Training Programmes 2020 – 2021

Various Training programmes were conducted for all registered Third Year Students during June 2020 - April 2021.

1. The Employability Skill Training programme was conducted through **online mode** by Mahendra Pride Classroom, Chennai.

Copy of Schedule

VIRUDHUNAGAR S.VELLAICHAMY NADAR POLYTECHNIC COLLEGE.(Autonomous)

(Affiliated to directorate of Technical Education ,Chennai -25)

TRAINING CELL

Date:-28-07-2020

Dear Sir/Madam,

Thank you for spending your valuable time and discussing with us over the phone regarding Soft Skills Training. We are really glad to be associated with your esteemed organization and to train our students on the Employability Skills.

In this regard we kindly request you to conduct the following online training programme for 7 days per batch, for one and half hours each day.

Students	Type of training needed	Tentative period
III year (229 Students)	Soft Skill Training	03.08.20 to 09.08.20 (7 days)

PRINCIPAL   CHAIRMAN

Enclosure :- List of Students

S.No	Topic	Period	Target
1.	Employability Skill Training	03-08-2020 to 09-08-2020	All Third Year Students

S.No	Department	No Of Students Attended
1.	Civil Engineering	23
2.	Mechanical Engineering	127
3.	Electrical & Electronics Engineering	67
4.	Electronics & Communication Engineering	30
5.	Modern Office Practice	23
6.	Garment Technology	9
7.	Computer Technology	25
8.	Plastic Technology	12
	Total No Of Students	**316**

Employability Skill Training (ONLINE)

(03-08-2020 to 09-08-2020)

Mahendra Pride Classroom, Chennai.
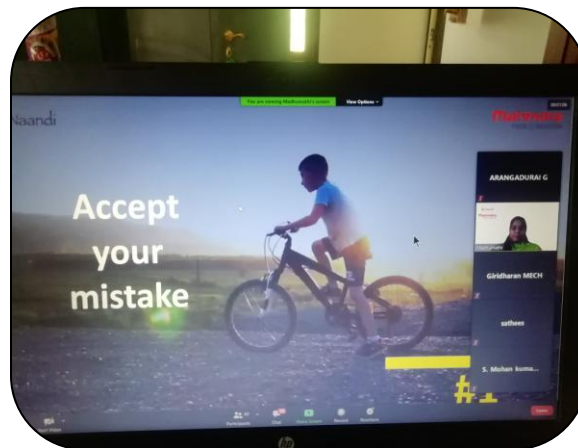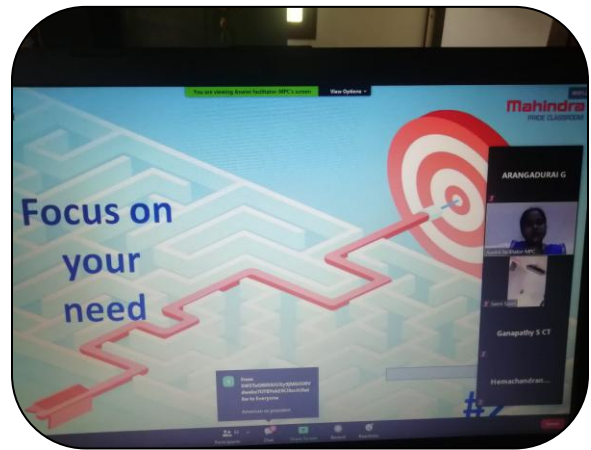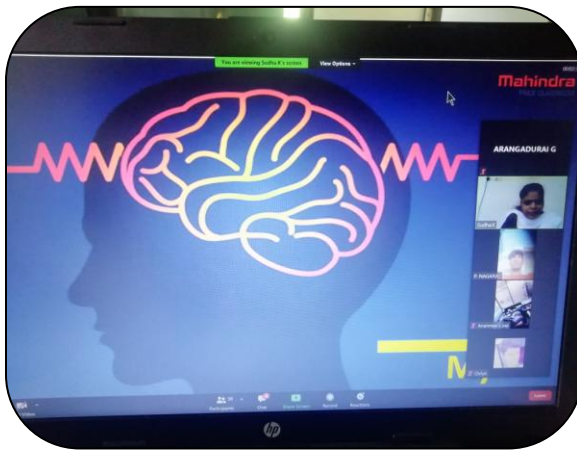
SAMPLE CERIFICATE - RECEIVED FROM MAHENDRA PRIDE CLASSROOM

03-08-2020 to 09-08-2020
Mahendra Pride Classroom Training Certificate.

03-08-2020 to 09-08-2020
Mahendra Pride Classroom Training Certificate.

CERTIFICATE
OF ACHIEVEMENT

This certificate is Awarded to

K.m. Mohamed Rabiyul Vasilath

Department of

Computer Engineering

in the Month of **August 2020** for Successful completion of the

Employability Skills Training

held as part of the Skilling Initiative conducted by
Mahindra Pride Classroom

CYEO - Naandi Foundation

03-08-2020 to 09-08-2020
Mahendra Pride Classroom Training Certificate.

Naandi

Mahindra
PRIDE CLASSROOM

CERTIFICATE
OF ACHIEVEMENT

This certificate is Awarded to

D.S. Sailesh Yadhav

Department of

Civil Engineering

in the Month of **August 2020** for Successful completion of the

Employability Skills Training

held as part of the Skilling Initiative conducted by

Mahindra Pride Classroom

CYEO - Naandi Foundation

2. The following Soft Skills Training Programmes were conducted through **online mode** by our staff members from 02-11-2020 to 12-11-2020.

| | | | Copy of Schedule | | |

Virudhunagar S.Vellaichamy Nadar Polytechnic College (Autonomous), Virudhunagar-626001.

TRAINING CELL

CIRCULAR

22-10-2020

The ONLINE TRAINING schedule for the III YEAR STUDENTS (Registered for Training) is given below. The concerned department coordinators are instructed to inform the same to all the registered students without fail.

S.No	DATE & TIME	BATCH-I (CIVIL,ECE,MOP,CT&GT) TOPIC & RESOURCE PERSON	BATCH-II (MECH-B,MECH-C&PT) TOPIC & RESOURCE PERSON	BATCH-III (MECH-A & EEE) TOPIC & RESOURCE PERSON
1.	02-11-2020 (Monday) 11:00 AM-12:45PM	HOW TO FACE INTERVIEWS (Mr.S.T.Saravanan. Lecturer/PT)	PERSONALITY ENRICHMENT (Mr.G.Arangadurai. Lecturer/PT)	COMMUNICATION SKILLS (Mrs.V.Tamil Selvi. Lecturer/English)
2.	03-11-2020 (Tuesday) 11:00 AM-12:45PM	COMMUNICATION SKILLS (Mrs.V.Tamil Selvi. Lecturer/English)	HOW TO FACE INTERVIEWS (Mr.M.Shanmugaraj. Lecturer/CIVIL)	PERSONALITY ENRICHMENT (Mr.VenkateshBoopathy. Lect/MOP)
3.	04-11-2020 (Wednesday) 11:00 AM-12:45PM	PERSONALITY ENRICHMENT (Mr.G.Arangadurai. Lecturer/PT)	COMMUNICATION SKILLS (Mrs.V.Tamil Selvi, Lecturer/English)	HOW TO FACE INTERVIEWS (Mr.K.Ramalingam. Lecturer/CT)
4.	05-11-2020 (Thursday) 11:00 AM-12:45PM	APTITUDE TRAINING (Mr.B.Jaihind, Lecturer/Maths)	TIME MANAGEMENT (Mrs.B.Anitha, HOD/GT)	TIME MANAGEMENT (Mr.K.Yuvaraj, Lecturer/MECH)
5.	06-11-2020 (Friday) 11:00 AM-12:45PM	TIME MANAGEMENT (Mrs.B.Anitha. HOD/GT)	APTITUDE TRAINING (Mr.B.Jaihind, Lecturer/Maths)	DECISION MAKING (B.Saravanan. Lecturer/MECH)
6.	07-11-2020 (Saturday) 11:00 AM-12:45PM	DECISION MAKING (Mr.K.Sivamurugan, HOD/MECH)	DECISION MAKING (Mr.R.Saravanakumar. HOD/PT)	APTITUDE TRAINING (Mr.B.Jaihind, Lecturer/Maths)
7.	09-11-2020 (Monday) 11:00 AM-12:45PM	APTITUDE TRAINING (Mr.B.Jaihind. Lecturer/Maths)	EFFECTIVE SPOKEN ENGLISH (Dr.N.Murugan. Lecturer/PT)	HOW TO PREPARE RESUME (Mr.M.Shanmugaraj. Lecturer/CIVIL)
8.	10-11-2020 (Tuesday) 11:00 AM-12:45PM	EFFECTIVE SPOKEN SKILLS (Dr.N.Murugan. Lecturer/PT)	APTITUDE TRAINING (Mr.B.Jaihind. Lecturer/Maths)	ENHANCING OF SOFT SKILLS (Mr.C.Nagaraj. Lecturer/ECE)
9.	11-11-2020 (Wednesday) 11:00 AM-12:45PM	ENHANCING OF SOFT SKILLS (Mrs.C.Priya. Lecturer/CIVIL)	HOW TO PREPARE RESUME (Mr.S.T.Saravanan. Lecturer/PT)	APTITUDE TRAINING (Mr.B.Jaihind. Lecturer/Maths)
10.	12-11-2020 (Thursday) 11:00 AM-12:45PM	HOW TO PREPARE RESUME (Mr.K.Ramalingam. Lecturer/CT)	ENHANCING OF SOFT SKILLS (Mr.C.Nagaraj. Lecturer/ECE)	EFFECTIVE SPOKEN ENGLISH (Dr.N.Murugan. Lecturer/PT)

PRINCIPAL

CHAIRMAN

Copy to Chairman, Governing Council

Copy to VP, All HODs, Training Coordinator, Individuals & file

S.No	Topics	Period	No .of .Sessions	Target
1.	Communication Skills	02-11-2020 to 12-11-2020	3	All Third Year Students
2.	Personality Enrichment		3	
3.	Enhancing Of Soft Skills		3	
4.	How To Face Interviews		3	
5.	Decision Making		3	
6.	Time Management		3	
7.	Effective Spoken Skills		3	
8.	How To Prepare Resume		3	
9.	Aptitude Training		6	
Total			**30**	

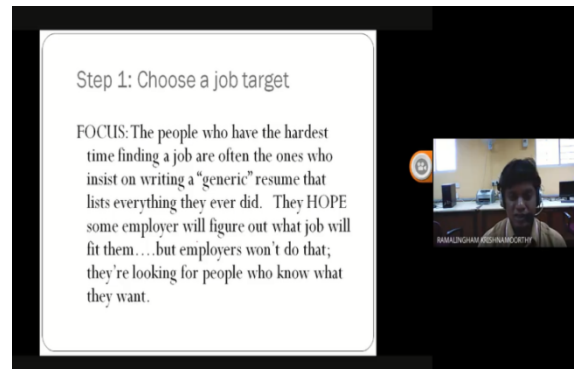|	
06.11.2020 to 07.11.2020 Decision Making	05.11.2020 to 06.11.2020 Time Management
02.11.2020 to 12.11.2020 How to face Interviews	02.11.2020 to 12.11.2020 How to face Interviews
02.11.2020 to 12.11.2020 Personality Enrichment	02.11.2020 to 12.11.2020 How to Prepare Resume
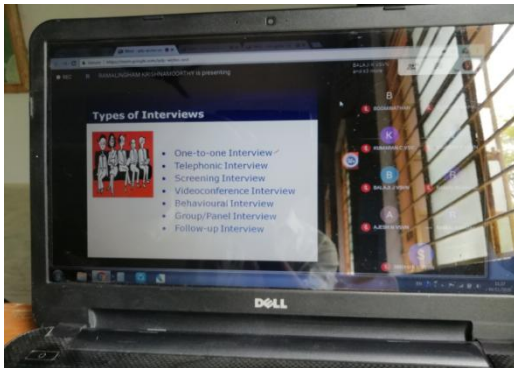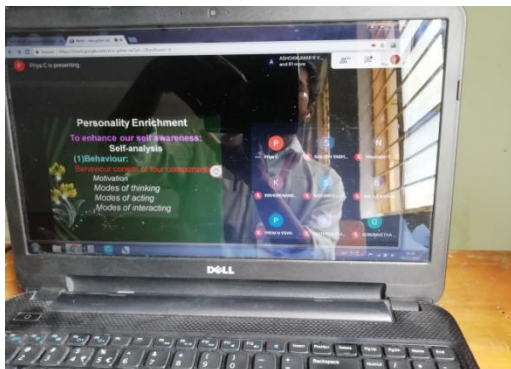
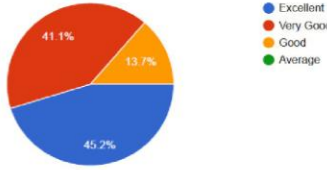# SOFT SKILLS TRAINING (02.11.2020 TO 12.11.2020) - FEEDBACK
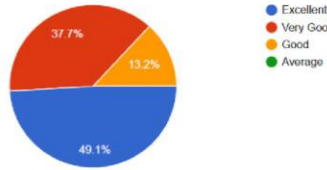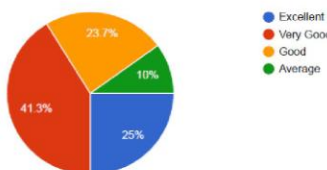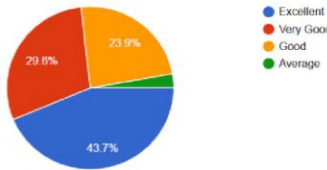
Virudhunagar S.Vellaichamy Nadar Polytechnic College (Autonomous), Virudhunagar-626001.
(Affiliated to Directorate of Technical Education ,Chennai-25)
(ISO 9001:2015 Certified Institution)
TRAINING CELL
TRAINING PROGRAMMES - FEEDBACK REPORT

Resource person	Mr.S.T.SARAVANAN LECTURER(SS)/PT	Content delivered by the Resource Person — 73 responses
Topic	HOW TO FACE INTERVIEWS	Excellent, Very Good, Good, Average
Date	02-11-2020	45.2% / 41.1% / 13.7%
Target group	CIVIL,ECE,MOP,CT & GT	

Resource person	Mr.G.ARANGADURAI LECTURER(SG-I)/PT	Content delivered by the Resource Person — 53 responses
Topic	PERSONALITY ENRICHMENT	Excellent, Very Good, Good, Average
Date	02-11-2020	49.1% / 37.7% / 13.2%
Target group	MECH-B,MECH-C & PT	

Resource person	Mrs.V.TAMIL SELVI LECTURER/ENGILISH	Content delivered by the Resource Person — 80 responses
Topic	COMMUNICATION SKILLS	Excellent, Very Good, Good, Average
Date	02-11-2020	25% / 41.3% / 23.7% / 10%
Target group	MECH-A & EEE	

Resource person	Mrs.V.TAMIL SELVI LECTURER/ENGILISH	Content delivered by the Resource Person — 71 responses
Topic	COMMUNICATION SKILLS	Excellent, Very Good, Good, Average
Date	03-11-2020	43.7% / 29.6% / 23.9%
Target group	CIVIL,ECE,MOP,CT & GT	

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TRAINING CELL
TRAINING PROGRAMMES - FEEDBACK REPORT

Resource person	**Mr.M.SHANMUGARAJ LECTURER(SS)/CIVIL**	Content delivered by the Resource Person 50 responses
Topic	**HOW TO FACE INTERVIEWS**	
Date	**03-11-2020**	
Target group	**MECH-B,MECH-C & PT**	

Resource person	**Mr.A.VENKATESH BOOBATHY LECTURER/MOP**	Content delivered by the Resource Person 52 responses
Topic	**PERSONALITY ENRICHMENT**	
Date	**03-11-2020**	
Target group	**MECH-A & EEE**	

Resource person	**Mrs.C.PRIYA LECTURER/CIVIL**	Content delivered by the Resource Person 66 responses
Topic	**PERSONALITY ENRICHMENT**	
Date	**04-11-2020**	
Target group	**CIVIL,ECE,MOP,CT & GT**	

Resource person	**Mrs.V.TAMIL SELVI LECTURER/ENGILISH**	Content delivered by the Resource Person 45 responses
Topic	**COMMUNICATION SKILLS**	
Date	**04-11-2020**	
Target group	**MECH-B,MECH-C & PT**	

TRAINING CELL
TRAINING PROGRAMMES - FEEDBACK REPORT

Resource person	Mr.K.RAMALINGAM LECTURER/CT	Content delivered by the Resource Person
Topic	HOW TO FACE INTERVIEWS	48 responses
Date	04-11-2020	
Target group	MECH-A & EEE	

Resource person	Mr.B.JAIHIND LECTURER/MATHS	Content delivered by the Resource Person
Topic	APTITUDE TRAINING	79 responses
Date	05-11-2020	
Target group	CIVIL,ECE,MOP,CT & GT	

Resource person	Mrs.B.ANITHA HOD/GT	Content delivered by the Resource Person
Topic	TIME MANAGEMENT	53 responses
Date	05-11-2020	
Target group	MECH-B,MECH-C & PT	

Resource person	Mr.S.YUVARAJ LECTURER/MECHANICAL	Content delivered by the Resource Person
Topic	TIME MANAGEMENT	61 responses
Date	05-11-2020	
Target group	MECH-A & EEE	

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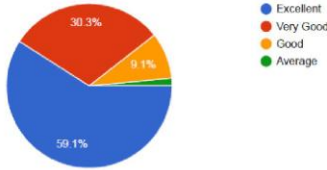(ISO 9001:2015 Certified Institution)
TRAINING CELL
TRAINING PROGRAMMES - FEEDBACK REPORT

Resource person	Mrs.B.ANITHA HOD/GT	Content delivered by the Resource Person
Topic	TIME MANAGEMENT	58 responses
Date	06-11-2020	
Target group	CIVIL,ECE,MOP,CT & GT	

Resource person	Mr.B.JAIHIND LECTURER/MATHS	Content delivered by the Resource Person
Topic	APTITUDE TRAINING	51 responses
Date	06-11-2020	
Target group	MECH-B,MECH-C & PT	

Resource person	Mr.B.SARAVANAN LECTURER(SS)/MECHANICAL	Content delivered by the Resource Person
Topic	DECISION MAKING	56 responses
Date	06-11-2020	
Target group	MECH-A & EEE	

Resource person	Mr.K.SIVAMURUGAN HOD/MECHANICAL	Content delivered by the Resource Person
Topic	DECISION MAKING	66 responses
Date	07-11-2020	
Target group	CIVIL,ECE,MOP,CT & GT	

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TRAINING CELL
TRAINING PROGRAMMES - FEEDBACK REPORT

Resource person	Mr.R.SARAVANAKUMAR HOD/PT	Content delivered by the Resource Person 50 responses Excellent 40% / Very Good 42% / Good 14% / Average
Topic	DECISION MAKING	
Date	07-11-2020	
Target group	MECH-B,MECH-C & PT	

Resource person	Mr.B.JAIHIND LECTURER/MATHS	Content delivered by the Resource Person 55 responses Excellent 56.4% / Very Good 30.9% / Good 12.7% / Average
Topic	APTITUDE TRAINING	
Date	07-11-2020	
Target group	MECH-A & EEE	

Resource person	Mr.B.JAIHIND LECTURER/MATHS	Content delivered by the Resource Person 68 responses Excellent 64.7% / Very Good 22.1% / Good 13.2% / Average
Topic	APTITUDE TRAINING	
Date	09-11-2020	
Target group	CIVIL,ECE,MOP,CT & GT	

Resource person	Dr.N.MURUGAN LECTURER(SG-I)/PT	Content delivered by the Resource Person 46 responses Excellent 58.7% / Very Good 32.6% / Good 8.7% / Average
Topic	EFFECTIVE SPOKEN ENGLISH	
Date	09-11-2020	
Target group	MECH-B,MECH-C & PT	

Resource person	Mr.M.SHANMUGARAJ LECTURER(SS)/CIVIL
Topic	HOW TO PREPARE RESUME
Date	09-11-2020
Target group	MECH-A & EEE

Content delivered by the Resource Person
50 responses

- Excellent
- Very Good
- Good
- Average

44%, 38%, 16%

Resource person	Dr.N.MURUGAN LECTURER(SG-I)/PT
Topic	EFFECTIVE SPOKEN ENGLISH
Date	10-11-2020
Target group	CIVIL,ECE,MOP,CT & GT

Content delivered by the Resource Person
73 responses

- Excellent
- Very Good
- Good
- Average

58.9%, 27.4%, 13.7%

Resource person	Mr.B.JAIHIND LECTURER/MATHS
Topic	APTITUDE TRAINING
Date	10-11-2020
Target group	MECH-B,MECH-C & PT

Content delivered by the Resource Person
49 responses

- Excellent
- Very Good
- Good
- Average

51%, 34.7%, 12.2%

Resource person	Mr.C.NAGARAJ LECTURER/ECE
Topic	ENHANCING OF SOFT SKILLS
Date	10-11-2020
Target group	MECH-A & EEE

Content delivered by the Resource Person
55 responses

- Excellent
- Very Good
- Good
- Average

54.5%, 32.7%, 10.9%

Virudhunagar S.Vellaichamy Nadar Polytechnic College (Autonomous), Virudhunagar-626001.
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TRAINING CELL
TRAINING PROGRAMMES - FEEDBACK REPORT

Resource person	Mr.G.ARANGADURAI LECTURER(SG-I)/PT
Topic	ENHANCING OF SOFT SKILLS
Date	11-11-2020
Target group	CIVIL,ECE,MOP,CT & GT

Content delivered by the Resource Person
67 responses

Excellent
Very Good
Good
Average

28.4%
13.4%
58.2%

Resource person	Mr.S.T.SARAVANAN LECTURER(SS)/PT
Topic	HOW TO PREPARE RESUME
Date	11-11-2020
Target group	MECH-B,MECH-C & PT

Content delivered by the Resource Person
54 responses

Excellent
Very Good
Good
Average

25.9%
18.5%
53.7%

Resource person	Mr.B.JAIHIND LECTURER/MATHS
Topic	APTITUDE TRAINING
Date	11-11-2020
Target group	MECH-A & EEE

Content delivered by the Resource Person
60 responses

Excellent
Very Good
Good
Average

35%
10%
53.3%

Resource person	Mr.K.RAMALINGAM LECTURER/CT
Topic	HOW TO PREPARE RESUME
Date	12-11-2020
Target group	CIVIL,ECE,MOP,CT & GT

Content delivered by the Resource Person
70 responses

Excellent
Very Good
Good
Average

24.3%
65.7%

Resource person	Mr.C.NAGARAJ LECTURER/ECE	Content delivered by the Resource Person
Topic	ENHANCING OF SOFT SKILLS	47 responses
Date	12-11-2020	
Target group	MECH-B,MECH-C & PT	Excellent / Very Good / Good / Average

Pie chart values: 51.1%, 38.3%, 8.5%

Resource person	Dr.N.MURUGAN LECTURER(SG-I)/PT	Content delivered by the Resource Person
Topic	EFFECTIVE SPOKEN ENGLISH	52 responses
Date	12-11-2020	
Target group	MECH-A & EEE	Excellent / Very Good / Good / Average

Pie chart values: 50%, 36.5%, 9.6%

Slide 1

Slide 2

Slide 3

Personality ?

What comes to
your mind?

Slide 4

**Does Personality mean
Famous People?**

Political Personality

Freedom Fighter

Cricketers

Social Activists

Poets & Authors

Religious Thinkers &
social Reformers

Slide 5

Slide 6

Slide 7

Personality Enrichment
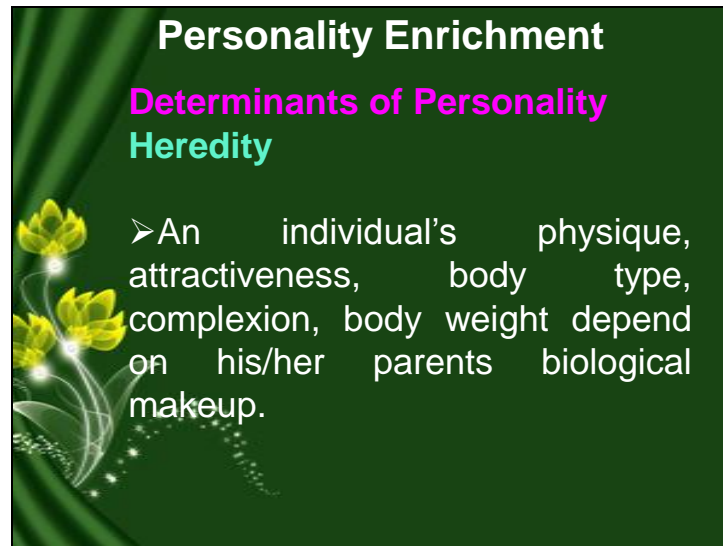
Determinants of Personality
Heredity

➢An individual's physique, attractiveness, body type, complexion, body weight depend on his/her parents biological makeup.

Slide 8
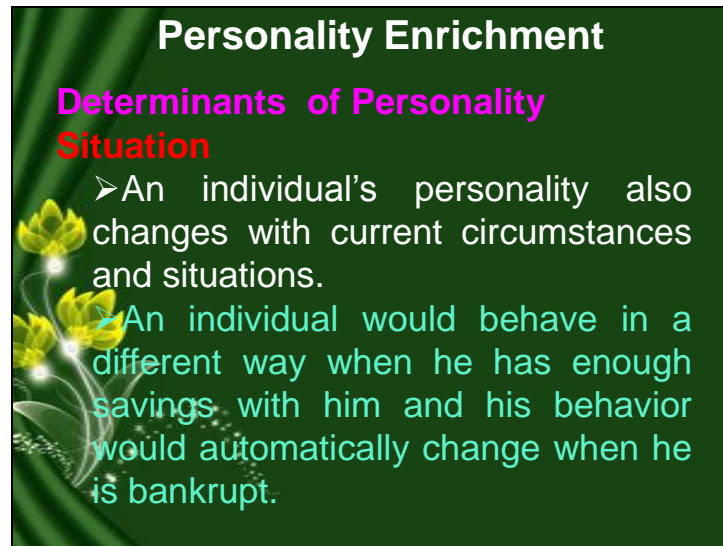
Personality Enrichment
Determinants of Personality
Environment

➢The environment to which an individual is subjected to during his growing years plays an important role in determining his/her personality.

➢The varied cultures in which we are brought up and our family backgrounds have a crucial role in shaping our personalities.

Slide 9
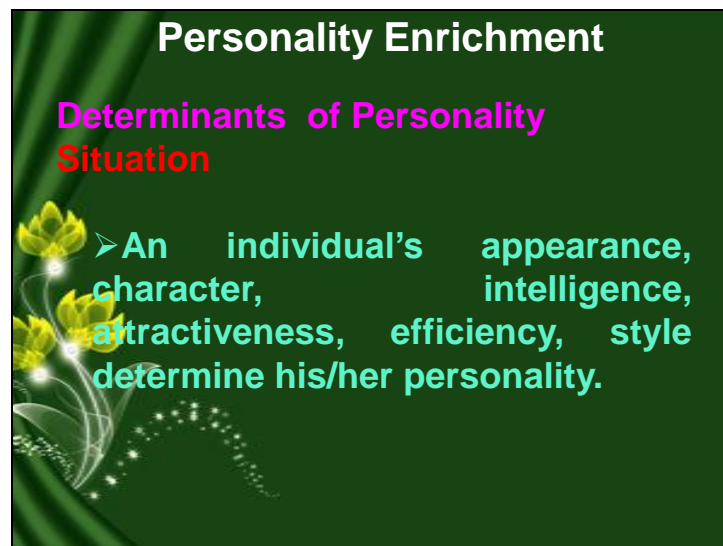
Personality Enrichment

Determinants of Personality
Situation

➢An individual's personality also changes with current circumstances and situations.

➢An individual would behave in a different way when he has enough savings with him and his behavior would automatically change when he is bankrupt.

Slide 10

Personality Enrichment

Determinants of Personality
Situation

➢**An individual's appearance, character, intelligence, attractiveness, efficiency, style determine his/her personality.**

Slide 11

Personality Enrichment
Self Awareness:

➤Self-awareness or self-knowledge is the starting point for effectiveness at work.

Slide 12

Personality Enrichment
Self Awareness:

➤Internal feelings and thoughts, interests, strengths and limitations, values, skills, goals, abilities, leadership orientation and preferred communication style are just a few elements that self awareness comprises.

Slide 13

Personality Enrichment

Self Awareness:

➢Self Awareness knows your motivations; preferences, personality and understanding how these factors influence your judgment, decisions and interactions with other people.

Slide 14

Personality Enrichment

Benefits of Self awareness:
➢Understanding yourself in relation to others

➢Setting appropriate life and career goals.

➢Developing relationships with others.
➢Understand the value of diversity.
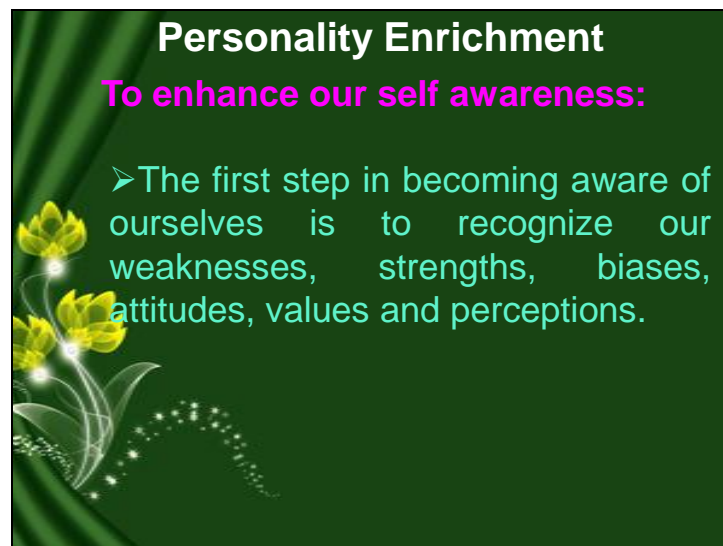
Slide 15

Personality Enrichment

Benefits of Self awareness:

➢Managing others effectively.

➢Increasing productivity.

➢Increasing your ability to contribute to Organizations, your community and family

Slide 16

Personality Enrichment

To enhance our self awareness:

➢The first step in becoming aware of ourselves is to recognize our weaknesses, strengths, biases, attitudes, values and perceptions.

Slide 17

Personality Enrichment

To enhance our self awareness:

➢ There are many ways to enhance our self-awareness. Some of these include analyzing our own experiences, looking at ourselves through the eyes of others, self-disclosure, acquiring diverse experiences and increasing our emotional intelligence.

Slide 18

Personality Enrichment
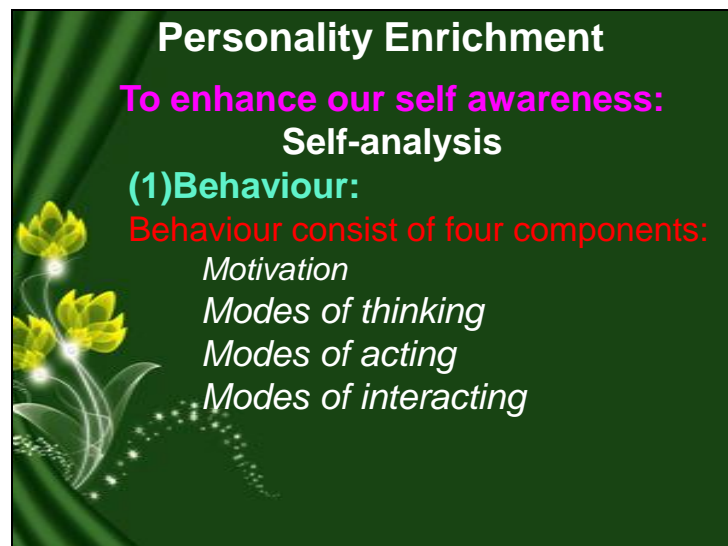
To enhance our self awareness:
Self-analysis
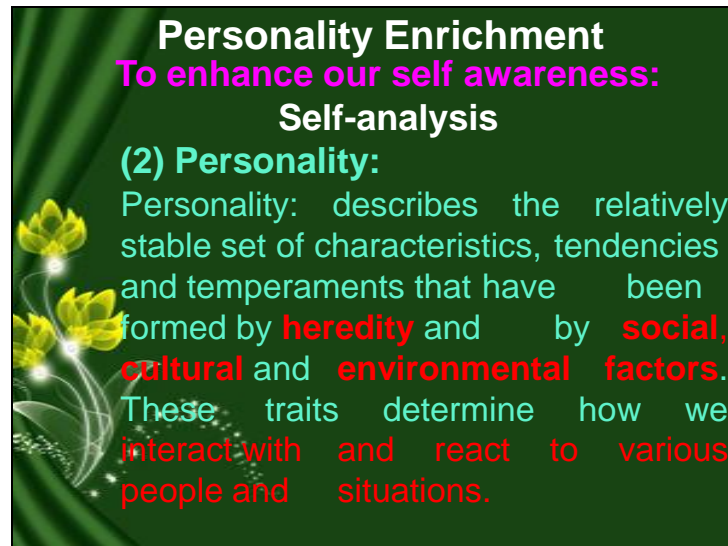
(1)Behaviour
(2)Personality
(3)Attitudes
(4)Perceptions

Slide 19

Personality Enrichment

To enhance our self awareness:
Self-analysis

(1)Behaviour

Behaviour is the way in which we conduct ourselves-the way in which we act.

Our behaviour is influenced by our feelings, judgments, beliefs, motivations, needs, experience and opinions of others.

Slide 20

Personality Enrichment

To enhance our self awareness:
Self-analysis

(1)Behaviour:

Behaviour consist of four components:
Motivation
Modes of thinking
Modes of acting
Modes of interacting

Slide 21

Personality Enrichment
To enhance our self awareness:
Self-analysis
(2) Personality:
Personality: describes the relatively stable set of characteristics, tendencies and temperaments that have been formed by **heredity** and by **social**, **cultural** and **environmental factors**. These traits determine how we interact with and react to various people and situations.
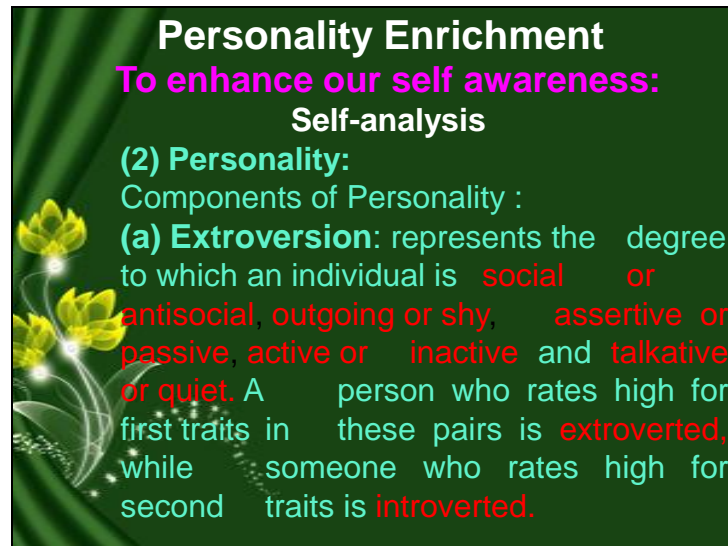
Slide 22

Personality Enrichment
To enhance our self awareness:
Self-analysis
(2) Personality:

Components of Personality :
(a) Extroversion,
(b) Agreeableness,
(c) Emotional stability,
(d) Conscientiousness and
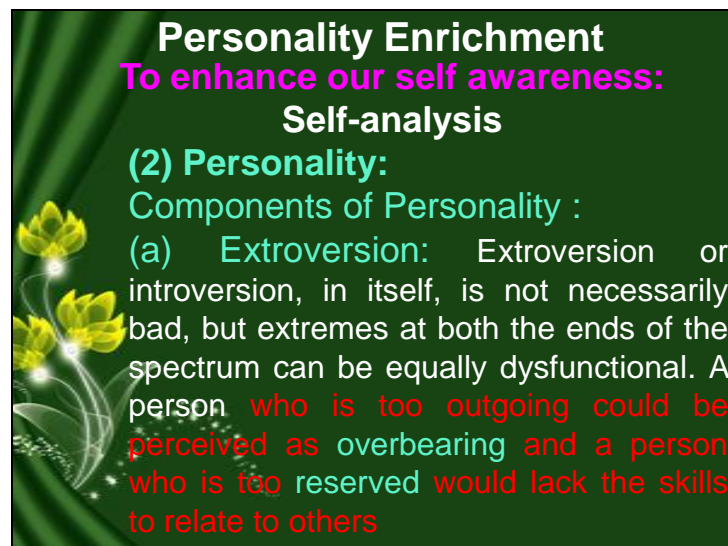(e) Openness to experience.

Slide 23

Personality Enrichment
To enhance our self awareness:
Self-analysis
(2) Personality:
Components of Personality :
(a) Extroversion: represents the degree to which an individual is social or antisocial, outgoing or shy, assertive or passive, active or inactive and talkative or quiet. A person who rates high for first traits in these pairs is extroverted, while someone who rates high for second traits is introverted.

Slide 24

Personality Enrichment
To enhance our self awareness:
Self-analysis
(2) Personality:
Components of Personality :
(a) Extroversion: Extroversion or introversion, in itself, is not necessarily bad, but extremes at both the ends of the spectrum can be equally dysfunctional. A person who is too outgoing could be perceived as overbearing and a person who is too reserved would lack the skills to relate to others

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Personality Enrichment

To enhance our self awareness:
Self-analysis

(2) Personality:
Components of Personality :
(b) Agreeableness: measures the degree to which a person is friendly or reversed, cooperative or guarded, flexible or inflexible, trusting or cautious, good natured or moody, softhearted or tough and tolerant or judgmental.

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Personality Enrichment

To enhance our self awareness:
Self-analysis

(2) Personality:
Components of Personality :
(c) *Emotional Stability:* Those who rate high on emotional stability are viewed as generally calm, stable having a positive attitude, able to manage their anger, secure, happy and objective. Those who rate low are more likely to be depressed, angry, insecure, worried and emotional.

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Personality Enrichment

To enhance our self awareness:
Self-analysis

(2) Personality:
Components of Personality :
(d) **Conscientiousness**: Those who score lower on this dimension are more likely to be viewed as inattentive to detail, uncaring, disrespectful, not interested or motivated unorganized, apt to give up easily and lazy.
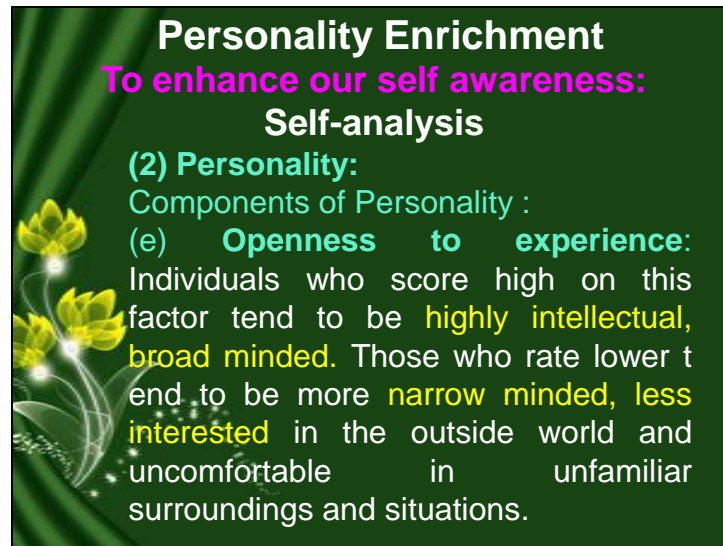
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Personality Enrichment
To enhance our self awareness:
Self-analysis

(2) Personality:
Components of Personality :
(e) **Openness to experience**: characterizes the degree to which people are interested in broadening their horizons or limiting them, learning new things or sticking with what they already know, meeting new people or associating with current friends and co-workers, going to new places or restricting themselves to known places.
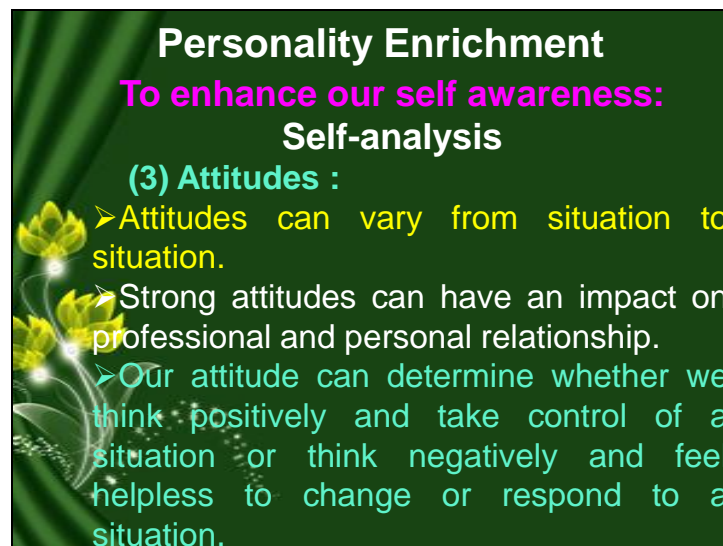
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Personality Enrichment
To enhance our self awareness:
Self-analysis
(2) Personality:
Components of Personality :
(e) **Openness to experience**: Individuals who score high on this factor tend to be highly intellectual, broad minded. Those who rate lower t end to be more narrow minded, less interested in the outside world and uncomfortable in unfamiliar surroundings and situations.
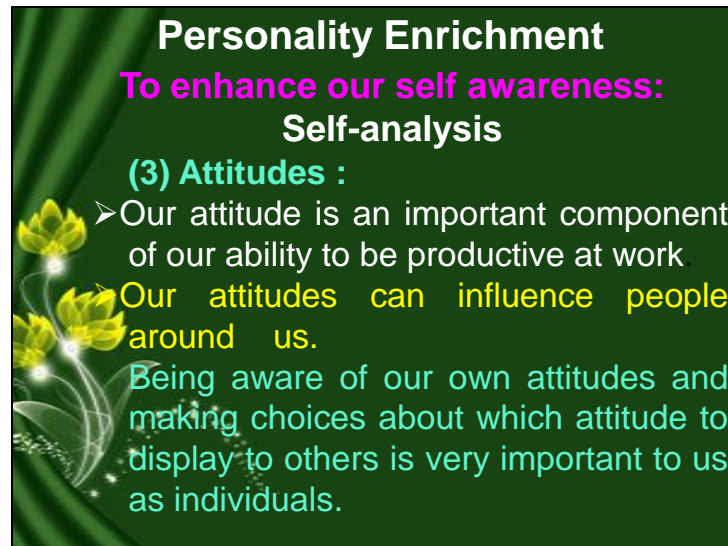
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Personality Enrichment
To enhance our self awareness:
Self-analysis
(3) Attitudes :
➢Attitudes can vary from situation to situation.
➢Strong attitudes can have an impact on professional and personal relationship.
➢Our attitude can determine whether we think positively and take control of a situation or think negatively and feel helpless to change or respond to a situation.
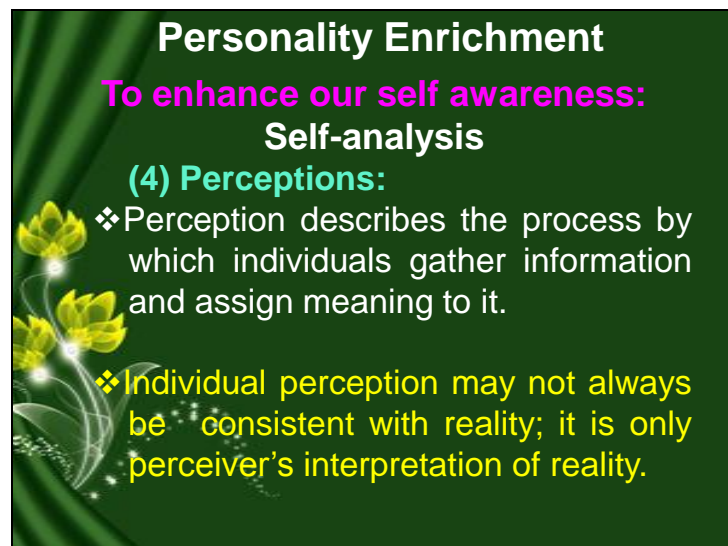
Personality Enrichment

To enhance our self awareness:
Self-analysis

(3) Attitudes :

➢Our attitude is an important component of our ability to be productive at work

➢Our attitudes can influence people around us.

Being aware of our own attitudes and making choices about which attitude to display to others is very important to us as individuals.

Personality Enrichment

To enhance our self awareness:
Self-analysis

(4) Perceptions:

❖Perception describes the process by which individuals gather information and assign meaning to it.

❖Individual perception may not always be consistent with reality; it is only perceiver's interpretation of reality.

Personality Enrichment

To enhance our self awareness:
Self-analysis
(4) Perceptions:

❖Our perceptions are influenced by many factors, such as our culture, environment, heredity, the media, past experiences, intelligence, needs, emotions, attitudes and values.

Personality Enrichment

TRAITS FOR BUILDING POSITIVE PERSONALITY

1. **Accept Responsibility:**
The price of greatness is the responsibility – Winston Churchill

2. **Show consideration :**
Show consideration, courtesy, politeness and caring.

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Personality Enrichment
TRAITS FOR BUILDING POSITIVE PERSONALITY

5. **Smile and Be Kind :**
Smile is the shortest distance between two people.

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Personality Enrichment
TRAITS FOR BUILDING POSITIVE PERSONALITY

6. **Put Positive interpretation on other people's behavior:**
We see the world not as it is, but as we are. So when we are interpreting other peoples behavior negatively we just reflecting our own mentality to this situation. In contrast when interpret positively, chances that other people may realize its negativity and change or amend this.

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Personality Enrichment

TRAITS FOR BUILDING POSITIVE PERSONALITY

7. **Be a Good Listener :**
Effective communication is 50% listening, 25% speaking, 15% reading and 10% writing. So when we listen carefully then 50% communication is done.

8. **Be Enthusiastic :**
Nothing great was ever achieved without enthusiasm.

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Personality Enrichment

TRAITS FOR BUILDING POSITIVE PERSONALITY

9. **Give honest and Sincere Appreciation :**
Honest and sincere appreciation makes one feel important and promote these positive qualities in him. In contrast giving false and insincere appreciation is harmful to the recipient.

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Personality Enrichment

TRAITS FOR BUILDING POSITIVE PERSONALITY

10. **When you make a mistake, accept it and make it easy to amend:**
Mistakes are to be learned from. So accept it immediately and make change   or amend easy.

Success through Failure
the paradox of design
HENRY PETROSKI

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Personality Enrichment

TRAITS FOR BUILDING POSITIVE PERSONALITY

11. **Discuss but don't argue:**
Arguing is like fighting a losing battle. Even if one wins in the argument, the cost may be more
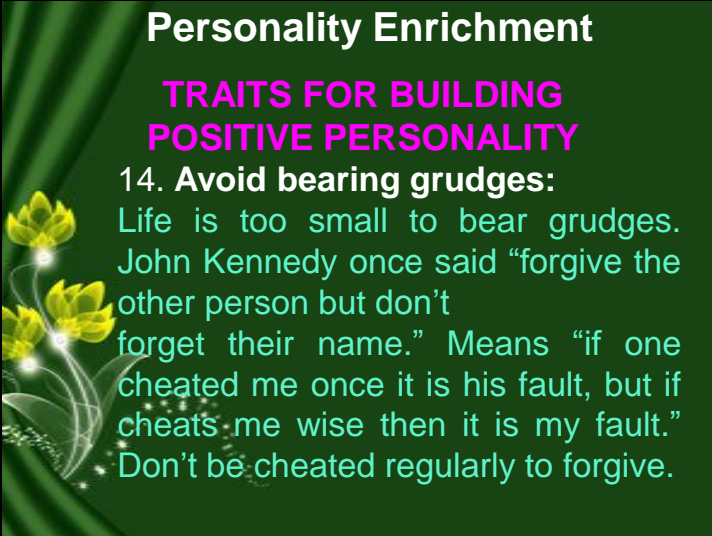than the worth of victory.

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Personality Enrichment
TRAITS FOR BUILDING POSITIVE PERSONALITY
12. **Turn your promises into commitment:**

13. **Be dependable and practice loyalty:**
An ounce of loyalty is worth more than a pound of cleverness. Ability without dependability is of
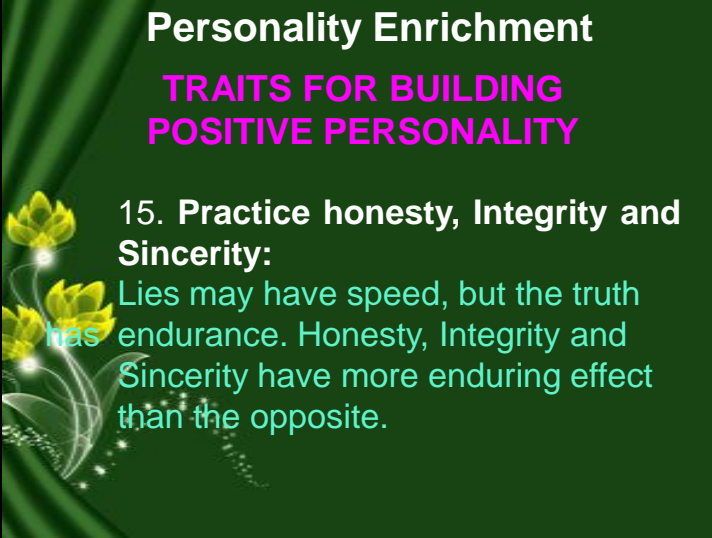no worth.

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Personality Enrichment

TRAITS FOR BUILDING POSITIVE PERSONALITY
14. **Avoid bearing grudges:**
Life is too small to bear grudges. John Kennedy once said "forgive the other person but don't
forget their name." Means "if one cheated me once it is his fault, but if cheats me wise then it is my fault." Don't be cheated regularly to forgive.
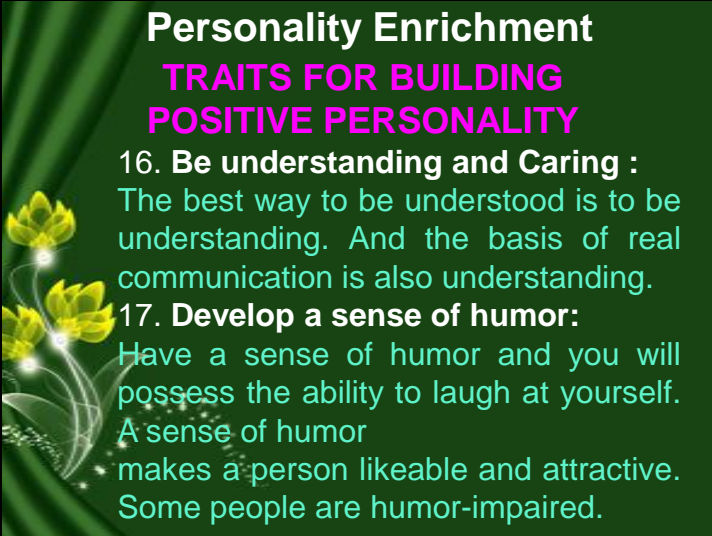
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Personality Enrichment

TRAITS FOR BUILDING
POSITIVE PERSONALITY

15. **Practice honesty, Integrity and Sincerity:**
Lies may have speed, but the truth has endurance. Honesty, Integrity and Sincerity have more enduring effect than the opposite.
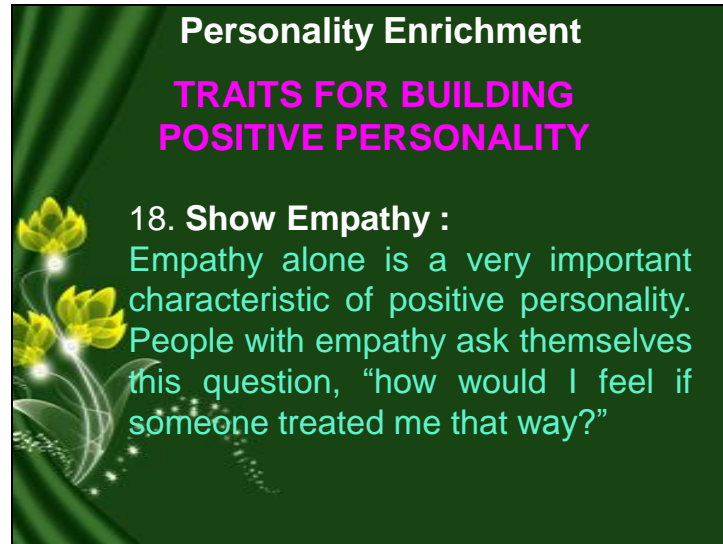
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Personality Enrichment

TRAITS FOR BUILDING
POSITIVE PERSONALITY

16. **Be understanding and Caring :**
The best way to be understood is to be understanding. And the basis of real communication is also understanding.
17. **Develop a sense of humor:**
Have a sense of humor and you will possess the ability to laugh at yourself. A sense of humor
makes a person likeable and attractive. Some people are humor-impaired.

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Personality Enrichment

TRAITS FOR BUILDING POSITIVE PERSONALITY

18. **Show Empathy :**
Empathy alone is a very important characteristic of positive personality. People with empathy ask themselves this question, "how would I feel if someone treated me that way?"

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THANK YOU

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