

Personality Development Syllabus

Leadership Acceptance (2 days) * (3 Hours/ day)

- Nuances of leadership
 - Creating a Leadership Improvement System
 - Creating a Leadership Evolution System
 - Creating your Leadership Teams
 - Your Personal Leadership Discovery Sculpture
 - Managing Conflicts
 - Time Management

Understanding Types of Leadership (2 days) * (3 Hours/day)

- Personal Awareness
- Personal Character Assessment
- Effects on Organization
- Leadership Identity
- Introduction to the Directive Communication based Leadership
- Personify and understand the framework for Transforming your Organization
- Foundation of your Leadership Intelligence
- Turning Reaction to Productive Action
- Directive Communication Foundations for Developing a strong Leadership Identity
- Emotion Based Leadership
- Creating Your Leadership Identity

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- Four steps of Powerful Leadership Decisions using Directive Communication
- Leadership Coaching
- Instilling a Greater Vision

Leadership, Courage and Managing People

- Instilling Vision
- Building Guiding Principles
- Culture Evolution Catalysts

The Five Pillars of Maintaining a High Performance Vision Centred Organization

- Identifying greater purpose
- Installing the Methodology to achieve the greater purpose
- Using the common language
- Creating a unified identity
- Creating a supportive environment

Self-Awareness through Colored Brain Theory and Human Emotional Drivers

- Use Effective Coloured Brain Communication Inventory for Self Awareness
- Use Human Emotional Drivers and understand the complete Human Psychological Make-Up of the Human Being

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Personality Development (2 days) * (3 Hours/day)

➤ Personality Traits

- An understanding of Personality Traits becomes essential for the students in their journey towards imbining a better Personality. Personality Traits are like values in an individual that need to be inculcated by each one of us for an effective individual proficiency.

➤ Sharpening Memory Skills, Decision-Making, Negotiation and Problem-Solving

- Students in this section imbibe the techniques of how to imbibe razor sharp memory and put the same in to practice. Also, the student gets in to a better decision making and does not always look back over the shoulder for guidance from his superiors. He/she understands the meaning of delegation of task, responsibility and the words like “accountability”.

➤ Negotiation Skills and the art of Problem-Solving

- The student also undergoes the paces of Negotiation Skills and the art of Problem-Solving. Making the right decisions can either make or cost the organization millions. They look at the problems, make decisions and negotiate outcomes internally as well as externally. The ability to look at situations from dynamic perspectives will make a difference in the ultimate business success.

➤ Creative Problem Solving

- Problem solving is a mental process and is part of a larger problem process that includes problem finding and problem shaping. Often people are not able to solve the problem as they have not truly understood and defined the real issue or not knowing the appropriate method to approach the issue.
- Our problem solving techniques is based on the conceptual model known as the interacting 4P’s model: People, Process, Product and Place (work environment), that provides a good overall framework to understand the key factors that affect organizational creativity. We emphasize using only the objects available within the problem and its

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immediate environment together with “Box Breaking” mental tools to generate amazing simple and effective solution that is truly creative!

- This program aims to fulfill the ultimate goal of problem solving: finding a simple and effective solution that can be implemented quickly and cheaply.
 - Develop problem solving skill to solve problem effectively and confidently;
 - Develop creativity skill to solve problem creatively and flexibly;
 - Discover how problem solving process works and use it to solve everyday business challenges;
 - Apply problem solving process to systematically analyze situations and formulate action plans;
 - Apply creative techniques to generate alternative solutions; and
 - Understand decision making process and make positive business decisions.

➤ Foundation of Mental Creativity

- Our Mental Box: Right & Left Brain
- Vertical vs. Lateral Thinking
- Barriers to Creativity
- The 4P's of Creativity

➤ 5 Steps of Problem Solving Process

- Identify & Define Problem
- What constitutes a problem?
- 7Ws & 1H to define problem
- Problem statement
- Identify Root Cause
- Generate Alternative Solutions

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- Evaluation & Selection
- Decision Making process & criteria
- Screening matrix
- Wrong vs. Bad Decision
- Implement & Follow Up
- Solving Day-to-Day Workplace Problems
 - Technique to asking questions to uncover issues
 - Technique to clarifying goals to enhance performance
 - Technique to evaluating options to improve decision making
- Ideas Generation Methods and Tool
 - Brainstorming
 - Mind Mapping
 - SCAMPER Technique
 - Combine Unrelated Attributes
 - Use of picture cards
- Negotiation and decision making

Use the psychology you have learned in previous modules to become a more effective negotiator. Apply the concepts of identity to making stronger, more congruent decisions. Combine the two and get smoother negotiations to orchestrate better outcomes with less negative ramifications in the future.

- Using colored brain to identify best negotiation strategy

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Classroom

| Corporate

| Online

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- Review of coloured brain applications to negotiation
- Using colored language in your negotiation
- Probing for primary emotional drivers
 - Using directive questions
- Negotiating to the subconscious
 - Providing instant emotional gratification
 - Providing a sense of personal success while getting what you want
- Decision making
 - Recognizing emotional hypnosis to maintain organizational objectives
 - Discussion

Effective Communication including Presentation Skills

(2 days)*(3 hour/day)

- ABCs of Effective Communication
 - The students here understand the mechanics of what constitutes communication. They are exposed to the human psychology of why an individual wishes to accept some information and on the same hand reject the other information. The creation of a conducive environment for better learning is provided to the students.
 - The methods involve understanding the various states of mind, alpha, beta, delta and the gamma states that initiate better understanding of any given communication. Essentials of music are also given to the students in this phase of the learning.
- Better Presentation Skills
- Power of Words Vs Verbal and Non-Verbal Communication (Effective Learning through Nuances of Body Language), Mildness Vs Assertiveness Vs

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Aggressiveness

- Power of words, annotations, voice modulations, and body postures
- The effect of Verbal and Non-Verbal Communications, study of body languages to include effective Do's and Don'ts.
- Mildness Vs Assertiveness Vs Aggressiveness and understand the situations where what effect would be needed for an effective communication.

Group Discussions and Extempore Speaking Skills

(2 days) *(3 hours/day)

- Essential Rules of Group Discussions and Extempore Speaking, including Do's and Don'ts
 - What is the theme of a Group Discussion and also Extempore speaking
 - What are the nuances involved in both the activities.
 - What are the strong Dos and Don'ts in both the activities
 - Mock GDs and Extempore speech

Personal Interviews (1 day) * (3 hours)

- Basics of Personal Interviews using Contemporary Skills, including Dos and Don'ts
 - Prepare them with the basics of Personal Interviews including Do's and Don'ts.
 - Prepare the students on typical questions given during the Interviews.
 - Make the students understand their strengths and weaknesses.
 - Preparation of common Profiles for the complete group of students.

How to write Resume

- To develop a cutting-edge resume.
- Know some tips to improve your resume.

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Classroom



Corporate



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- Customise your resume according to the post, or company you have applied for.

