



TRAINING ON SOFT SKILL AND PERSONALITY DEVELOPMENT

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Course Outline

- **Mindset**
- **Decision Making and Type of people**
- **Managing negative e**
- **Emotions & positive emotions**
- **Inter Personnel Skills**
- **Effective Communication**
- **Effective Time Management**
- **English Skills**
- **Managing – health, wealth, love ,money, mind etc.**

Mindset

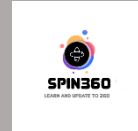
- **Understanding of Mindset**
- **Types of Mindsets**
- **Fixed mindset V/s Growth Mindset**
- **Identifying the mindset you posses**
- **Develop Learning Mindset**
- **Secrets to develop growth mindset**

Decision Making and Type of people

- **3C's of life**
- **Passive, Assertive and Aggressive people**
- **Stanlee and Nancy's Commandments**
- **Concept of Ms. Protecto**
- **Learn to say "NO"**
- **Gaining power from positive thinking**

Habits

- **Habits: Guiding Principles**
- **Identifying Good and Bad Habits**
- **Habit Cycle**
- **Breaking Bad Habits**
- **Using The Zeigarnik Effect for Productivity and Personal Growth**
- **Forming Habits of Success**



Managing Emotions

- Control your negative emotions
- Control your anger
- Expressing your anger in right manner
- Concept of Lincoln's Method
- PMA
- NMA
- How to change our negative emotion to positive emotion

Inter Personnel Skills

- Why people dislike you
- How people will like you
- How we can look attractive
- Practicing mindfulness

Effective Communication

- Effective communication
- Significance of humour in communication
- Body language

Technology and Communication

- Technological Personality
- Mobile Personality
- E-Mail Principles
- How Not to Send E-Mails!
- Netiquette
- E-Mail Etiquette

Effective Time Management

- Develop Time Management Skills
- Peter Pan
- Kaizen Principle
- Zeigarnick Effect

English Skills

- Grammar
- Common error and Corrections
- Basic concepts



Managing

- **Managing money and wealth**
- **Managing Health and Personality**
- **Managing Love and Personality**
- **Ethics and Etiquettes**
- **Managing mind and memory**
- **Our living environment**