

Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Internal	Final Exam	Total
UGAEC-203	Corporate Etiquette and Personality Development	Ability Enhancement Course	3	3	0	0	40	60	100

Course Outcomes

At the end of the course the student will be able to	
CO1	Appreciate social etiquettes, norms for professional and personal behavior.
CO2	Use modern tools for making effective presentations
CO3	Develop competence in professional verbal and non-verbal communication.
CO4	Develop self-awareness and articulate a personal vision.
CO5	Gain insights into emotional intelligence and work effectively in teams

List of Activities for Corporate Etiquette and Personality Development

S. No	Activity
1	Polishing Business Manners: Handshake, gifts, visiting cards, humour, office behavior etc.
2	Power Dressing: Wardrobe Etiquette, Grooming for Success
3	Body Language, Poise, and Eye Contact.
4	Prepare effective presentations using different modern tools
5	Understanding the Art of Entertaining: Playing a Gracious Host
6	Work on Importance of Self Grooming and Personal Hygiene, Gestures and Postures
7	Language Lab Effective Communication Skills: Word Power enhancement; Attention to Detail: spacing, punctuation, spelling, and other finer aspects; Verbal and non-verbal communication skills; Getting rid of inhibitions and building confidence; Assertive and Submissive communication; Using Language for Convincing and Persuasion; Art of asking Questions.
8	Handling difficult situations with grace, style, and professionalism.
9	To carry out a personal SWOT Analysis
10	Gender Sensitization.
11	Develop empathy towards customers and colleagues by listening to their problems and understanding them emotionally.
12	Know your colleagues
13	Apologizing the right way.

*The course would involve interactive sessions, individual and group exercises, role plays, situation-handling, and experience-sharing. Selected video films will complement these.