
Diploma In Personality Development Soft Skills

Communicontents

Psychological Aspects of Polarisation Phenomenon

Transitions from Education to Work

Parenting Matters

Sizzling Soft Skills for Spectacular Success

Gateway to winning a Job

Speak English With ELA

Learning How to Learn

Bridging the Soft Skills Gap

Soft Skills 3rd Edition

Let's Talk Personalized Learning - Prospectus

Soft Skills

Education World

As You Think

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SOFT SKILLS PERSONALITY DEVELOPMENT FOR LIFE SUCCESS

The Impacts of Neoliberal Discourse and Language in Education

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Speaking English Made Easy

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E-learning Methodologies

Designing Embedded Hardware

How To Win Friends and Influence People

Indian Higher Education

Management Competency Based Learning
Communication Skills and Personality Development
English EXIM. A Linguistic Study
Train the Trainer
INSPIRING ICONS
Soft Skills

*Diploma In Personality
Development Soft Skills*

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DIAMOND MOLLY

Communicontents GRIN Verlag
The "E-Learning Methodologies" guide will support professionals involved in the design and development of e-learning projects and products. The guide reviews the basic concepts of e-learning with a focus on adult learning, and introduces the various activities and roles involved in an e-learning project. The guide

covers methodologies and tips for creating interactive content and for facilitating online learning, as well as some of the technologies used to create and deliver e-learning.

**Psychological Aspects of
Polarisation Phenomenon** Pencil
"Speak English With ELA", is about the guidelines to improve communication skills, English speaking, personality development, Interview Training, Body Language etc for students, job aspirants, House wives, Businessmen, working

professionals. This book is more practical not just a theoretical knowledge. Through this book, one can become excel in their communication skills and soft skills. As a professor I do believe what you present is hardly matters but how you present, its matter a lot. This book gives you how to project yourself in front of people.

Transitions from Education to Work

Simon and Schuster

"Includes the rediscovered part four"--
Cover.

Parenting Matters Cengage Learning
This high-impact book has been written by an experienced industry professional with a corporate perspective. The author is a Master Trainer who approaches the soft skills training from the point of view of a corporate soft skills training. Written

in a business storytelling format, the training in the book is imparted by a skillful industry leader. This has not been written as the theoretical exercise. No boring theory, no wasted time! Rather, each chapter has been approached as a working session: Imparting soft skills by solving real problems and discussing workable solutions which the reader can apply immediately and keep for life. The structure of the book is in the form of a Personal Development Compass developed by the author. Just as a compass guides travelers through their journey and helps them to reach their destination, in the same way, the Personal Development Compass too guides the reader to navigate their way through the maze of the different soft skills and help them to polish their

personalities. The methodology applied is 'Learning-By Doing': This approach can be summed up as follows: 'Educate Briefly-Then Train at Length'- On other words, less focus on theory, more real-world action, and solutions. The training imparted in the book starts with the Personality Development objective in mind and then facilitates and demonstrates methods to achieve those objectives.

VERTICAL 1: Theme: CONFIDENCE
Headings: RELATIONSHIPS & WELL-BEING

This vertical helps the reader in gaining the mental strength, motivation & confidence to approach their lives with a Positive Mental Attitude. The ability to be optimistic even in dire situations enables them to develop Emotional Intelligence and have meaningful relationships with their peers

and colleagues, paving the way for the next level of Competence.

VERTICAL 2: Theme: COMPETENCE
Headings: COMMUNICATION & CAREER

Good Communication is a huge demand from recruiters and employers today. In fact, it is a pre-requisite for success. Effective Communication helps the reader to get a head start in their careers. They are able to think fast and creatively, impress and convince others of their point of view, they develop good listening skills thereby gaining an edge over others. They become the candidates of choice for promotion and progress.

VERTICAL 3: Theme: COURTESY
Headings: ETIQUETTE & HABITS

There is a popular saying: The First Impression is the last Impression. A good first impression is created through effective habits and an ability to say the

right thing at the right time to the right person. To develop these skills, the reader learns to exhibit appropriate behavior in all situations: personal and professional. Sustained behavior becomes a habit. This then becomes part of the reader's basic nature. A Good professional need to have strong Language skills. Recognizing this need, the book has a section in every chapter that highlights important words and Business phrases used in the corporate industry along with their meanings.

Contents

Soft Skills: An Overview

Emotional Intelligence

Self-Image Management

Team building and cooperation

Time Management and Goal Setting

Communication Skills

Verbal Communication Part 1

Verbal Communication Part 2

Non-Verbal

Communication

Level 2: Career

Level 3: Courtesy & Habits

Resume Writing & Job Applications

Group Discussion

Personal Interviews and Interactions

Sizzling Soft Skills for Spectacular Success Kavya Publications

About the Book: This book contains 25 short stories which are highly useful for making commercial and feature films. Also useful for making short films too. These stories are good for all age people.

About the Author: Mantri Pragada Markandeyulu, Bachelor of Commerce (B Com), Diploma in Business Management (DBM), Post Graduate Diploma in Computer Applications (PGDCA), Diploma in Computer and Commercial Practice (DCCP) is the Author and Writer. He is a retired Officer from PSU and a permanent resident of

Hyderabad-500062 Dist: Rachakonda,
(TS) India.

Gateway to winning a Job Simon and
Schuster

Document from the year 2015 in the
subject English Language and Literature
Studies - Linguistics, , language: English,
abstract: In an era where communication
has become synonymous to speaking
English, it has become mandatory not
only to learn the language but put it into
terms to sustain in the competing world.
Considering the technicality of the
language, it is surely difficult to convey
the words spoken, because it is not just
about speaking English but it is to make
it understandable and lucid. Just as
written English is constrained by
barricades of Grammar, so does spoken
English is restrained by both Grammar

as well as phonetics of speech. Dealing
with such great tides of difficulty
inherent in speaking English, there is a
need to simplify the vocalization of this
global language. This book is written
especially for University Students, but all
stages of learners may also find it useful.
The explanations are made as simple as
possible. Special care had been taken to
cover all the items which are very useful
for all non English medium academic
background students. Explanations are
mostly in ordinary everyday English. This
book describes standard modern British
English, and gives realistic examples of
spoken and written language (both
formal and informal). The book,
'Speaking English Made Easy' is an
attempt to put forth an easy and
effortless way for learning the language.

The work presents a unique understanding to bring the language to one's finger tips. Assembling the various descendants of Grammar, the book interleaves into the technicality of speaking English. The book is also a useful guide for students taking on competitive exams on English. This work can definitely stand on as the sound whose echo vibrates around the world. Speak English With ELA Food & Agriculture Organization of the UN (FAO) Updated for today's readers, Dale Carnegie's timeless bestseller *How to Win Friends and Influence People* is a classic that has improved and transformed the professional and personal and lives of millions. One of the best-known motivational guides in history, Dale Carnegie's groundbreaking

book has sold tens of millions of copies, been translated into almost every known language, and has helped countless people succeed. Originally published during the depths of the Great Depression—and equally valuable during booming economies or hard times—Carnegie's rock-solid, time-tested advice has carried countless people up the ladder of success in their professional and personal lives. *How to Win Friends and Influence People* teaches you: -How to communicate effectively -How to make people like you -How to increase your ability to get things done -How to get others to see your side -How to become a more effective leader -How to successfully navigate almost any social situation -And so much more! Achieve your maximum

potential with this updated version of a classic—a must-read for the 21st century.

Learning How to Learn

ReadHowYouWant.com

Essential guide to set your path to great success KEY FEATURES The book is like a GPS for the reader, where they are able to visualize the quickest ways to reach their desired goals. ● Experts Quotes ● Learning Milestones ● Learning Mastery: The Essentials of the topic ● Case In Point: Real World examples for application of the concepts ● Illustrations and Graphics ● Knowledge Check ● Case Studies ● Applied Knowledge based on the Case Studies ● Business Jargon and startup terminologies ● English Vocabulary Building DESCRIPTION ● Is it Possible to

get High-Impact Online or Physical Communication skills and Soft Skills in a very short period? ● Is there a way to build executive presence to get promotion, sales and visibility for your efforts from your leaders, recruiters and clients? ● Can you develop mental strength, motivation & confidence to approach your lives with a positive mental attitude? ● Can you increase your sales or income in a very short time by adopting easy and basic changes in your life? ● Do you want to learn from a corporate expert's 20+ years experience, so that you can avoid costly and time consuming mistakes and make the right decisions? Yes, through this book you can do all the above and more! Welcome to the ultimate guide to unleashing your potential. This book

aims to impart high-impact soft skills like executive presence, time management, public speaking, first impression, professionalism, etiquette, negotiation, job interview, group discussion, leadership, teamwork, communication, creativity, interpersonal skills, emotional intelligence, and much more. In a post Covid world, building a strong Online Presence has become a necessity. Whereas online meetings used to be optional, it is the norm now. A new chapter on Online Presence has been added to give the reader a competitive advantage in this new Virtual online space. A Good professional needs to have strong Language skills. Recognizing this need, the book has a section in every chapter that highlights important words and Business phrases used in the

corporate industry along with their meanings. Hacks used for speed learning: Experts quotes | learning milestones | learning mastery: the essentials of the topic | case in point: real world examples for application of the concepts | illustrations and graphics | knowledge check | case studies | applied knowledge based on the case studies | business jargon and Start-up terminologies | English vocabulary building Here are a few questions our readers have asked the author. 1. I am very strong technically. Why must I learn soft skills? There is a popular saying: The first Impression is the last Impression. A good first impression that creates lifelong relationships is created through effective habits and an ability to say the right thing at the right time to the right

person. To manage teams, to have good relationships with your bosses and leaders, to get the job and promotion of your dreams, it is important that we learn how to get soft skills. Formal education and technical certifications are not enough. Our technical experience is insufficient. That's where soft skills are important. Technical skills get you through the door, but soft skills help you progress upwards from floor to floor till you reach the corner office! 2. There are so many soft skills books already. What makes this one different? There are 3 main reasons why you should read this book: a. I have almost 20 years of Corporate, Business and Training experience. Starting my career as an Assistant manager with the Taj Hotels, I have experience as a founder of

3 start ups and over 15 years as a Life, Business and Executive Coach. The format of this book is entirely based on case studies experienced by me by interacting with thousands of clients and training sessions. b. Neuroscience is a very hot field right now with lots of applications in business. For the first time, I have shared new experiences and ideas on 'How to Promote Yourself' by using applied Neuroscience. I have shared how Neuromarketing helps you to handle difficult people, establish rapport and relationships and become expert people managers. c. This book highlights frequently committed mistakes by others, and suggests ways to avoid these. Life changing frameworks are showcased through case studies and examples. These help you to apply these

easy methods immediately in your lives and most importantly become part of your basic nature. 3. What can I expect after reading this book? The book is like a GPS for the readers, who want to explore the quickest ways to reach their desired goals. There is no boring theory, no wasted time! It provides professionals who don't have a background on sales to effectively 'sell' their skills. The reader learns how to 'package' their verbal and non-verbal communication to influence others. Short bite-sized business storytelling has been used to keep the reader interested and energized and motivated to apply these skills in their own life. Building a strong Online Presence can make the crucial difference between cracking that interview, influencing unsure clients positively and

making the best impression on key stakeholders. This book imparts easy hacks to becoming an online champion. 3. Any other tips for getting the maximum benefit from this book? I will encourage the reader to read a few pages at a time, then try to apply the solutions and come back and fine-tune their approach by reading a few more pages. Read this book over the course of 6-8 weeks for optimal results. To develop these skills, the reader should read about a chapter and guidelines on how to exhibit new behaviour without feeling shy or conscious. Once the reader begins to exhibit appropriate behaviour in all situations: personal and professional then sustained behavior becomes a habit. This then becomes part of the reader's basic nature. WHAT YOU WILL

LEARN The book aims to provide the reader with a practical understanding of corporate and business life. It has been written by an experienced coach and industry professional with a real-world corporate perspective. WHO THIS BOOK IS FOR The book imparts proven coaching techniques and takes the reader on a journey towards exceptional leadership and management. Book helps the reader to apply it immediately in their lives and keep for life. TABLE OF CONTENTS 1. Soft Skills: An Overview 2. Emotional Intelligence 3. Self-Image Management 4. Team Building and Cooperation Teamwork, Conflict Management, Negotiation Skills 5. Time Management and Goal Setting 6. Communication Skills 7. Verbal Communication- Part 1 8. Verbal

Communication - Part 2 9. Non-Verbal Communication 10. Building Online Presence 11. Level 2: Career 12. Level 3: Courtesy & Habits Guide To Correct Etiquette, Grooming & Hygiene 13. Resume Writing & Job Applications 14. Group Discussions 15. Personal Interview and Interactions 16. The Art of Promoting Yourself
Bridging the Soft Skills Gap Concept Publishing Company
What makes a training course successful? What is the secret to conducting an effective and memorable training course? What makes a great trainer? Why some training courses are useful, motivating and educational while others are boring and forgettable? This book provides you with a comprehensive set of guidelines on all aspects of

training. The methodologies, scenarios and exercises presented in this book will ensure that you, as a trainer, are equipped with all the tools and skills needed to deliver a great training course. At Skills Converged, we specialise in supporting the training community with our state-of-the-art training materials. Over the years we have delivered numerous courses and have received extensive feedback from trainers who have used our products all over the world. We know what makes a training course successful and what makes one fail. In this book, we share our most treasured findings and experiences with you. We want to help you become the best trainer you can be and in turn, train as many people as possible around the world. Research

shows that one of the fastest ways to learn is through examples. This book contains a large number of examples, case studies, and important research in the field of adult education for you to employ. Whether you are teaching soft skills, management, IT, technical courses or arts and crafts, you can benefit from this book as the lessons are applicable to teach any topic. This Second Edition has been extensively expanded with several chapters and now includes the entirety of our highly praised Train the Trainer Self-Study Course. In this book you will learn: - How to get the most from your training courses - How to avoid barriers to learning - How to take advantage of principles of Accelerated Learning - How to conduct a Training Needs Analysis - How to present confidently

bad training delivery practices - How to plan your course - How to arrange the training environment optimally - How to keep the delegates constantly engaged - How to respond when you are being challenged - How to avoid poor statements that can hinder learning - How to take advantage of the power of story-telling - How to run training exercises to get the most from them

Soft Skills 3rd Edition John Wiley & Sons

Decades of research have demonstrated that the parent-child dyad and the environment of the family"which includes all primary caregivers"are at the foundation of children's well-being and healthy development. From birth, children are learning and rely on parents and the other caregivers in their lives to

protect and care for them. The impact of parents may never be greater than during the earliest years of life, when a child's brain is rapidly developing and when nearly all of her or his experiences are created and shaped by parents and the family environment. Parents help children build and refine their knowledge and skills, charting a trajectory for their health and well-being during childhood and beyond. The experience of parenting also impacts parents themselves. For instance, parenting can enrich and give focus to parents' lives; generate stress or calm; and create any number of emotions, including feelings of happiness, sadness, fulfillment, and anger. Parenting of young children today takes place in the context of significant ongoing developments. These include: a

rapidly growing body of science on early childhood, increases in funding for programs and services for families, changing demographics of the U.S. population, and greater diversity of family structure. Additionally, parenting is increasingly being shaped by technology and increased access to information about parenting. Parenting Matters identifies parenting knowledge, attitudes, and practices associated with positive developmental outcomes in children ages 0-8; universal/preventive and targeted strategies used in a variety of settings that have been effective with parents of young children and that support the identified knowledge, attitudes, and practices; and barriers to and facilitators for parents' use of practices that lead to healthy child

outcomes as well as their participation in effective programs and services. This report makes recommendations directed at an array of stakeholders, for promoting the wide-scale adoption of effective programs and services for parents and on areas that warrant further research to inform policy and practice. It is meant to serve as a roadmap for the future of parenting policy, research, and practice in the United States.

Let's Talk Personalized Learning - Prospectus "O'Reilly Media, Inc."

In this book, Dewey tries to criticize and expand on the educational philosophies of Rousseau and Plato. Dewey's ideas were seldom adopted in America's public schools, although a number of his prescriptions have been continually

advocated by those who have had to teach in them.

Soft Skills BPB Publications

This book aims to provide crucial insights into various facets of developing one's personality, as well as to improve written, verbal, and non-verbal communication skills. Special attention has been paid to the specific needs of a job aspirant, such as writing of effective CVs, participation in group discussions, tackling job interviews, and to hone one's public speaking and speed-reading skills.

Education World BPB Publications

Solve the number one problem with today's young workforce—the soft skills gap The number one challenge with today's young talent is a problem hiding in plain sight: the ever-widening soft

skills gap. Today's new, young workforce has so much to offer—new technical skills, new ideas, new perspective, new energy. Yet too many of them are held back because of their weak soft skills. Soft skills may be harder to define and measure than hard skills, but they are just as critical. People get hired because of their hard skills but get fired because of their soft skills. Setting a good example or simply telling young workers they need to improve isn't enough, nor is scolding them or pointing out their failings in an annual review. However you can teach the missing basics to today's young talent. Based on more than twenty years of research, Bruce Tulgan, renowned expert on the millennial workforce, offers concrete solutions to help managers teach the

missing basics of professionalism, critical thinking, and followership—complete with ninety-two step-by-step lesson plans designed to be highly flexible and easy to use. Tulgan's research and proven approach has show that the key to teaching young people the missing soft skills lies in breaking down critical soft skills into their component parts, concentrating on one small component at a time, with the help of a teaching-style manager. Almost all of the exercises can be done in less than an hour within a team meeting or an extended one-on-one. The exercises are easily modified and customized and can be used as take-home exercises for any individual or group, to guide one-on-one discussions with direct-reports and in the classroom as written exercises or group

discussions. Managers—and their young employees—will find themselves returning to their favorite exercises over and over again. One exercise at a time, managers will build up the most important soft skills of their new, young talent. These critical soft skills can make the difference between mediocre and good, between good and great, between great and one of a kind.

As You Think BPB Publications

India is in the throes of great developments in the field of higher education. This book identifies the needs and gaps in this sector and provides suggestions for improvement based on the lessons learnt from the experiences of other countries. It facilitates a clear and holistic understanding of the sector's complex nature and breaks

several myths related to it. The availability of quality higher education in India, though increasing, is unable to meet the demands of a growing youth population, improvements in school education and a growing middle class. At the same time, it has been widely recognised that the country has a unique opportunity to convert its demographic surplus into its economic strength by providing its young people the right kind of skills. Following this understanding, and due to the persisting problems in the sector, higher education now occupies a central position in the country's strategy for global competitiveness and inclusive growth, and several steps have been taken for its improvement. Apart from an analysis of the prevailing situation, the author

also suggests a framework for the creation of a competitive environment in higher education that would ensure better utilisation of public funds and improvement of both public and private institutions. This book will be a valuable resource for centres of education and higher education in universities and research organisations, as well as think-tanks. It would also be a useful tool for consultants and private organisations working in the higher education sector. *Jonathan Livingston Seagull* New World Library

This edited collection combines quantitative content and critical discourse analysis to reveal a shift in the rhetoric used as part of the neoliberal agenda in education. It does so by analysing, uncovering, and commenting

on language as a central tool of education. Focussing on vocabulary, metaphors, and slogans used in strategy documents, advertising, policy, and public discourse, the text illustrates how concepts such as justice, opportunity, well-being, talent, and disadvantage have been hijacked by educational institutes, governments, and universities. Showing how neoliberalism has changed discourses about education and educational policy, these chapters trace issues such as anti-intellectualism, commercialization, meritocracy, and an erasure of racial difference back to a contradictory growth in egalitarian rhetoric. Given its global scope, this volume offers a timely intervention in the studies of neoliberalism and education by developing a holistic vision

of how the language of neoliberalism has changed how we think about education. It will prove to be an essential resource for scholars and researchers working at the intersections of education, policymaking, and neoliberalism.

**SOFT SKILLS PERSONALITY
DEVELOPMENT FOR LIFE SUCCESS**

Oxford University Press, USA

In 1904, a relatively unknown Englishman named James Allen wrote a little book called *As a Man Thinketh*. The book has become one of the world's greatest self-help books — “self-empowerment” is a better term — for it not only reveals to us that the keys to success are within our own minds, it shows us how to use these keys to unlock the greatest fulfillment we can imagine. In this revised edition, author

and publisher Marc Allen updates this classic, changing language that has become dated or obsolete, and honing the clarity of the message. He makes *As You Think* gender inclusive, showing how these principles are truly universal and apply to everyone, regardless of sex, age, race, beliefs, social class, or education. *As You Think* is a simple yet powerful reminder that “all we achieve and all that we fail to achieve is the direct result of our own thoughts.” We are the masters of our destinies.

The Impacts of Neoliberal Discourse and Language in Education National Academies Press

Let's Talk Personalized Learning offers various complementary personal development courses and programs for schools/ colleges and coaching

institutions. They include motivational talks, personality development, career planning, soft skills, speed maths and various co-curricular activities. Flagship courses are *Passion to profession*, *The best version of yourself*, *Developed thinking*, *Personality tests and Personality development for civil services aspirants*.

Stop Acting Rich BPB Publications Research Paper (undergraduate) from the year 2016 in the subject English Language and Literature Studies - Linguistics, grade: A, Andhra University, course: MA English, MA Economics, MA Political Science, MA Linguistics, language: English, abstract: Trade flow has always been synonymous to language flow. The global economy is in the hands of the global language.

English has long become the lingua franca of the globalizing economy, and this book “English EXIM. A Linguistic Study” sets out to investigate how international trade are prepared to meet the linguistic requirements imposed on them by global business. This book focuses on investigating how well international trade of economies present themselves in their corporate literature and on the internet, which instruments from the wide-ranging selection of marketing tools they apply for communicating with international markets and how the linguistic quality of their international market communications can be assessed. The objective is to provide economies is follow English as a recognized language with a tool to maximize the effects of

their international communication efforts based on the analysis of the current state of the art and on the evaluation of previous studies in this field. The book presents English as the language of global trade by statistically showing that 1. U.K, New Zealand and Canada have high trade with U.S. because their major language is English. 2. If official language of a country is English then its trade prospects with U.S. are high. 3. India, South Africa and Sri Lanka have high trade with U.S. because of their official language is English.

A Comparative Study of R. K. Narayan and Arundhati Roy: Linguistic and Literary Aspects Routledge

Soft Skills for the Workplace is a nontraditional approach to learning basic employability skills needed in today's

workplace. Well-developed soft skills help an individual find a job, perform well in the workplace, and gain personal success in life and career. By studying this text, you will learn the soft skills that employers recommend, and require, of employees. Learning how to interact professionally with customers, coworkers, and employers is one sure way to prepare for your future. In today's workplace, it is necessary to have job-specific skills to perform on the job as well as know-how to interact with coworkers and customers. You may be the most qualified person in your field in terms of hard skills, but if you lack soft skills, you may have a challenge finding and retaining employment. No matter your career choice, *Soft Skills for the Workplace* will help you help you jump-

start your future. In today's competitive work environment, well-developed employability skills can help you stand out in the crowd. Soft skills are the new hard skills for the 21st century.

Democracy and Education Routledge

The Ultimate Guide to Unleash Your

Potential DESCRIPTION Is it Possible to

get High-Impact Communication skills

and Soft Skills in a very short period? Is

there a way to build executive presence

to get promotion, progress and visibility

for your efforts from your leaders and

recruiters? Can you develop mental

strength, motivation & confidence to

approach your lives with a positive

mental attitude? Can you develop

Emotional Intelligence and have

meaningful relationships with everyone

to live your dream life? Do you want

learn from a corporate expert's 20+ years experience, so that you can avoid costly and time consuming mistakes and make the right decisions? Yes, through this book you can do all the above and more! É Welcome to the ultimate guide to unleashing your potential. A Good professional needs to have strong Language skills. Recognizing this need, the book has a section in every chapter that highlights important words and Business phrases used in the corporate industry along with their meanings. The attached CD has all new content, essential soft skills training for life success. Through a series of videos, the author shares corporate tips and provides coaching for career advancement and realisation of personal goals. É Hacks used for speed learning:

Experts quotes | learning milestones | learning mastery: the essentials of the topic | case in point: real world examples for application of the concepts | illustrations and graphics | knowledge check | case studies | applied knowledge based on the case studies | business jargon and Start-up terminologies | English vocabulary building KEY FEATURES Book aims to be the Professional Guide, Coach and Mentor to all those who want to upgrade their soft skills to get a head-start in their careers. Book is designed to give all individuals the all-important personality development soft skills required by them to become successful and powerful personalities. Book has been designed to be a bridge between Academic Curriculum education and the Industry.

Effective Communication and Personal Development training concepts given in this book impart knowledge that is geared towards enhancing their soft skills. WHAT WILL YOU LEARN This book aims to impart high-impact soft skills like executive presence, time management, public speaking, first impression, professionalism, etiquette, negotiation, job interview, group discussion, leadership, teamwork, communication, creativity, interpersonal skills, emotional intelligence, and much more. WHO THIS BOOK IS FOR Through this book, anyone wishing to develop powerful personalities will be able to choose and attain a career of their choice. They will

develop well-rounded personalities; attain self-confidence and an ability to successfully overcome any challenge that life throws at them. Table of Contents 1. Soft Skills: An Overview 2. Emotional Intelligence 3. Self-Image Management 4. Team Building and Cooperation 5. Time Management and Goal Setting 6. Communication Skills 7. Verbal Communication Part 1 8. Verbal Communication-Part 2 9. Non-Verbal Communication 10. Level 2: Career 11. Level 3: Courtesy & Habits 12. Resume Writing & Job Applications 13. Group Discussions 14. Personal Interview and Interactions 15. Neuromarketing: The Art of Promoting Yourself