

HAILEY COLLEGE OF COMMERCE

UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Professional Development_**

Proposed Course Code: BSC-412

Credit Hours: 03

Program: BS Commerce

Semester: 8th**1.0 Introduction of the Course**

This course highlights the nature and importance of professional skills and personality development. It helps learners to analyze their own personality and improve it for their professional development. This course is also aimed to highlight the various factors like: presentation skills, body language, interpersonal skills, self-esteem, self-efficacy, resilience, optimism, self-motivation, problem-solving, stress handling, time-management, negotiation and conflict resolutions, team building and leadership. This course will help students to groom and be more prepared to operate in competitive professional world.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

Functional English

Management

Marketing

Human Resource Management

Financial Management

3.0 The Course carries following objectives:

1. provide relevant knowledge about personality characteristics and development.
2. enable students to understand the importance of body language and various interpersonal skills.
3. prepare students to present in most efficient and effective manner.
4. To enhance self-confidence, resilience, optimism, and leadership skills among pupils.
5. To enhance the time-management, conflict resolution and team work capabilities.

4.0 Course Learning Outcomes

1. students will be able to demonstration better personality characteristics, body language, interpersonal skills. confidence, optimism, resilience, leadership, conflict handling and time management.
2. students will be able to show better presentation skills.
3. this course will develop team building and handling capabilities among students.
4. it will enable students to be better equipped for contemporary competitive professional environment.

5.0 Course Contents:**Unit-I**

Self-analysis: identifying personal strengths and weakness, discussion on various attributes of the personality, personality improvement for creating an ever-lasting impression on others.

Unit-II

Personality development: presentation skills, body language, confidence, manners and etiquettes.

Unit-III

Speaking skills: reading and story-telling, review writing and presentation.

Unit-IV

Positive psychology: attributes related to positive work outcomes, understanding the natures and importance of hope, optimism, resilience and self-efficacy.

Unit-V

Employability and attitudes: positive and negative attitudes, factors responsible for success and hurdles in achieving success, development of positive attitude, self-esteem and personality improvement.

Unit-VI

Self-motivation and personality improvement, motivating others.

Unit-VII

Employability quotient: resume building, interpersonal and group discussions, preparing yourself for interviews, facing the interview.

Unit-VIII

Public speaking: voice, movements and gestures that engage audience, effective speaking for different occasions and purposes.

Unit-IX

Emotional intelligence: nature and impact of stress, stress management, building social and emotional skills to handle stress.

Unit-X

Fear and anger management, managing emotions, building social and emotional skills to handle fear and anger.

Unit-XI

Work ethics: moral, ethical, social and religious responsibilities pertaining to professional endeavor.

Unit-XII

Working with a team, team development, team handling and leadership.

Unit-XIII

Understanding conflicts and disputes, strategies and techniques for organizational conflict management, negotiations and interpersonal conflict-handling communication skills.

Unit-XIV

Problem-solving and decision-making skills, time management,

6.0 Teaching-Learning Strategies

- Lectures
- Discussions
- Case studies
- Projects and Term Papers
- Reading Assignments

➤ Presentations

7.0 Assignments- Types and Number with calendar

- 1 –Self-analysis: identify and write about own strengths and weaknesses (after unit I)
- 2 – Book review and presentation (after unit III)
- 3 – Writing resume and prepare a topic for group discussion (after unit VII)
- 4 – Identify what causes stress, fear and anger in you and how can you overcome these emotions (after unit X)

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, lass Participations and Discipline etc.	25 %

9.0 Textbooks

1. Van Emden, J., and Becker, L. (2016). *Presentation skills for students*. Macmillan International Higher Education.
2. Luthans, F et al.(2015). *Psychological capital and beyond*. Oxford University Press, USA.
3. Mattingly, et al. (2020). *Interpersonal relationships and the self-concept*. Springer.

10. Suggested Readings**10.1 Books**

1. Willinks, T. (2019). *Stress Management: 7 Simple Steps to Eliminate Uncontrollable Stress, Anxiety and Fear by Understanding Psychology and Emotional Intelligence with Mindfulness and Meditation*. Important Publishing
2. Robbins, et al.(2019). *Organizational Behaviour*. Pearson

10.2 Journal Articles/ Reports

1. GiLE Journal of Skills Development (GJSD)
2. Journal of Career Assessment
3. Latest research papers on stress handling, team building and other professional skills