



Hindi Vidya Prachar Samiti's

HINDI VIDYA PRACHAR SAMITI'S COLLEGE OF LAW

(Affiliated to University of Mumbai & Recognised by Bar Council of India)

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Ref No.

Date 3/2/2023

Report: Certificate Course in Personality Enhancement and Interpersonal Skills

Prepared by Ms. Asha Selvakumar

In addition to powerful verbal communication skills, legal practitioners and professionals require a powerful and convincing personality to achieve success. As personality development and soft skills go hand in hand, enhancing soft skills and people skills will help them interact positively and effectively in social and professional spheres. Personality development is a process where one works on oneself to nurture talents and add new skills. Hindi Vidya Prachar Samiti's College of Law offered a 30-hour certificate course in Personality Enhancement and Interpersonal Skills with the goal to hone students' personality and interpersonal communication. The course conducted from 2-20 January 2023 adopted a practical-based learning approach. It focused on developing a strong and persuasive personality and working effectively in social and professional situations. This can help them get more employment opportunities, increase self-awareness, boost confidence, and enhance communication. The course was conducted under the guidance of the principal, Dr. Madhura Kalamkar and was prepared, delivered, and coordinated by Ms. Asha Selvakumar.

Day 1

Topic: Body Language

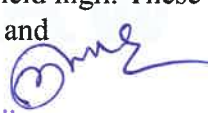
By understanding the effective use nonverbal communication, one can express what one actually means, connect better with others, and build stronger, more rewarding relationships. Body language enhances and amplifies the verbal message through gestures, postures and facial expressions. To elucidate that action speaks louder than words, students undertook activities where students communicated only through non-verbal cues to guess objects and emotions. They understood that body language can play a major role in: (i) Repetition: It repeats and often strengthens the message you're making verbally. (ii) Contradiction: It can contradict the message you're trying to convey. (iii) Substitution: It can substitute for a verbal message. (iv) Complementing: It may add to or complement your verbal message. (v) Accenting: It may accent or underline a verbal message. Additionally, through a quiz on body language, the impact that body language can have on one's personality was highlighted.

Day 2

Topic: Power Poses

To enhance one's overall personality and confidence in social interactions, students were introduced to Amy Cuddy's self-improvement technique of 'power posing' i.e., when people assume an open or expansive stance, they subsequently feel more powerful. A power pose is a stance or posture that evokes feelings of confidence, power, and dominance. It involves adopting a body position that conveys openness, expansiveness, and strength. Power poses are often characterised by an upright posture, with the body taking up space and the head held high. These poses are intended to influence how others perceive us and our own internal state and




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mindset. Students learnt to differentiate between 'high power' and 'low power' poses and the impact each of them could have in shaping one's personality. A few illustrations were shared with the class and were asked to interpret each with regards to personality and confidence exuded. To elucidate the impact they were asked to adopt 'high power' and 'low power' poses for a few minutes each. They were then asked to express how adopting each of the poses affected their confidence. They were

Day 3

Topic: Team Building and Time Management

Team building is essential to so many critical functions of a team, including communication, collaboration, morale, and productivity. It improves communication, increases collaboration, promotes learning and skill building, boosts morale, builds trust, encourages creativity and innovation, improves decision making, prevents misunderstanding and cultivates leadership. However, working in groups can often be a challenge as each member would function differently and require less or more time to complete the same task. Nevertheless, working as a group can help everyone grow and complete the task more quickly with planning and time management. To elucidate the importance of these aspects, students were divided into different groups and asked to collect written materials that would make up a story from various spaces across the room. Each group was given a minute to plan and the group to first finish the task successfully was declared the winner. This helped them understand the significance of team building and time management in real life situations.

Day 4

Topic: Active Listening

Listening is the ability to accurately receive and interpret messages in the communication process. Listening is key to all effective communication and without the ability to listen effectively, messages are easily misunderstood. As a result, communication breaks down and the sender of the message can easily become frustrated or irritated. Listening to others' viewpoints and opinions thus enhances a communicator's effectiveness. To elucidate this point, students were introduced to the meaning and impact that active listening can have in social and professional conversations. They were provided with tips on how to be a good, attentive listener with tasks that required them to attentively listen and respond to their partner's instructions without looking at them or asking them questions. This forced them to listen to all the information shared by their partners very carefully as they could not complete the task if they fail to understand the message clearly. This made them understand the importance of being a good listener to enhance communication and one's personality.



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Day 5

Topic: Interview Skills

To enter the professional world and get a foothold, developing interview skills is highly beneficial. Interviewing skills are your ability to interact with the employer or interviewer and show them why you are the best-fit candidate for the job role. Practicing and following certain tips can help enhance one's performance in interviews and predict the situations one might face. It will help showcase one's personality, highlight strengths and leave a positive impression on your potential employer. Having certain interviewing skills like a positive attitude, honesty, communication, and active listening can influence the hiring decision in one's favour. As an exercise, students were given demonstrations on entering and exiting an interview, how to sit and face the interviewers and tips to overcome nervousness during interviews. They then adopted the roles of interviewer and interviewee to gain a practical idea of what they learned in class. They were also given an idea about the questions interviewees often encounter during the interviewing process.

Day 6

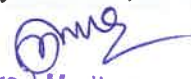
Topic: Overcoming Stage Fright

An important aspect of personality enhancement also includes developing confidence in public situations and spaces. Also known as 'Performance Anxiety', stage fright refers to anxiety or fear which occurs when an individual has to perform or speak in front of an audience. This can negatively affect self-esteem and self-confidence. Although it may be impossible to totally overcome performance anxiety, there are many things one can do to control emotions and reduce anxiety. Students were introduced to various techniques they can put to practice in order to overcome the same. This included (i) Preparation: Often the audience focus on the material being presented rather than the person presenting it. Therefore, getting familiar with the content is the most essential step as it can help minimize blunders. (ii) Rehearsal: Rehearsing the content can help look and feel more natural while actually presenting it. One can also enhance confidence by practicing in front of trusted loved ones and ask for feedback. (iii) Power Poses: Practising power poses before a performance can boost confidence and have a more powerful impact on the audience. (iv) Breathing and Relaxing Techniques: Deep breathing can help the body to relax and calm down. Similarly, positive visualization, listening to music or watching positive videos before a performance can help one relax and stay calm throughout the performance.

Assessment

The evaluation was done based on the concepts discussed throughout the course. On-the-spot assessment method was adopted to assess them on 5 different criteria as follows: Body Language, Situational Problem Solving, Mock Interviews, Self-Introduction Speech and Active Participation throughout the course. To evaluate the effective use of Body Language, students were asked to communicate the same message first without gestures and eye contact; later they




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were asked to deliver the same content focusing on the gestures they considered appropriate. This helped them acknowledge the significance of eye contact and body language during communication. Under Situational Problem Solving, students were given various situations or cases which required them to critically analyse emotions, problems, and shortcomings. This helped them understand the importance of empathy, critical thinking and taking charge of real life situations with clarity and understanding. Mock Interviews will prepare them for the professional world as they will be equipped with skills to face interviews with more confidence. They were evaluated on the effective use of non-verbal cues, verbal communication and nonchalance. With the Self-Introduction Speech, students were evaluated on their ability to speak clearly, logical structuring, non-verbal aspects, and confidence. This helped them overcome stage fright while also understanding the role of an impactful self-introduction as it forms the basis of initial impressions.

Outcome:

With their active participation in the varied activities and tasks, and highly positive feedback, the course left a good impact on the students. The practical-based learning approach was highly appreciated by the participants, and they expressed their willingness to undertake similar courses in the future. A total of 34 students completed the course successfully and were awarded e-certificates. The course was designed and delivered in a way that helped students approach and solve the problems that could arise during communication with others. It equipped them with skills to crack interviews, overcome stage fright and overall enhancement of their personality.



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