

## **Personality Development Training Course**

**With**

**Elegant Professional Management**

**Dev. Training Center**



### **Course Overview**

This course is designed to enhance personal and professional effectiveness by developing confidence, communication skills, emotional intelligence, grooming, and goal orientation. It helps participants become more self-aware, influential, and socially successful.

### **Suitable Participants**

- Entry-level to mid-level professionals
- Job seekers and students
- Customer service and client-facing roles
- Team leaders or those aiming for a promotion
- Anyone looking to improve their personal brand

### **Learning Outcomes**

By the end of the course, participants will be able to:

- Communicate clearly and assertively
- Present themselves confidently and professionally
- Set goals and build self-motivation
- Improve interpersonal relationships
- Understand and manage emotions effectively

## Detailed Modules

### Module 1: Understanding Personality

**Focus:** Foundation of personality traits and self-awareness

#### Key Topics:

- What is personality?
- Factors shaping personality (genetic, environmental, social)
- Introvert vs extrovert vs ambivert
- Johari Window: Self-awareness model

#### Activities:

- Personality quiz
- Self-reflection exercise: "Who am I really?"

### Module 2: Building Self-Confidence and Self-Esteem

**Focus:** Gaining inner strength and overcoming self-doubt

#### Key Topics:

- Difference between self-confidence and arrogance
- Positive self-talk
- Dealing with criticism and failure
- Confidence-building habits

#### Activities:

- Confidence visualization
- Group sharing: "A moment I felt proud"

## Module 3: Effective Communication Skills

**Focus:** Improving verbal and non-verbal communication

### Key Topics:

- Active listening and body language
- Expressing thoughts clearly
- Assertiveness vs aggressiveness
- Conversation starters and etiquette

### Activities:

- Role-plays: Starting a conversation, saying “No” politely
- Listening challenge activity

## Module 4: Emotional Intelligence (EQ)

**Focus:** Understanding and managing emotions

### Key Topics:

- What is emotional intelligence?
- Self-regulation and emotional control
- Empathy and social awareness
- Responding rather than reacting

### Activities:

- EQ scenario discussion
- Mindfulness and breathing technique

## **Module 5: Grooming, Etiquette & Body Language**

**Focus:** Creating a positive and professional first impression

### **Key Topics:**

- Dress sense and grooming tips
- Workplace and social etiquette
- Handshakes, eye contact, posture
- Hygiene and presentation

### **Activities:**

- Etiquette role-plays
- Body language mirror practice

## **Module 6: Goal Setting & Time Management**

**Focus:** Being purpose-driven and productive

### **Key Topics:**

- SMART goals framework
- Prioritization techniques (Eisenhower Matrix)
- Daily planning and journaling
- Overcoming procrastination

### **Activities:**

- Personal goal map
- Time audit activity



## Module 7: Public Speaking and Influence

**Focus:** Becoming a powerful and influential communicator

### Key Topics:

- Stage presence and projection
- Persuasive language and tone
- Storytelling for influence
- Overcoming stage fear

### Activities:

- 2-minute impromptu speeches
- Feedback circle

## Module 8: Personal Branding & Final Reflection

**Focus:** Creating a personal identity that stands out

### Key Topics:

- Building a personal image
- Online and offline presence
- Social skills for networking
- Final goal review and growth plan

### Activities:

- Create your “Elevator Pitch”
- Personality makeover pledge

### **Key Features**

- Focused on soft skills transformation
- Activities for confidence building and self-reflection
- Tools and templates for goal setting
- Highly practical and motivational
- Completion Certificate

### **Why Choose Elegant Training Center for Both Courses?**

- Certified, Industry-Experienced Trainers
- Dubai KHDA-Recognized Certificates
- Engaging, Practice-Oriented Methodology
- Tailored Content for Corporate and Individual Needs
- Professional Setup with Latest Training Facilities
- Free Takeaway Materials (Templates, Slides, Tools)