

PROFPERSONAL SERVICES

CORPORATE READY
Comprehensive Personality Development
Program

A Degree-Agnostic, 140-Class Curriculum for Building a Corporate-Ready Personality

14 Modules | 140 Classes | 140 Contact Hours

For students of every stream – Engineering, Commerce, Arts, Science, Management, Law, and beyond

Prepared by Profersonal Services

Program Overview

The “Corporate Ready” Comprehensive Personality Development Program is a 140-class, degree-agnostic curriculum designed to transform students from any academic background – engineering, commerce, arts, science, management, law, or vocational streams – into confident, articulate, and workplace-ready professionals. Delivered over 140 one-hour sessions, the program blends classical personality-development foundations with the digital, cognitive, and career-readiness skills that today’s employers expect.

Unlike programs that focus narrowly on communication or grooming, this curriculum takes a 360-degree view of the individual – covering how a person speaks, presents, thinks, decides, leads, negotiates, manages money, uses technology responsibly, and ultimately secures and succeeds in a job. It is designed to be delivered by Profersonal Services as an institutional partnership program, a standalone public batch, or a corporate onboarding bootcamp.

Who This Program Is For

- Final-year and pre-final-year students from any degree discipline preparing for campus placements
- First-generation learners who need structured exposure to corporate norms and etiquette
- Early-career professionals in their first 1–2 years of employment
- Institutions (colleges/universities) seeking an employability enhancement program for their students
- Corporates seeking a structured induction / finishing-school program for freshers

Program Objectives

- Build confident verbal, non-verbal, and digital communication skills
- Instill workplace-appropriate behavior, ethics, and etiquette
- Strengthen self-awareness, decision-making, and mental resilience
- Develop leadership, negotiation, and networking capability
- Build fluency in AI tools, data literacy, and digital-age professional skills
- Prepare students for interviews, first jobs, and long-term career growth
- Instill sound personal financial planning habits early in life

Program Structure at a Glance

The curriculum is organized into 14 modules. Modules 1–12 build the classical personality-development foundation. Modules 13 and 14 are newly added to close the gaps most general personality-development courses miss – AI and digital-age fluency, and structured career-launch support.

Module	Module Title	Classes	Focus Area
M1	Communication Skills	10	Speaking, listening & articulate expression
M2	Visible Personality	10	Appearance, grooming & body language
M3	Workplace Behavior	10	Professional conduct & ethics
M4	Self-Discovery and Awareness	10	Self-knowledge & goal clarity
M5	Creativity and Innovation	10	Ideation & problem-solving
M6	Networking Skills	10	Relationship building & visibility
M7	Digiquette	10	Digital & online professional conduct
M8	Leadership	10	Influence, ownership & team leadership
M9	Mental Well-being	10	Emotional regulation & resilience
M10	Social Skills and General Awareness	10	Etiquette & first impressions
M11	Financial Planning	10	Personal money management
M12	Interview Preparation	10	Placement & selection readiness
M13	Future-Ready & Digital-Age Skills (New)	12	closing today's skill gaps
M14	Career Launch & Job Readiness (New)	8	bridging campus to career
	TOTAL	140	140 Contact Hours

Detailed Class-Wise Curriculum

Module 1: Communication Skills

Focus: Speaking, listening & articulate expression | 10 classes

Class No.	Topic
Class 1	Vocabulary Building
Class 2	Basics of Public Speaking
Class 3	Group Discussions – Techniques and Practice
Class 4	Listening, Hearing, Understanding, and Responding
Class 5	Voice Modulation, Pauses & Tone
Class 6	Effective Official Communication
Class 7	Practice of Talking in Front of the Mirror
Class 8	Communication with Colleagues and Strangers
Class 9	Non-verbal Communication
Class 10	Overcoming Barriers in Communication

Module 2: Visible Personality

Focus: Appearance, grooming & body language | 10 classes

Class No.	Topic
Class 11	Understanding and Improving Body Language
Class 12	Dressing Sense for Different Situations
Class 13	Awareness of Social and Professional Situations
Class 14	Being Authentic: “Be Yourself”
Class 15	Behavior Towards Seniors and Colleagues
Class 16	Introduction to Soft Skills
Class 17	Choosing Appropriate Accessories
Class 18	Importance of Physical Well-being
Class 19	Grooming Essentials
Class 20	Building Positive Self-esteem

Module 3: Workplace Behavior

Focus: Professional conduct & ethics | 10 classes

Class No.	Topic
Class 21	Developing Relationships with Managers, Clients, and Colleagues
Class 22	Projecting a Positive Attitude at Work
Class 23	Being Polite and Respectful
Class 24	Workplace Ethics and Integrity
Class 25	Enhancing Team Collaboration Skills
Class 26	Respecting Privacy and Boundaries
Class 27	Efficiently Working from Home
Class 28	Time Management Strategies
Class 29	The STAR Technique for Workplace Scenarios
Class 30	Competency-Based Questions and Effective Answers

Module 4: Self-Discovery and Awareness

Focus: Self-knowledge & goal clarity | 10 classes

Class No.	Topic
Class 31	Conducting a Personal SWOT Analysis
Class 32	Discovering Your Core Values
Class 33	Expanding Outside Your Comfort Zone
Class 34	Making Better Choices Aligned with Your Goals
Class 35	Following Your Internal Compass
Class 36	Finding and Sustaining Motivation
Class 37	Strengthening Mental Resilience
Class 38	Decision-Making Techniques
Class 39	Giving Constructive Feedback
Class 40	Applying the BCG Matrix in Personal Planning

Module 5: Creativity and Innovation

Focus: Ideation & problem-solving | 10 classes

Class No.	Topic
Class 41	Embracing Diversity in Thinking
Class 42	Developing Flexibility in Thought Processes
Class 43	Adopting a 360-Degree Approach to Problem-Solving
Class 44	Ideation Techniques

Class No.	Topic
Class 45	Implementation and Value Creation Strategies
Class 46	Creating Your “Three IFs” Framework
Class 47	Pitching Ideas Effectively
Class 48	Collaborating and Bouncing Ideas Off Others
Class 49	Experimenting with Different Creative Styles
Class 50	Creating Innovation-Driven Solutions

Module 6: Networking Skills

Focus: Relationship building & visibility | 10 classes

Class No.	Topic
Class 51	Building and Maintaining Healthy Relationships
Class 52	Crafting a Small, Impactful Introduction
Class 53	Attending and Maximizing Networking Events
Class 54	Adding Value to Professional Relationships
Class 55	Non-Verbal Cues in Networking
Class 56	Networking in Public Speaking Scenarios
Class 57	Online Networking Strategies
Class 58	Group Interactive Skills
Class 59	Strengthening Presence on Professional Platforms
Class 60	Overcoming Roadblocks to Networking

Module 7: Digi etiquette

Focus: Digital & online professional conduct | 10 classes

Class No.	Topic
Class 61	Email Etiquette
Class 62	Cell Phone and Texting Manners for Business
Class 63	Conducting Virtual Meetings Professionally
Class 64	Understanding Social Media Etiquette
Class 65	Avoiding Plagiarism and Managing Online Presence
Class 66	Identifying and Avoiding Email Blunders
Class 67	Being an Icebreaker in Online and Offline Spaces
Class 68	Mindful Posting and Viewing Habits Online

Class No.	Topic
Class 69	Managing Digital Conflicts Professionally
Class 70	Establishing an Impressive Digital Footprint

Module 8: Leadership

Focus: Influence, ownership & team leadership | 10 classes

Class No.	Topic
Class 71	Understanding Leadership and Its Importance
Class 72	Difference Between Leader and Follower
Class 73	Manager vs. Leader
Class 74	Assessing Leadership Potential
Class 75	Conducting Leadership Roles Effectively
Class 76	Basics of Team Leadership
Class 77	Organizational Skills for Leaders
Class 78	Problem-Solving in Leadership
Class 79	Leadership and Conflict Resolution Techniques
Class 80	Developing Assertive Leadership

Module 9: Mental Well-being

Focus: Emotional regulation & resilience | 10 classes

Class No.	Topic
Class 81	Basics of Stress Management
Class 82	Managing and Controlling Anger
Class 83	Conflict Resolution Techniques
Class 84	Coping Mechanisms for Stressful Situations
Class 85	Anger Management Strategies
Class 86	Establishing a Zero-Tolerance Policy for Toxicity
Class 87	Addressing Special Challenges and Problems
Class 88	Developing Optimism Toward Situations
Class 89	Incorporating the 5 A's Framework
Class 90	Adopting a Healthy and Balanced Lifestyle

Module 10: Social Skills and General Awareness

Focus: Etiquette & first impressions | 10 classes

Class No.	Topic
Class 91	Effective Meeting and Greeting
Class 92	Crafting a Professional Business Introduction
Class 93	Handshake and Visiting Card Etiquette
Class 94	Making an Impactful Self-Introduction
Class 95	Conducting Business Meetings Confidently
Class 96	Creating a Positive First Impression
Class 97	Channels of Communication and Awareness
Class 98	Developing Social Awareness Skills
Class 99	Making and Sustaining Eye Contact
Class 100	General Etiquette for Social Interactions

Module 11: Financial Planning

Focus: Personal money management | 10 classes

Class No.	Topic
Class 101	Basics of Investment Planning
Class 102	Understanding the 20-30-50 Rule
Class 103	Setting and Achieving Financial Goals
Class 104	Importance of Budgeting
Class 105	Building Emergency Funds
Class 106	Protecting Assets Through Insurance
Class 107	Managing Financial Disputes Effectively
Class 108	Understanding and Improving Credit (CIBIL) Scores
Class 109	Managing Personal Debt
Class 110	Filing and Importance of Income Tax Returns

Module 12: Interview Preparation

Focus: Placement & selection readiness | 10 classes

Class No.	Topic
Class 111	Writing an Impressive CV
Class 112	Delivering a Memorable Self-Introduction
Class 113	Dressing for Success in Interviews

Class No.	Topic
Class 114	Maintaining Posture and Body Language During Interviews
Class 115	Staying Confident Under Pressure
Class 116	Giving Effective and Honest Answers
Class 117	Practicing Responses in Front of the Mirror
Class 118	Analyzing Job Descriptions and Preparing Accordingly
Class 119	Punctuality and Preparation for Interview Day
Class 120	Applying the 3 C's of Interviews – Credibility, Competence & Confidence

Module 13: Future-Ready & Digital-Age Skills — New Module

Focus: closing today's skill gaps | 12 classes

Class No.	Topic
Class 121	AI Literacy – Using AI Tools (ChatGPT, Claude, Copilot) for Everyday Productivity
Class 122	Data Literacy – Reading, Interpreting and Presenting Data as a Non-Technical Professional
Class 123	Design Thinking – Empathize, Define, Ideate, Prototype, Test
Class 124	Negotiation Skills – Principles, Styles and Practice
Class 125	Cross-Cultural and Global Business Etiquette
Class 126	Entrepreneurial Mindset and Intrapreneurship
Class 127	Sustainability and ESG Awareness in Business
Class 128	Diversity, Equity and Inclusion (DEI) in the Workplace
Class 129	Crisis Management and Adaptability in Uncertain Times
Class 130	Personal Branding – Building a LinkedIn Profile and Professional Portfolio
Class 131	Cybersecurity and Digital Safety Basics for Professionals
Class 132	Presentation Design – Public Speaking with Visual Aids & Slide Craft

Module 14: Career Launch & Job Readiness — New Module

Focus: bridging campus to career | 8 classes

Class No.	Topic
Class 133	Resume/CV 2.0 – Writing an ATS-Friendly Resume
Class 134	LinkedIn Profile Optimization and Job Search Strategy
Class 135	Salary Negotiation and Offer Evaluation
Class 136	Internship to Job – Making the Most of Campus Placements
Class 137	The First 90 Days – Onboarding Success in a New Job

Class No.	Topic
Class 138	Building and Nurturing a Mentor Network
Class 139	Workplace Safety Awareness – POSH Act Basics for New Employees
Class 140	Capstone – Mock Interview, Mock Business Meeting & Personal Action Plan Presentation

Delivery Methodology

- Interactive lectures with real-world case studies and Indian corporate examples
- Role plays, simulations, and mock scenarios (interviews, meetings, negotiations)
- Mirror practice and video self-review for speech, posture, and body language
- Group discussions, peer feedback, and structured debates
- Hands-on practicals using AI tools, spreadsheets, and presentation software
- Guest sessions from corporate professionals and placement recruiters
- Weekly personal journal / reflection log maintained by each participant
- End-of-module assessments and a final capstone presentation (Class 140)

Assessment & Certification Framework

- Attendance and active participation – 20%
- Module-end assessments (12 modules × quizzes/assignments) – 30%
- Practical demonstrations (mock interview, mock meeting, pitch, presentation) – 30%
- Capstone project and personal action plan (Class 140) – 20%

Participants scoring above the threshold set by Profersonal Services receive a “Corporate Ready – Certified Professional Personality” certificate, co-branded with the partnering institution where applicable.

Batch & Duration Options

The 140-class structure can be delivered flexibly depending on the partner institution or corporate client’s calendar:

Format	Schedule	Duration	Best Suited For
Semester-Integrated	2 classes/week	≈ 17–18 weeks	College partnerships
Weekend Batch	4 classes/weekend	≈ 35 weekends	Working students
Intensive Bootcamp	6 classes/day	≈ 24 days	Final-year placement prep
Corporate Induction	Customized	Customized	New-hire onboarding

For a detailed proposal, fee structure, and batch calendar customized to your institution or organization, please contact Profersonal Services.