



**MANGALMAY**  
INSTITUTE OF MANAGEMENT TECHNOLOGY



**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)**



	<b>Report</b>
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 <sup>rd</sup> Year students
Resource Person	Mrs. Aparna Sharma
Activity Cordinator	Dr. Rajkumar
Objective	<p>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.</p>
Content	<p>Foundations of Self-awareness</p> <p>Day 1:</p> <ul style="list-style-type: none"><li>● Introduction to the importance of self-awareness</li><li>● Self-assessment exercises and personality tests</li></ul> <p>Day 2:</p> <ul style="list-style-type: none"><li>● Understanding strengths, weaknesses, and personal values</li><li>● Goal setting for personal development</li></ul> <p>Effective Communication Skills</p>



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:



	<ul style="list-style-type: none"> <li>• Peer feedback and group discussion</li> <li>• Resources and tools for ongoing self-improvement</li> </ul>
Assessment	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	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
S 1	Foundations of Self-awareness 1) Introduction to the importance of self-awareness 2) Self-assessment exercises and personality tests	3PM-5PM	20-February-23
S 2	Foundations of Self-awareness 1) Understanding strengths, weaknesses, and personal values 2) Goal setting for personal development	3PM-5PM	22-February-23
S 3	Effective Communication Skills 1) Verbal and non-verbal communication 2) Active listening techniques	3PM-5PM	24-February-23
S 4	Effective Communication Skills 1) Public speaking and presentation skills	3PM-5PM	27-February-23



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



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





Course: BBA

ADD-ON COURSE QUIZ

Course Name: Personal Growth and Business Communication

Time: 1 hour

29  
30

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
  - c. Improving one's character and behavior
  - d. Isolating oneself from others

— (1)

- 2) Which of the following is a key component of self-awareness?
- a. Ignoring personal strengths
  - b. Lack of introspection
  - c. Recognizing weaknesses and strengths
  - d. Avoiding self-reflection

— (1)

- 3) Effective communication involves:
- a. Passive listening
  - b. Ignoring non-verbal cues
  - c. Speaking without considering the audience
  - d. Clear and active communication

— (1)



4) Emotional intelligence includes the ability to:

- a. Suppress emotions
- b. Understand and manage one's emotions
- c. Ignore the emotions of others
- d. Avoid empathy

1

5) Resilience is best described as:

- a. Avoiding challenges
- b. Bouncing back from setbacks
- c. Ignoring stress
- d. Isolating oneself from difficulties

1

6) What is a characteristic of effective leadership?

- a. Avoiding decision-making
- b. Lack of accountability
- c. Motivating and inspiring others
- d. Ignoring team input

1

7) Building confidence involves:

- a. Negative self-talk
- b. Positive affirmations
- c. Avoiding eye contact
- d. Ignoring feedback from others

1

8) Time management is crucial for:

- a. Increasing procrastination
- b. Enhancing productivity
- c. Avoiding priorities
- d. Ignoring deadlines

1



- 9) Networking is beneficial for:
- a. Personal growth
  - b. Isolation
  - c. Ignoring social interactions
  - d. Avoiding professional connections
- 10) Mindfulness contributes to:
- a. Increasing stress levels
  - b. Ignoring self-care
  - c. 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
  - c. Specific, measurable, and achievable goals
  - d. Ignoring goals altogether



14) Conflict resolution involves:

- a. Ignoring conflicts
- b. Avoiding communication
- c. Open communication and finding common ground
- d. Suppressing emotions during conflicts

→ ①

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

→ ①

16) Which of the following is a characteristic of effective feedback?

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

→ ①

17) Procrastination can be overcome by:

- a. Setting unrealistic deadlines
- b. Ignoring tasks
- c. Breaking tasks into smaller, manageable steps
- d. Avoiding time management strategies

→ ①

18) Developing empathy involves:

- a. Ignoring others' perspectives
- b. Suppressing emotions
- c. Understanding and sharing others' feelings
- d. Avoiding social interactions

→ ①



- 19) The Johari Window is a model used for:
- a. Avoiding self-awareness
  - b. 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
  - b. 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
  - b. 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
  - c. Effective communication and mutual respect
  - d. Avoiding emotional connections



- 24) Which activity promotes active listening?
- a. Ignoring the speaker
  - b. Interrupting frequently
  - c. Providing feedback and asking clarifying questions
  - d. Avoiding eye contact
- 25) The SWOT analysis is a tool used for:
- a. Ignoring personal strengths and weaknesses
  - b. Assessing internal and external factors affecting personal development
  - c. Avoiding self-awareness
  - d. Isolating oneself from challenges
- 26) What is the role of self-reflection in personal development?
- a. Suppressing personal growth
  - b. Avoiding introspection
  - c. Enhancing self-awareness and learning from experiences
  - d. Ignoring past mistakes
- 27) The Dunning-Kruger effect refers to:
- a. Ignoring feedback
  - b. Overestimating one's abilities and knowledge
  - c. Avoiding challenges
  - d. Suppressing emotions
- 28) What is the significance of adaptability in personal development?
- a. Avoiding change
  - b. Ignoring new opportunities
  - c. Embracing change and learning from experiences
  - d. Isolating oneself from challenges



- 29) In conflict resolution, compromising involves:
- a. Ignoring the issue
  - ✓ b. Finding a win-win solution through mutual concessions
  - c. Avoiding communication
  - d. Suppressing emotions
- ①
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- 30) What is the importance of self-motivation in achieving personal goals?
- a. Ignoring goals altogether
  - b. Relying solely on external motivation
  - ✓ c. Taking initiative and staying motivated independently
  - d. Avoiding challenges and setbacks
- ①



**Sample Certificate**



**Mangalmay Institute of Management Technology**  
Greater Noida (U.P.)



# **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**  
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