



Personality Development and Soft Skills: Preparing for Tomorrow

Dr Shikha Kapoor

2018 362 pp Paperback ISBN: 9789385909887 Price: 525.00

About the Book

This book has a strong conceptual and practical framework to help learn about self, build, develop and manage to work in teams for self and organizational growth. It is designed with an objective to identify the needs of the present generation and empower them with the right set of skills to make them employable. With the bunch of soft skills, the book chips in to fill the void between the university curriculum and current industrial needs. The book gives them an inner edge and effectiveness to work with people and excel at workplace.

A guide for honing soft skills by discovering self, it provides strong practical orientation to the students and help them in building and improving their skills in communication, business correspondence, presentations, team building, leadership, time management, group discussions, interviews and interpersonal skills. It also helps in career visioning and planning.

Salient Features

Features a practical and time-tested learning programme on soft skills to build employment skills quickly.
 Address the requirements of honing of soft skills as a necessary part of one's personality.
 Provides several case studies and stories to illustrate the concepts discussed.
 Lays emphasis on personality improvement tests and other exercises to develop one's soft skills.

Table of Contents

Personal Effectiveness
 Development
 Communication
 Presentation
 Group Behaviour
 Team Dynamics
 Synergy
 Managing Change
 Creativity in Organization
 Business Communication
 Work Life Success

About the Author

Dr Shikha Kapoor :- is Professor (HR & OB) in Amity International Business School, Amity University, Noida. A Doctorate in Management (HR) she is also Program Director for PhD course, consortium member of Amity Centre for Counselling and Guidance, Organizer Faculty Enhancement Program, Member Advisory Board of Studies for Management Programmes and Corporate Trainer. She has a total experience of 27 years in consultancy, research, training, corporate and academics.

She has organized and conducted various seminars, conferences and worked on international (ILO, USAID) and national assignments in HR and Management consultancy.

She has to her credit 15 books and 100 research papers, articles published and presented in international and national journals and newspapers.

She has been guest speaker and done live chat shows in Management related topics in T.V. and radio.

She is Life Member of professional institutions — Indian Society for Training and Development; All India Management Association. She is

working with NGO "Sanchetna". National HRD Network (Delhi Chapter); Faridabad Small Scale Industries Association; Women Entrepreneur Club; and Personnel Management Association.

Her specialties include: HR Consultancy, Talent Assessment - Individual, Team Assessment, Training & Development.