
At EDUCBA, it is a matter of pride to us to make job oriented hands on courses available to anyone, any time and anywhere.

Learn at a time and place, and pace that is of your choice.

Plan your study to suit your convenience and schedule.

Personal Development Course

All in One Bundle

Email Contact: info@educba.com



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www.educba.com

Course Overview

In this Course you get to learn the core Personal Development areas such as –

Attitude development, Overview of Personality, Personality Analysis Concepts, Management Process, Roles, Behaviour & Skills, Managerial Leadership, Organizational Development, Email and Business Etiquette, Effective Communication Skills, Job interview etc.. Nature of Perspective Management, practices and techniques, necessary perspective to influence change and to maintain improvement.

Personal Development Skills

We learn the following skills:

This course will help you to build strong professional relationships.

You will be able to identify your goal and it will be easier for you to achieve it.

You will learn to build an impressive resume which will help you to get the desired job

You will be able to manage people through change.

Course Features



Course Duration - 80 + Hours



Number of Courses



Verifiable Certificates



Lifetime Access



Technical Excellence

About Personal Development

Personal development is a self-education process, which is aimed at enhancing Professional skills, employability, quality of life, self-discipline, talent and capacity building”.

Individual development is invaluable for anyone who hopes to climb up the career ladder or improve their goals.

It is an education that takes care of the continuous improvement of someone’s self-confidence, communication, attitude, gestures etc., which helps you in the upliftment of overall personality.

Personal Development Course

This is a Bundle Course that includes complete in-depth Personal Development Courses combined into one Complete Course.

This Bundle perfectly meets the requisite of the industry and gives you a better chance of being hired as a Professional.



Personal Development Course Curriculum

1

CRT:01 - EFFECTIVE RESUME MAKING

In this Personal Development Course, we will provide a customized tool to market you. Difference between a [Resume](#)/CV and a Bio-Data, self-SWOT analysis, different types of resume, when and where to use each based on the context and the direction of your career are some topics we will cover in this module.

2

CRT:02 - GROUP DISCUSSIONS

This Personal Development Course module will start with Introduction to [Group Discussion](#), Skills and Guidelines for Group Discussion, Tips for successful Group Discussion, Do's and Don'ts. You will learn how to contribute towards a successful discussion and to make your presence felt in the group. You will also learn team playing skills that are essential to succeed in a GD.

Personal Development Course Curriculum

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CRT:03 - JOB INTERVIEWS

In this module, our specialists will train you to gain excellence in any [job interview](#). Theory and practices are the main components of this module. You need to watch 13 videos in total to cover the module.

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CRT:04 - BUSINESS CORPORATE ETIQUETTE

In this Personal Development Course module, we will provide you the tools and knowledge needed for a business corporate relationship, practical workplace etiquette skills to building better leaders, cultivate strong client relationships, promote a positive working environment in your organization and elevate team performance.

Personal Development Course Curriculum

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CRT:05 - EMAIL ETIQUETTE

In this Personal Development Course Online, you will Learn what Email Etiquette is, Learn the importance of Business Email, Learn and apply the correct structure and format of an Email Understand the rules of Email Etiquette. You need to watch 19 videos in total to cover the module.

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CRT:06 - JOB HUNTING: HOW TO STAND OUT IN THE CROWD

In this Personal Development Course you will Learn to Build a consistent professional image, Influence negotiations with power image and body language, make an awesome CV, influence interviews in your way, develop skills necessary to make you stand out in the crowd and improve your chances of getting interviews.

Personal Development Course Curriculum

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CRT:07 - FIND JOBS USING SOCIAL MEDIA

In this Personal Development Course Online, you will Learn to how social media helps in finding jobs and to enhance your social media profiles to locate best jobs You need to watch 7 videos in total to cover the module.

CRT:08 - SALARY NEGOTIATION

This Personal Development Course will great for fresher students, professionals who wish to learn about how to negotiate your salary. You need to watch 35 videos in total to cover the module.

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Personal Development Course Curriculum

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COMMUNICATION SKILLS CRT: 09 - EFFECTIVE COMMUNICATION SKILLS TRAINING

This Personal Development Course Online will teach you how to communicate in different situations like how to address the clients, deal with the problems, deal with team members, make decisions and how to communicate with the boss and colleagues.

CRT:10 - BUSINESS WRITING SKILLS

This Personal Development Course covers business writing skills, basic grammar essentials, editing skills, legal proofreading skills, plain English writing skills, writing business reports, writing clear instructions and procedures, writing effective business letters, writing effective workplace email, and writing customer-support messages.

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Personal Development Course Curriculum

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CRT:11 - BUSINESS ETIQUETTE

In this Personal Development Course module, you will learn practical workplace etiquette skills to building better leaders, cultivate strong client relationships, This course will make you understand how to promote a positive working environment in your department or organization and elevate team performance.

PERSONALITY ANALYSIS - GET MAGNETIC THROUGH PERSONALITY

In this Personal Development Course we are going to discuss a variety of other training on Attitude development, Overview of Personality, Personality Analysis Concepts, Management Process, Roles, Behaviour & Skills, Managerial Leadership, Organizational Development.

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Frequently Asked Questions

Why should I do this Personal Development Course course?

Because there's no better Personal Development Course online you would find in the market. If you're willing to learn about your personality, your search ends here.

I have completed my college. Can I do this Personal Development Course course?

Yes, you can. In fact, this course is highly recommended. If you want to grow and join the prestigious company, you must do this course.

When will I start seeing progress in myself?

It is true that personality is something that develops and is relatively stable over the years. However, it is possible to improve on the weaknesses identified in personality and can be overcome in a relatively short time.



Customer Reviews

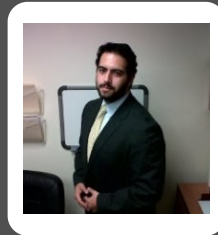
“



There are too many good points to list! The Personal Development course was very relevant to my job and will help me in most aspects of my work. The hands-on practical training sessions were very good. The trainer got the learning message across by breaking everything down into simplified sections.

Ibrahim Abbas

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I learned lots, and I will review the course multiple times. I feel like there is a bit of a language (accent) barrier, but it is worth overcoming for the knowledge. However, if you are an auditory learner, this might be too much of a hurdle to overcome. There are other programs, but I cannot attest to their quality as I can for this one.

David Mizrahi

“



This was a very fantastic Personal Development Course to learn the basics of professional communications. The instructor was very understandable and had a wonderful voice to listen to. They covered everything in a very well thought manner and kept a steady pace as they changed slides.

Paul Thomas Everts Jr.



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For Queries please contact:

Email : info@educba.com



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