



**\*COURSE MODULE\***



**Certificate Course  
On  
Interview Skills and Personality  
Development**



**In Line with**



**Dr. Rafiq Zakaria Campus  
Y. B. CHAVAN COLLEGE OF PHARMACY  
Rauza Baugh, Aurangabad (MS) 431001**

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### **About The College**

Maulana Azad Educational Trust's Y.B. Chavan College of Pharmacy an unaided religious Minority institute, was founded in 1989 by the late Chairman of Maulana Azad Educational Trust, Dr Rafiq Zakaria and has 34 years of history as the flagship of pharmaceutical Education in the region of Marathwada. The College secured all India 24th rank by National Institute Ranking Framework (NIRF), MHRD Government of India in 2017 and has continuously been ranked amongst top Pharmacy Colleges since. The College is permanently affiliated to Dr. Babasaheb Ambedkar Marathawada University and approved research center by Govt. of Maharashtra., Aurangabad; NAAC accredited with "A" grade, ISO 21001:2018 and 14001:2015 with UGC 2(f) and 12 (B) certification. The College is approved by All India Council for technical Education (AICTE) and Pharmacy Council of India, New Delhi.

The College is having strong industry institute interaction and having MOU with reputed pharmaceutical companies, which include Wockhardt Limited, Lupin Limited, Adora Products Pvt Ltd, Tooba Pharma, Ullman Laboratories Pvt Ltd, Pharma Educare, and Bajaj Incubation Center, Dr BAMU Aurangabad for facility sharing, collaborative research, training and placement of students. Institution's Innovation Council (IIC) of the college is recognized as three stars by Ministry of Education (MoE), Govt. of India. The College has achieved a lot and becomes a quality bench mark for other pharmacy institutions, which is only because of dedicated and visionary zeal of late Dr. Mrs. Fatma Zakaria, Ex-chairman of Maulana Azad Educational Trust and present support of the management and board of trustees. We have achieved many milestones and today the College symbolizes the meaning of quality education and professional achievement.

## **PREFACE**

### **Scope and Importance:**

Interview skills and personality development are both critical for career success for several reasons: Such as positive first impression, Effective Communication, Confidence Boost, Career Advancement, Networking, Adaptability and Professionalism.

In essence, interview skills and personality development are not just about securing a job; they are continuous investments in your personal and professional growth that significantly impact your career path.

In the pharmaceutical industry, interview skills and personality development hold special significance due to the nature of the work and the competitive landscape.

An interview skills course typically covers topics such as resume writing, effective communication, body language, answering common interview questions, and handling situational scenarios. It aims to equip participants with the tools and confidence needed to excel in job interviews and make a positive impression on potential employers.

Certainly! In addition to interview techniques, a comprehensive interview skills course may include personality development aspects. This could encompass self-awareness, building self-confidence, improving interpersonal skills, developing a positive attitude, and enhancing overall professionalism. The combination of interview skills and personality development helps individuals present themselves authentically and effectively during interviews, increasing their chances of success in the job market.

Both interview skills and personality development play a significant role in the corporate world. When employees possess excellent interview skills and have undergone personality development, they contribute positively to the company's image and culture. They can represent the organization well in client interactions, negotiations, and networking events. Additionally, ongoing personality development helps employees adapt to changing work dynamics and challenges, contributing to their long-term success within the corporate sector.

By addressing the objectives, an interview skills and personality development course aims to empower individuals with the tools and mindset needed to succeed in interviews, advance in their careers, and thrive within the professional landscape.

## Objectives of Course:

- 1. Enhancing Interview Competence:** To equip participants with the skills needed to excel in job interviews, including effective preparation, answering questions confidently, and showcasing qualifications and experiences.
- 2. Improving Communication Skills:** To develop strong verbal and non-verbal communication skills, enabling participants to express ideas clearly, listen actively, and engage effectively in professional interactions.
- 3. Building Self-Confidence:** To boost participants' self-assurance by providing techniques to manage nervousness, present oneself confidently, and handle challenging situations during interviews and in the workplace.
- 4. Developing Professional Etiquette:** To teach participants proper workplace etiquette, including appropriate dressing, body language, and manners, contributing to a polished and professional image.
- 5. Strengthening Interpersonal Skills:** To enhance participants' ability to build relationships, collaborate with colleagues, and navigate various personalities within a team or organization.
- 6. Cultivating Positive Attitude:** To foster a positive and optimistic mindset that enables participants to approach challenges with resilience, adaptability, and a solution-oriented outlook.
- 7. Self-Awareness and Self-Improvement:** To encourage participants to reflect on their strengths, weaknesses, and areas for growth, fostering continuous self-improvement and personal development.
- 8. Effective Networking:** To teach participants the art of networking, enabling them to establish meaningful professional connections and leverage those relationships for career advancement.
- 9. Conflict Resolution and Problem-Solving:** To provide techniques for handling conflicts constructively and approaching problems with a logical and creative mindset.
- 10. Global and Cultural Sensitivity:** To cultivate awareness and respect for cultural differences, ensuring participants can interact respectfully and effectively in a diverse and globalized workplace.
- 11. Leadership and Teamwork:** To develop leadership qualities and teamwork skills, enabling participants to lead, collaborate, and contribute effectively to projects and teams.
- 12. Overall Professionalism:** To instill a sense of professionalism in participants, encompassing integrity, accountability, time management, and a commitment to ethical behavior.

## **Course Content: (Total 30 hrs theory and Practical sessions)**

The content of an interview skills and personality development certificate course will be theory as well as practical training sessions covering following topics.

### **1: Introduction to Interview Skills and Personality Development: (01)**

- Understanding the importance of interview skills and personality development
- Setting personal goals for the course

### **2: Effective Communication Skills: (03)**

- Verbal and non-verbal communication
- Active listening and asking probing questions
- Articulating thoughts clearly and concisely
- Building Self-Confidence

### **3: Professional Etiquette and Body Language (02)**

- Dressing for success and appropriate grooming
- Understanding body language cues and gestures
- Handshakes, eye contact, and posture

### **4: Interpersonal Skills and Teamwork (02)**

- Developing rapport and building relationships
- Collaborating within teams and across departments
- Resolving conflicts and handling difficult conversations
- Positive Attitude and Mindset

### **5: SWOT analysis (01)**

- Identifying strengths, weaknesses, and areas for improvement

### **6: Interview Preparation and Techniques (03)**

- Researching the company and role
- Responding to common interview questions
- Behavioral and situational interview techniques

### **7: Handling Interview Challenges (02)**

- Addressing gaps in employment or qualifications
- Discussing salary expectations and negotiation strategies
- Handling tricky or unexpected interview questions

### **8: Resume writing (01)**

### **9: Practical sessions/ demonstrations (15)**

- Mock Interview
- Group Discussions
- Presentations
- Public Speaking

This comprehensive course content covers a wide range of areas essential for interview success and overall personality development. The goal is to provide participants with a well-rounded skill set that enhances their professional presence and maximizes their potential for career growth.

## **Course Details:**

### **Eligibility for the course:**

All the Diploma, graduates and post graduate students of any field and discipline.

### **Course Mode of Conduct:**

Blended mode both theory and Practical

Offline (Classroom)

Online platforms

### **Course Duration:**

**3 months** (30 contact hrs of theory and Practical) with affecting regular academics activities

Medium of Instructions: English

**Course fees: Rs 500/-**

*Experts and trainers from Industry, training institutes and professional organizations will conduct the sessions.*

### **Final Assessment and Certification:**

After successfully attending all the theory and Practical sessions the candidates will be awarded with “Interview Skills and Personality Development Certificate”.

The certificate may be used to claim 2 credit points if authorized and approved by Department of Lifelong Learning and Extension, Dr Babasaheb Ambedkar Marathwada University, Aurangabad,