



# Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE (AUTONOMOUS)

(Also known as R. J. College of Arts, Science & Commerce as per UGC Notification)

Affiliated to UNIVERSITY OF MUMBAI II Recognized by UGC under 2f & 12B  
NAAC Accredited 'A GRADE' with CGPA 3.50

## Knowledge is all Ambrosia

### CERTIFICATE COURSE IN

Personal  
Development  
Programme –  
Personal Grooming  
and Business

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[www.rjcollege.edu.in](http://www.rjcollege.edu.in)



[rjcollege@rjcollege.edu.in](mailto:rjcollege@rjcollege.edu.in)



+91 22 25151763



Opposite Railway Station, Ghatkopar (W),  
Mumbai 400 086, Maharashtra, INDIA.

# CERTIFICATE COURSE IN

# Personal Development Programme – Personal Grooming And Business Etiquette

## UNIT 1

Building the Foundation: Understanding Personality and its Development, Assessment of various aspects of personality to get individualized feedback, Personal Goal Setting, understanding Career and Career path

## UNIT 2

Fine tuning: Professional Communication essentials – getting your message across through emails, reports, covering letters, quick refresher on English language

## UNIT 3

Professional Presentations: Making professional presentations using PowerPoint / Google slides

## UNIT 4

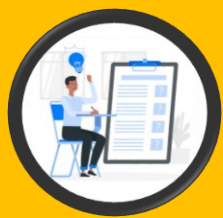
Learning the new order: Working with people – understanding interpersonal dynamics and team working

## UNIT 5

Support skills: Understanding EQ and working on it. Stress and self-management. Conflict resolution.

Course Code: **RJBBI2**

Duration: **30** hours



## MEDIUM OF INSTRUCTION

English

## EVALUATION

Continuous evaluation

## 100 MARKS



## PASSING 40

## WHO SHOULD DO IT?

Any student