



Communication and Personal Development Modules

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01

Module 1: Basics of Communication (Foundation)

Introduction to Communication

What is communication?

Communication is the process of exchanging information, ideas, thoughts, and feelings between individuals through spoken, written, or non-verbal methods.

Types of communication

verbal, non-verbal, written, visual: Communication can be classified into four main types: verbal (spoken or written), non-verbal (body language and gestures), written (letters, emails), and visual (charts, diagrams).

Communication cycle & barriers

The communication cycle involves the sender, message, channel, receiver, and feedback. Barriers can include physical noise, psychological factors, and cultural differences that hinder effective communication.

Basic Language Skills

1

Vocabulary building

Expanding vocabulary is essential for effective communication; it allows individuals to express themselves more clearly and accurately.

2

Common grammar usage for communication

Understanding and applying the rules of grammar is fundamental to ensure clarity and structure in both spoken and written language.

3

Sentence formation & basic writing practice

Proper sentence structure enhances communication. Writing practice reinforces the ability to convey messages effectively.



Listening & Speaking

Active listening techniques

Active listening involves fully concentrating, understanding, responding, and remembering what is being said, which improves communication effectiveness.

Pronunciation, tone, and clarity

Clear pronunciation and appropriate tone convey confidence and help in making communication more understandable.

Everyday conversation practice

Engaging in regular conversations helps build speaking skills and improves comfort in various communication contexts.



Non-Verbal Communication

1

Body language & gestures

Non-verbal cues like body language and gestures play a significant role in conveying emotions and attitudes during interactions.

2

Eye contact, posture, facial expressions

Maintaining eye contact and using appropriate posture and facial expressions enhances the impact of the spoken message.

3

Dressing & grooming basics

Proper dressing and grooming contribute to a positive first impression and reflect professionalism in communication.

02

*Module 2: Applied Communication Skills
(Intermediate)*



Oral Communication

1

Public speaking basics

Public speaking involves delivering messages to an audience; understanding the audience and organizing content effectively are essential skills.

2

Extempore & storytelling

Improvisation in speaking (extempore) and telling stories enhances engagement and helps in conveying messages more effectively.

3

Group discussions & debates

Participating in group discussions and debates fosters collaboration and critical thinking while developing verbal communication skills.

Written Communication

Email etiquette & drafting

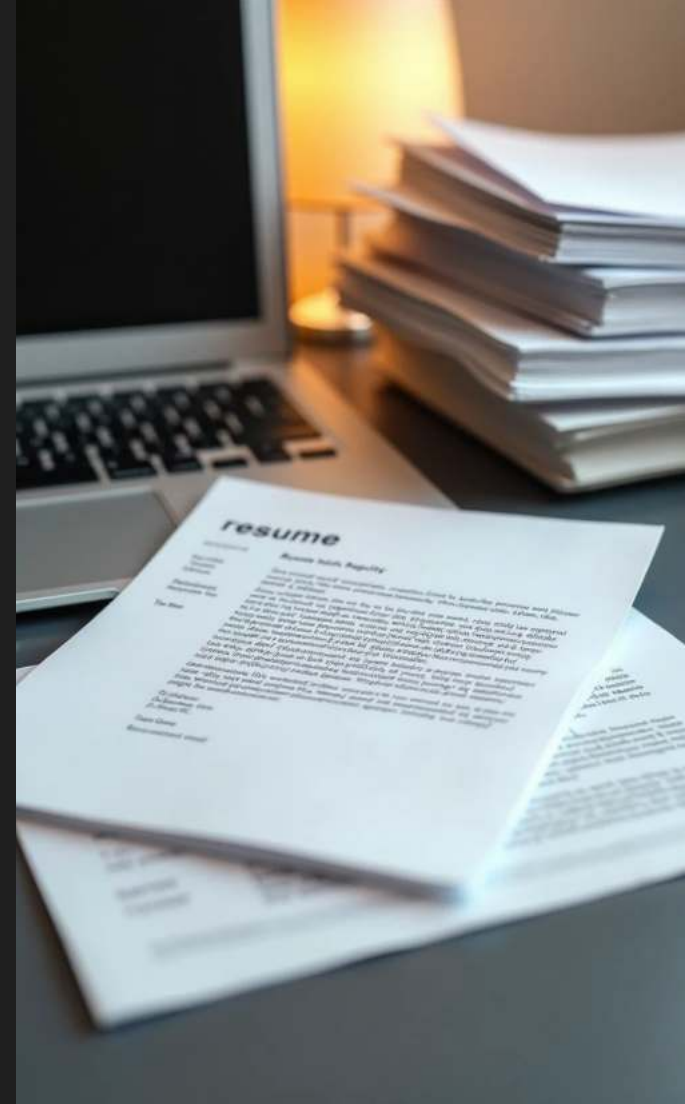
Understanding proper email etiquette, including clear subject lines and professional language, is critical for effective written communication.

Resume writing & cover letter preparation

Crafting a structured resume and a tailored cover letter can significantly impact job application success.

Business letters, notices, memos, reports

Mastering the format and style of various business documents is fundamental for professional communication.





Interpersonal Skills

1 Building rapport

Developing rapport with others fosters mutual respect and enhances interpersonal communication.

2 Team communication & collaboration

Effective communication in teams is essential for collaboration, problem-solving, and achieving shared goals.

3 Handling criticism & conflict

Learning to manage criticism and resolve conflicts constructively is crucial for maintaining healthy relationships.

Digital Communication

Netiquette (social media, messaging, video calls)

Understanding digital etiquette is essential for professional interactions in online environments.

Professional communication in online platforms

Maintaining professionalism in online communication is critical for reputation and effectiveness.

Creating impactful presentations (PowerPoint, Canva)

Utilizing tools like PowerPoint and Canva effectively helps in creating engaging and informative presentations.



03

Module 3: Personality Development (Advanced)



Self-Development

Self-awareness & self-confidence

Developing self-awareness leads to greater self-confidence, enhancing personal and professional interactions.

Goal setting & motivation techniques

Setting clear goals and developing motivation techniques help in achieving personal and professional aspirations.

Time management & stress management

Effective time management and stress management techniques improve productivity and well-being.



Professional Etiquette

1

Corporate grooming & manners

Understanding and practicing professional grooming and etiquette enhances credibility in the workplace.

2

Interview skills & mock interviews

Preparation for interviews, including practice sessions, builds confidence and improves performance.

3

Workplace ethics & professional behavior

Adhering to workplace ethics and demonstrating professional behavior are essential for career advancement.



Leadership & Team Skills

Leadership qualities & decision-making

Effective leaders possess qualities like empathy and decisiveness, essential for motivating teams.

Problem-solving & critical thinking

Strong problem-solving skills and critical thinking enhance personal and organizational effectiveness.

Negotiation & persuasion skills

Mastering negotiation and persuasion techniques is vital for achieving favorable outcomes in discussions.



Advanced Communication

1

Cross-cultural communication: Understanding cultural differences is essential for effective communication in diverse environments.

2

Emotional intelligence (EQ): Developing emotional intelligence enhances interpersonal interactions and communication effectiveness.

3

Presentation mastery (voice modulation, storytelling, visuals): Mastering the art of presentations involves using voice modulation, storytelling techniques, and effective visuals to engage audiences.

04

Module 4: Career & Life Skills (Expert Level)



Career Readiness

1 Personal branding & LinkedIn profile building

Establishing a personal brand and optimizing a LinkedIn profile enhances career opportunities.

2 Networking & professional connections

Building a network of professional contacts is vital for career advancement and opportunities.

3 Entrepreneurial mindset

Developing an entrepreneurial mindset fosters innovation and adaptability in career paths.



Life Skills

Adaptability & resilience

Cultivating adaptability and resilience helps individuals navigate challenges and thrive in various situations.

Creativity & innovation

Encouraging creativity and innovation is essential for problem-solving and staying competitive in any field.

Conflict resolution in real life

Learning conflict resolution techniques is crucial for maintaining positive relationships in personal and professional settings.



Final Capstone

1

Personality assessment & feedback

Conducting personality assessments provides insights that can guide personal and professional development.

2

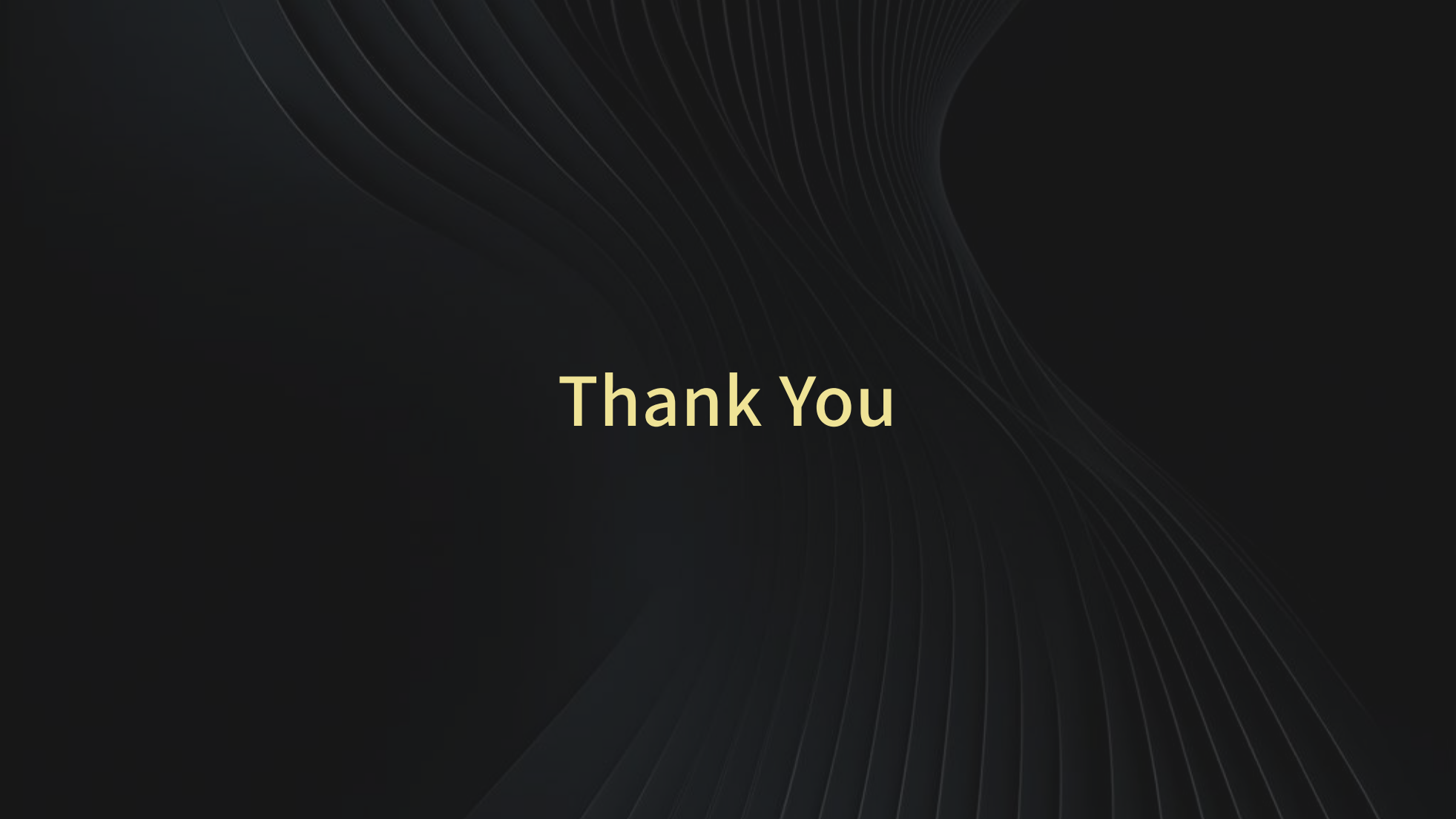
Project

Presentation + Group activity:
Completing a project that includes both a presentation and group activity synthesizes learning and collaboration.

3

Certification & career guidance session

Receiving certification and participating in career guidance sessions enhances readiness for future opportunities.



Thank You