

<b>COURSE TITLE</b>	<b>GROOMING &amp; PERSONALITY DEVELOPMENT</b>
<b>COURSE CODE</b>	<b>04MB0129</b>
<b>COURSE CREDITS</b>	<b>2</b>

**Course Outcomes:** After completion of this course, student will be able to:

- 1 Explore the evolution of grooming techniques, including skincare, hair care, makeup, clothing choices, and body language, to enhance their overall appearance. Through practical sessions and confidence-building exercises, participants will gain confidence in their appearance and social interactions
- 2 Apply social etiquette, dining etiquette, professional conduct, and manners in various social settings. Sessions on self-awareness, self-esteem building, and positive self-talk will help participants develop a healthier self-image.
- 3 Analyse professionalism in the workplace, including proper attire, punctuality, workplace communication, and conflict resolution skills.
- 4 Illustrate grooming and personality. Participants may increase their chances of career advancement, as a polished image and strong interpersonal skills are often valued in professional environments.

**Pre-requisite of course:**NA

#### Teaching and Examination Scheme

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
2	0	0	50	30	20	0	0

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>Introduction to Grooming and Personal Development</b> Importance of Grooming and Personality Development: Understanding the significance of grooming and personal development in professional and personal life, Self-assessment: Identifying Personal Grooming Goals: Conducting self-assessment to set personal grooming goals., Dressing for Different Occasions: Formal, Casual, and Professional Attire: Understanding appropriate dressing styles for various occasions, including formal, casual, and professional settings, Understanding Color Theory and Wardrobe Coordination: Exploring color theory and coordinating wardrobe choices for a cohesive look.	15

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
2	<b>Social Etiquette and Manners and Emotional Intelligence and Resilience</b> Dining Etiquette: Table Manners and Formal Dining Settings: Mastering dining etiquette, table manners, and formal dining protocols., Introductions, Handshakes, and Social Greetings: Proper techniques for introductions, handshakes, and social greetings., Navigating Social Situations with Grace and Poise: Developing social skills to navigate different social situations with grace and poise, Developing social skills to navigate different social situations with grace and poise., Coping Mechanisms for Stress Management: Strategies for managing and coping with stress effectively, Building Resilience in the Face of Challenges: Developing resilience and the ability to bounce back from challenges	15
<b>Total Hours</b>		<b>30</b>

**Textbook :**

- 1 The Definitive Book of Body Language, Allan Pease and Barbara Pease, Bantam Books, 2017
- 2 How to Win Friends and Influence People, Dale Carnegie, Simon & Schuster, 2022

**References:**

- 1 The 7 Habits of Highly Effective, The 7 Habits of Highly Effective, Stephen R Covey , CBS, 2004

**Suggested Theory Distribution:**

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery					
<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking / Creative</b>
10.00	10.00	20.00	20.00	20.00	20.00

**Instructional Method:**

- 1 Class room teaching, Expert Sessions