



## UNIVERSITI TEKNOLOGI MARA

### COM571: PERSONAL DEVELOPMENT

<b>Course Name (English)</b>	PERSONAL DEVELOPMENT <b>APPROVED</b>
<b>Course Code</b>	COM571
<b>MQF Credit</b>	2
<b>Course Description</b>	This course is focusing in preparing the students for the challenges of work in the changing job environment. Holistic approach will be imparted in enhancing their personal development by incorporating the components of positive interpersonal skills, self-management, thinking skills, teamwork, ethics, and leadership skills.
<b>Transferable Skills</b>	positive interpersonal skills, self-management, emotional intelligence in human relations - managing emotions, self and team and social ethics
<b>Teaching Methodologies</b>	Lectures, Simulation Activity, Discussion, Role Play
<b>CLO</b>	CLO1 Describe the concept of personal development, its characteristics and relevant indicators CLO2 Display good human relation skills with a diversity of people within the organizational sphere CLO3 Demonstrate professionalism in relevant work for personal development
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. 1. Introduction to Personal Development</b> 1.1) Concept of Personal Development 1.2) Understanding Personal Development 1.3) Enhancing personal quality 1.4) Personality test 1.5) Goal setting	
<b>2. 2. Self</b> 2.1) Self-Concept: Who Are You? 2.2) Self-Esteem: How to Improve 2.3) Self-Acceptance	
<b>3. 3. Self-Motivation</b> 3.1) Building self confidence 3.2) Overcome fear of failure 3.3) Maintaining self-discipline 3.4) Maintaining perseverance 3.5) Self and Islamic/moral perspective	
<b>4. 4. Listening Skills</b> 4.1) Listening Barriers 4.2) Improving Listening, Comprehension and Responding Skills	
<b>5. 5. Self-management</b> 5.1) Time management 5.2) Conflict management (S.A.L.A.M Model – Khaliq Ahmad) 5.3) Stress management	
<b>6. 6. Emotional intelligence</b> 6.1) Self-awareness and social awareness 6.2) Self-management (self-control, trustworthiness, conscientiousness, adaptability)	

<p><b>7. 7. Working with others (group dynamics)</b>  7.1) Working with peer  7.2) Working with supervisors  7.3) Working with clients/customers  7.4) Working with your subordinate</p>
<p><b>8. 8. Valuing diversity</b>  8.1) Diversity concept  8.2) Understanding other cultures  8.3) Respecting differences  8.4) Adjusting to a multicultural society  8.5) Accommodating with people with disabilities</p>
<p><b>9. 9. Thinking Skills</b>  9.1) Critical thinking  9.2) Creative thinking</p>
<p><b>10. 10. Professionalism, Ethics and etiquette</b>  10.1) Integrity and ethics  10.2) Self and group  10.3) Formal letter/e-mail/texting/telephone etiquette  10.4) International and social etiquettes  10.5) Cyber etiquette</p>
<p><b>11. 11. Career development</b>  11.1) Resume writing  11.2) Getting a Job  11.3) Performance appraisal  11.4) Dressing grooming</p>

<b>Assessment Breakdown</b>	<b>%</b>
Continuous Assessment	100.00%

<b>Details of Continuous Assessment</b>	<b>Assessment Type</b>	<b>Assessment Description</b>	<b>% of Total Mark</b>	<b>CLO</b>
	Assignment	Simulation/role play based on situation displaying human relations skills in an organization. Emphasize the attribute of respect, social communication and self-awareness in MQF 3 LOD	30%	CLO2
	Final Test	est related to the concept of personal development, its characteristics and relevant indicators. Emphasize the attribute of 'knowledge' in MQF 6 LOD.	30%	CLO1
	Written Report	Written report which demonstrate professionalism. Related to ethics and professionalism in MQF 5 LOD.	40%	CLO3

<b>Reading List</b>	<b>Recommended Text</b>	<ul style="list-style-type: none"> <li>Jalilah Ahmad &amp; Azfahane Zakaria 2016, <i>Personal Development and Ethics, 1</i>, Oxford University Press. [ISBN: 978-983]</li> </ul>
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<b>Article/Paper List</b>	This Course does not have any article/paper resources
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<b>Other References</b>	<ul style="list-style-type: none"> <li>• Book Ann Masters,L &amp; Harold R. Wallace 2011, <i>Personal Development for life and work. 10th edition</i> , CENGAGE Learning, Ohio</li> <li>• Book B.N. Gosh 2012, <i>Managing Soft Skills for Personality Development.</i> , Tata McGraw- Hill Education, New Delhi</li> <li>• Book Lisa McGrimmon 2014, <i>The Resume Writing Guide: A step-by-step Workbook for Writing a Winning Resume.</i> , CreateSpace Independent Publishing</li> <li>• Book Beebe, Beebe and Redmond 2013, <i>Interpersonal Communication, Relating to Others. 7th edition</i> , Allyn &amp; Bacon, New York:</li> <li>• Book Daniel Goleman 2011, <i>The Brain and Emotional Intelligence: New Insights.</i> , More Than Sound Publisher</li> <li>• Book Khaliq Ahmad 2011, <i>Management from Islamic Perspective, 2</i>, Prentice Hall, Pearson, Pearson Malaysia, International Islamic University Malaysia.</li> </ul>
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