharma
Activity Cordinator	Dr. Rajkumar
Objective	The Personality Development Program aims to empower students with essential skills and qualities to enhance their personal and professional growth. Through a dynamic and interactive approach, the program seeks to cultivate self-awareness, improve communication skills, foster emotional intelligence, and instill a positive mindset. Participants will engage in a series of workshops, activities, and discussions designed to develop confidence, resilience, leadership abilities, and interpersonal effectiveness. By the end of the program, students should exhibit a heightened sense of self-confidence, improved communication and interpersonal skills, and a positive attitude towards personal and professional challenges.
Content	Foundations of Self-awareness Day 1: Introduction to the importance of self-awareness Self-assessment exercises and personality tests Day 2: Understanding strengths, weaknesses, and personal values Goal setting for personal development Effective Communication Skills





Day 3:

- Verbal and non-verbal communication
- Active listening techniques

Day 4:

- Public speaking and presentation skills
- Interpersonal communication in various settings

Emotional Intelligence and Resilience

Day 5:

- Understanding emotions and their impact
- Strategies for managing stress and building resilience

Day 6:

- Empathy and emotional intelligence exercises
- Coping mechanisms for challenging situations

Leadership Development

Day 7:

- Leadership styles and qualities
- Teamwork and collaboration exercises

Day 8:

- Decision-making and problem-solving skills
- Motivation and inspiration in leadership

Building Confidence

Day 9:

- Overcoming self-doubt and building confidence
- Body language and posture for confidence

Day 10:

- Positive affirmations and visualization techniques
- Personal grooming and presentation skills



Time Management and Productivity

Day 11:

- Time management principles and techniques
- Setting priorities and managing tasks efficiently

Day 12:

- Goal-setting for academic and personal achievements
- Strategies for overcoming procrastination

Networking and Interpersonal Relationships

Day 13:

- Importance of networking for personal and professional growth
- Building and maintaining positive relationships

Day 14:

- Networking etiquette and strategies
- Conflict resolution and effective communication in relationships

Mindfulness and Well-being

Day 15:

- Introduction to mindfulness and meditation
- Stress reduction techniques

Day 16:

- Healthy lifestyle choices for mental and physical well-being
- Balancing academic and personal life

Integration and Future Planning

Day 17:

- Reflection on personal growth throughout the program
- Action plans for continued development

Day 18:





Assessment	 Peer feedback and group discussion Resources and tools for ongoing self-improvement At the end of the Personality Development Program there was a MCQ assessment assigned to assess the understanding level of the students. 	
Outcome of Activity	assessment assigned to assess the understanding level of the students. The Personality Development Program has yielded transformative outcomes for students. They've gained heightened self-awareness improved communication skills, and a positive mindset. The program focused on emotional intelligence, resilience, leadership, and confidence-building. Students now demonstrate effective time management, networking etiquette, and enhanced well-being. The integration phase allowed reflection and future planning, providing them with a well-rounded foundation for continued personal and professional growth. Overall, the program has equipped students with practical skills and a positive mindset to navigate challenges and foster ongoing self-improvement.	

Schedule

Session	Content	Time	Date
	Foundations of Self-awareness		
	1) Introduction to the importance of self-awareness		
S 1	2) Self-assessment exercises and personality tests	3PM-5PM	20-February-23
	Foundations of Self-awareness		
	1) Understanding strengths, weaknesses, and personal values		
S 2	2) Goal setting for personal development	3PM-5PM	22-February-23
	Effective Communication Skills		
	1) Verbal and non-verbal communication		
S 3	2) Active listening techniques	3PM-5PM	24-February-23
	Effective Communication Skills		
S 4	1) Public speaking and presentation skills	3PM-5PM	27-February-23





	2) Interpersonal communication in various settings		
	Emotional Intelligence and Deciliones		
	Emotional Intelligence and Resilience		
	1) Understanding emotions and their impact		
S 5	2) Strategies for managing stress and building resilience	3PM-5PM	1-March-23
	Emotional Intelligence and Resilience		
	1) Empathy and emotional intelligence exercises		
S 6	2) Coping mechanisms for challenging situations	3PM-5PM	3-March-23
	Leadership Development		
	1) Leadership styles and qualities		
S 7	2) Teamwork and collaboration exercises	3PM-5PM	6-March-23
	Leadership Development		
	1) Decision-making and problem-solving skills		
S 8	2) Motivation and inspiration in leadership	3PM-5PM	10-March-23
	Building Confidence		
	1) Overcoming self-doubt and building confidence		
S 9	2) Body language and posture for confidence	3PM-5PM	13-March-23
	Building Confidence		
	1) Positive affirmations and visualization techniques		
S 10	2) Personal grooming and presentation skills	3PM-5PM	15-March-23
	Time Management and Productivity		
	1) Time management principles and techniques		
S 11	2) Setting priorities and managing tasks efficiently	3PM-5PM	17-March-23
	Time Management and Productivity		
	1) Goal-setting for academic and personal achievements		
S 12	2) Strategies for overcoming procrastination	3PM-5PM	20-March-23





	Networking and Interpersonal Relationships		
	1) Importance of networking for personal and professional growth		
S 13	2) Building and maintaining positive relationships	3PM-5PM	23-March-23
	Networking and Interpersonal Relationships		
	1) Networking etiquette and strategies		
S 14	2) Conflict resolution and effective communication in relationships	3PM-5PM	27-March-23
	Mindfulness and Well-being		
	1) Introduction to mindfulness and meditation		
S 15	2) Stress reduction techniques	3PM-5PM	29-March-23
	Mindfulness and Well-being		
	1) Healthy lifestyle choices for mental and physical well-being		
S 16	2) Balancing academic and personal life	3PM-5PM	3-April-23
	Integration and Future Planning		
	1) Reflection on personal growth throughout the program		
S 17	2) Action plans for continued development	3PM-5PM	6-April-23
	Integration and Future Planning		
	1) Peer feedback and group discussion		
S 18	2) Resources and tools for ongoing self-improvement	3PM-5PM	10-April-23

PROFILE OF THE RESOURCE PERSON

Mrs. Aparna Sharma (MBA)

Assistant Professor (Amity University, Greater Noida)

Directly associated with the educational and Linguistic works in French Language – whether it is working as a Lecturer - Foreign Languages or a Full Time or Part-time French language faculty in various esteemed schools and colleges across Delhi NCR. Possess experience in personality coaching.

14+ Years of Educational Experience.

Photograph Glimpses









Mangalmay Institute of Management Technology

Course: BBA

ADD-ON COURSE QUIZ

Course Name: Personal Growth and Business Communication

Date: 13/04/2023

Name - AAKRITI SINGH Roll no - 220992105042 Invigilator Sign

General Instructions: All questions are compulsory. Each question will carry '1' mark and there is no 'Negative Marking'

- 1) What is the primary goal of personality development?
- a. Achieving financial success
- b. Enhancing physical fitness
- Improving one's character and behavior
 - d. Isolating oneself from others
 - 2) Which of the following is a key component of self-awareness?
 - a. Ignoring personal strengths
 - b. Lack of introspection
 - Recognizing weaknesses and strengths
 - d. Avoiding self-reflection
 - 3) Effective communication involves:
 - a. Passive listening
 - b. Ignoring non-verbal cues
 - c. Speaking without considering the audience
 - Clear and active communication















- 4) Emotional intelligence includes the ability to:
- a. Suppress emotions
- ل لل Understand and manage one's emotions
 - c. Ignore the emotions of others
 - d. Avoid empathy
 - 5) Resilience is best described as:
 - a. Avoiding challenges
- b. Bouncing back from setbacks
- c. Ignoring stress
- d. Isolating oneself from difficulties
- 6) What is a characteristic of effective leadership?
- a. Avoiding decision-making
- b. Lack of accountability
- Motivating and inspiring others
- d. Ignoring team input
- 7) Building confidence involves:
- a. Negative self-talk
- Positive affirmations
 - c. Avoiding eye contact
 - d. Ignoring feedback from others
 - 8) Time management is crucial for:
 - a. Increasing procrastination
- Us. Enhancing productivity
 - c. Avoiding priorities
 - d. Ignoring deadlines













- 9) Networking is beneficial for:
- a Personal growth
 - b. Isolation
 - c. Ignoring social interactions
 - d. Avoiding professional connections



- a. Increasing stress levels
- b. Ignoring self-care
- Ve. Stress reduction
- d. Promoting isolation
- 11) What is an essential aspect of networking etiquette?
- a Avoiding eye contact
 - b. Interrupting others while speaking
 - c. Active listening
 - d. Ignoring social cues
 - 12) Healthy lifestyle choices for mental well-being include:
 - a. Lack of sleep
- b. Unhealthy eating habits
- C. Regular exercise
 - d. Avoiding social interactions
 - 13) Which is a key aspect of effective goal-setting?
 - a. Setting unrealistic goals
 - b. Lack of planning
- Specific, measurable, and achievable goals
 - d. Ignoring goals altogether















- 14) Conflict resolution involves:
- a. Ignoring conflicts
- b. Avoiding communication
- copen communication and finding common ground
- d. Suppressing emotions during conflicts



- 15) What is a potential benefit of practicing gratitude in personal development?
- a. Increased negativity
- b. Lower self-esteem
- c Enhanced well-being and positivity
 - d. Ignoring positive aspects of life



- a. Lack of specificity
- b. Avoiding constructive criticism
- Clear and specific feedback
 - d. Ignoring feedback from others



- 17) Procrastination can be overcome by:
- a. Setting unrealistic deadlines
- b. Ignoring tasks
- Breaking tasks into smaller, manageable steps
 - d. Avoiding time management strategies



- 18) Developing empathy involves:
- a. Ignoring others' perspectives
- b. Suppressing emotions
- Understanding and sharing others' feelings
 - d. Avoiding social interactions











- 19) The Johari Window is a model used for:
- a. Avoiding self-awareness
- Enhancing communication
- c. Ignoring feedback
- d. Isolating oneself from others



- 20) What role does body language play in effective communication?
- a. It has no impact on communication
- It reinforces verbal messages
- c. It confuses the audience
- d. It promotes isolation



- 21) The "Big Five" personality traits include:
- a. Extraversion, introversion, and procrastination
- b Openness, conscientiousness, extraversion, agreeableness, and neuroticism
- c. Avoidance, confrontation, and resilience
- d. Ignoring, suppressing, and expressing emotions
- 22) What is the importance of setting boundaries in personal development?
- a. Avoiding personal growth
- Enhancing well-being and self-respect
- c. Ignoring others' needs
- d. Isolating oneself from social interactions



- 23) What is a key aspect of building positive relationships?
- a. Ignoring communication
- b. Lack-of trust
- f c Effective communication and mutual respect
 - d. Avoiding emotional connections



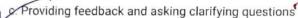






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- 24) Which activity promotes active listening?
- a. Ignoring the speaker
- b. Interrupting frequently



d. Avoiding eye contact



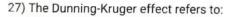
- a. Ignoring personal strengths and weaknesses
- لط. Assessing internal and external factors affecting personal development
 - c. Avoiding self-awareness
- d. Isolating oneself from challenges



- a. Suppressing personal growth
- b. Avoiding introspection

for Enhancing self-awareness and learning from experiences

d. Ignoring past mistakes



- a. Ignoring feedback
- Noverestimating one's abilities and knowledge
 - c. Avoiding challenges
 - d. Suppressing emotions



- a. Avoiding change
- b. Ignoring new opportunities

. Embracing change and learning from experiences

d. Isolating oneself from challenges

















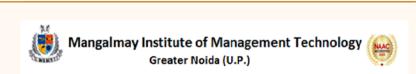
- 29) In conflict resolution, compromising involves:
- a. Ignoring the issue
- Finding a win-win solution through mutual concessions
 - c. Avoiding communication
 - d. Suppressing emotions



- 30) What is the importance of self-motivation in achieving personal goals?
- a. Ignoring goals altogether
- b. Relying solely on external motivation
- \ Taking initiative and staying motivated independently
 - d. Avoiding challenges and setbacks



Sample Certificate



CERTIFICATE

Certified that Mr. AAKASH KUMAR of BBA Program (Batch 2020-23) of Mangalmay Institute of Management & Technology, Greater Noida has successfully completed 36 Hours Certification Course on Personal Growth and Business Communication from 20/02/2023 to 10/04/2023.

VICE CHAIRMAN
Mangalmay Group of Institute

Mangalmay Institute of Management & Technology

X = 1.