Subject – Vocational

Personality Development

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Unit –I

Attitude and personality development

Meaning of attitude:

An attitude is a positive, negative, or mixed evaluation of an object that is expressed at some level of intensity. It usually implies feelings that are either positive or negative. Attitudes are our established ways of responding to people and situations that we have learned based on the beliefs, values and assumptions we hold and our life experiences. Our attitude towards a person or event is displaced through our behaviour as a result of interaction with that person. A person's attitude represents how he or she feels about something or their state of mind.

Positive and negative attitude :

POSITIVE ATTITUDE: A positive attitude helps you to cope more easily with the daily affairs of life. It brings optimism into your life and makes it easier to avoid worry and negative thinking.

It will bring constructive changes into your life and make you happier, brighter and more successful. People with positive attitudes have certain personality traits that are easy to recognize. They are caring, confident, patient, and humble. They have high expectations of themselves and others. They anticipate positive outcomes. A person with a positive attitude is like a fruit of all seasons. He is always welcome. 1 The Benefits of a Positive Attitude: These are many and easy to see. But what is easy to see is also easy to miss. To mention a few, a positive attitude increases productivity• fosters teamwork• solves problems• improves quality• makes for congenial atmosphere• breeds loyalty• increases profits• fosters better relationships with employers, employees, and customers• reduces stress• helps a

person become a contributing member of society and an asset to their country•
makes for a pleasing personality•

NEGATIVE ATTITUDE: People with negative attitudes will blame the whole world,
their parents, teachers, spouse, the economy and the government for their failures.
Some people criticize no matter what. It does not matter which side you are on,
they are always on the other side. They have made a career out of criticizing. They
are "career critics." They

criticize as if they will win a prize at a contest. They will find fault with every person
and every situation. You will find people like this in every home, family, office. They
go around finding fault and telling everybody how bad things are and blaming the
whole world for their problems. All that they are doing is causing more tension for
themselves and for others around them. They spread negative messages like a
plague and create an environment conducive to negative results. Some people
always look at the negative side. Who are pessimists? Pessimists are unhappy
when they have no troubles to speak϶ feel bad when they feel good, for fear they
will feel worse when they feel better϶   spend most of their life at complaint
counters always turn out the lights to see how dark it is϶ are always looking for
cracks in the mirror of life϶ stop sleeping in bed when they hear that more people
die in bed than anywhere else϶ cannot enjoy their health because they think they
may be sick tomorrow϶ not only expect the worst but make the worst of whatever
happen.don't see the doughnut, only the hole϶ believe that the sun shines only to
cast shadows϶   forget their blessings and count their troubles϶ know that hard
work never hurts anyone but believe "why take a chance?"

Ways to develop positive attitude :

Focu must be changed and Looking for the Positive

Doing It Now must be a habit.

Involving in continuous Education Program

Positive Self-Esteem should be build

Must stay away from Negative Influences

15 Differences Between Positive People And Negative People

1. "Failure is part of learning."

Positive people view failure as an opportunity to learn and get better. They understand that failure is an event, and doesn't define who they are. Negative people are emotionally disabled by failure because they allow it to define who they are. They fail to understand that it's part of the learning and growing process.

2. "I can do hard things."

Positive people love to be challenged. They understand that there is no growth without struggle. Positive people embrace difficulty, and look for ways to overcome them. Negative people love the easy road. Because obstacles increase the likelihood of failure, they try to avoid them like the plague. To negative people, hard times don't make you, they break you.

3. "I always give my best."

Positive people focus on giving their best effort, regardless of the situation. They understand that there are many things they cannot control, but effort is not one of them. No matter what, the positive person strives to give their best — even if it isn't much. Negative people want things to come easy to them. If they have to try hard, they believe they just aren't good at it and give up. They are more likely to give their absolute best if they know people are watching them.

4. "She is inspiring!"

Positive people are inspired by the success of others, they look at those who are excelling and ask themselves the question, "What can I learn from them?" Negative people become jealous and threatened by the success of others. To negative people, when others succeed it means they are failing.

5. "What can I do better?"

Positive people embrace feedback. Because they are always striving to get better, they are open to learn anything that will enhance their skill set. Negative people get offended when they receive correction or feedback. Instead of seeing it as means to improve, they interpret feedback as a sign of their incompetence.

6. "I give power to what I focus on."

Positive people focus on things they can control. They understand that their happiness is dependent on how they choose to respond to what happens to them. Positive people believe that they give power to what they focus on, so they use it wisely. Negative people center their focus on things they can't control. For example, they ruminate over past conversations, beat themselves up on past mistakes, and allow their fear of the future to stop them in their tracks today.

7. "People can change."

Positive people know that the only thing that doesn't change is change. They believe that they can change, and that other people can change. Negative people believe that people are fixed; therefore, they don't try to improve because they believe, "What's the use?" Additionally, negative people don't allow others to change. Once a negative person puts a label on something, it's very difficult for them to see it in a different way.

8. "I still have a lot to learn."

Positive people love to learn. They understand information evolves, and what used to work 10-years ago, might not be effective today. Negative people believe they know it all, and are less likely to welcome new information if it contradicts what they believe. They care less about what's right, and more about who's right.

9. "Let's go big!"

A positive person isn't afraid to swing for the fences because they don't fear striking out. A negative person not only thinks small, but they also try to convince others that their dreams and aspirations are too big.

10. "Have you heard about ?"

Positive people build others up when they aren't around. Negative people tear people down to make themselves feel good.

11. "I am my own worst enemy or best friend."

Positive people have effective self talk. They are aware of the story they tell themselves, and don't allow their own thoughts to discourage them. Additionally, they are realistic with their expectations. Positive people don't feed themselves lies about their weaknesses or how difficult the situation is. Instead, they tell themselves what they need to do to succeed. Negative people are their own worst enemy. They struggle to see the bright side of anything, even if they are successful. They are also masterful at focusing on all the negative aspects, and diminishing their own confidence.

12. "What is my body saying?"

Positive people carry themselves like champions. They are purposeful in the way they interact with people and their facial expressions show positivity. Negative people carry themselves small. They hang their heads, and look down. Just by looking at them, you would think they are mad, sad, or indifferent — definitely not happy.

13. "Teamwork makes the dream work."

Because they are team players, positive people will get behind and support ideas that are not their's — even if they might disagree with it. Negative people have a hard time fully supporting ideas they feel won't be successful. When an idea that wasn't their's doesn't succeed, they are sure to give their teammates the "I-told-you-so" expression

14. "What's the bright side?"

Positive people have an attitude of gratitude. They can see the good in a situation, and don't take things for granted. Negative people struggle to see the silver-lining in difficult situations. They don't often take the time to stop and notice the positive aspects of a situation.

15. "You're so good!"

Positive people like to spread positivity. They pay close attention to when others do well, and they are quick to tell them. Negative people say, "Why would I compliment people for things they are supposed to do?" What they don't understand is, it's not about the compliment, it's about showing the other person that you notice them. A simple compliment can strengthen relationships and motivate the person to do even better. Positive people don't underestimate the power of encouraging words.

UNIT II

Skill of personality Development:

Concept and need of personality development skill :

- Building one's support system
- Finding and utilizing opportunities and resources,
- Improving communication and social networking,
- Exercising and maintaining healthy and productive ways of being and living,
- Developing and enhancing one's self-discipline,
- Building on one's strengths,
- Developing and implementing effective career strategies,
- Managing one's time and working smarter,
- Accepting and tolerating differences, promoting and empowering one's creativity and inventiveness,
- Exploring and investigating new ideas, communicating effectively,
- Improving one's sense of humor, loving, supporting and caring for others, accepting and tolerating differences,
- Appreciating other people's ideas,
- Keeping good relationships and generally enjoying life.

Types of personality development :

skill for Rapport development
Rapport is the positive, meaningful relationship built between people. Once two or more individuals gain mutual trust, rapport begins to develop. Sometimes this rapport can happen naturally through similar behaviors and interests. There are four elements to keep in mind when developing positive relationships with others:

- Empathy
- Authenticity

- Similarity
- Shared Experiences

Skill to develop Rapport :

Understand your self
Active listening
Use positive listening
Ask good question

skills for successful interview:

Continue reading to learn the following interviewing skills (detailed instructions below):

Before the interview:
- Self-preparation
- Research
- Mastering your emotions
- Logistical planning

During the interview:
- Communication
- Introducing yourself
- Presenting your qualifications
- Listening
- Asking questions

After the interview:
- Following up with your interviewer
- Reflecting on your interview and refining your methods

skill of social media management and personality development

1. Analytics ·

 2. Communication ·

3. Creativity ·

 4. Customer service ·

5. Writing ·

 6. Visual design

· 7. Planning

· 8. Problem-solving.

UNIT –III

Purpose of personality assessment:

Personality tests are designed to systematically elicit information about a person's motivations, preferences, interests, emotional make-up, and style of interacting with people and situations. Personality measures can be in the form of interviews, in-basket exercises, observer ratings, or self-report inventories (i.e., questionnaires). Personality is described using a combination of traits or dimensions. Therefore, it is ill-advised to use a measure that taps only one specific dimension (e.g., conscientiousness). Rather, job performance outcomes are usually best predicted by a combination of personality scales. For example, people high in integrity may follow the rules and be easy to supervise but they may not be good at providing customer service because they are not outgoing, patient, and friendly. The personality traits most frequently assessed in work situations include:
 (1) Extroversion,
 (2) Emotional Stability,
 (3) Agreeableness,
 (4) Conscientiousness, and
 (5) Openness to Experience. These five personality traits are often referred to collectively as the Big Five or the Five-Factor Model. While these are the most commonly measured traits, the specific factors most predictive of job performance will depend on the job in question.

8 Important Objectives of Personality Assessment
Personality assessments are widely used by organizations and corporations around the world. These tests have proven useful to determine how well employees work together, what they prefer to do, their strengths and weaknesses, and much more. There are many different objectives of personality assessments to analyze a person's overall character, let us explore them further below.

1. Learn about yourself

Personality assessments will help you learn more about yourself. Such tests measure how you think, feel, and act. As a result of your responses, you receive feedback on how you relate to others, what motivates you, and what drives you. Through this analysis, you become aware of who you are and where you stand concerning others.

You will identify what type of person you are; whether you are introverted or extroverted, creative or practical, etc. You may discover some things about yourself you did not know before. Such assessments may not always be very accurate but they will help you feel less anxious and more confident about yourself.

2. Assess Your Skills and Competences:

Another objective of personality testing is to assess your skills and competencies. A good personality test should not only evaluate your traits but also identify your strengths and weaknesses. These assessments could indicate that you are good at some things and not-so-good at others.

It should also help you figure out whether you are doing well at something and if you need some additional guidance or education. If you find yourself lacking in any specific skill, you can take personality development classes to improve them.

3. Identify Roles and Positions:

Many jobs require a unique set of characteristics that can be effectively evaluated with a comprehensive personality assessment. Employers use these tests to determine what kind of role best suits your personality – not just what role you might fit into. If your personality traits are aligned with the job role, then you will be able to work well in that role. However, if they are not aligned with the position, you will struggle to show results.

A good personality examination consists of several sections that focus on different roles and positions. For example, there are often sections devoted to sales, leadership, communication, teamwork, etc. During recruitment, candidates who are not a good fit at all are screened out and only the best talents are retained and chosen at the end.

4. Improve Communication:

We live in a world where we have to communicate constantly to get things done. Personalities tend to interact in different ways based on how they relate to others. Through personality testing, you can discover what type of employee you are, learn how to work with people who are similar to yourself, and build relationships with those who are not.

Knowing how people respond to you personally helps communicate with your colleagues and subordinates. Through personality testing, you understand more about the communication methods that work best. You can use this knowledge to decide how best to approach someone with a problem.

5. Determine Values and Beliefs:

Values are beliefs that make up who we are. They describe our morals, ethics, principles, and rules. Everyone possesses values; however, sometimes we do not express these values in our daily lives, and therefore, they go unrecognized.

By using a personality test, you can discover what your core values are. Then, you can align your life with those values to become a better version of yourself. If you wish to improve your life with self-development, consider joining _personality development classes_.

6. Understand Others' Behaviors and Motivations:

As a leader when you interact with your colleagues or subordinates, you want to understand their behaviors and motivations. When you ask someone about his/her goals and desires, you may not fully be able to uncover specific facts about their personality. On the other hand, using a personality test for your employees can give you deeper insights into why they behave a certain way, by understanding what makes them tick you can communicate and address their problems better.

7. Make better career and relationship choices.

Your personality influences your career and relationships. Most personality tests offer insight into your habits, preferences, skills, and aptitude. If you want to make a good career decision, you can learn what type of company culture works for you or what kind of personality does well at certain jobs. This could help you choose the right profession for you. For example, if you are more extroverted and social, you may enjoy working with people and being in public settings.

On the flip side, if you are an introvert you may prefer quieter jobs and spend less time interacting with others. Additionally, you can also decide about your approach to life. Like you can find out if a relationship is working or if it is headed toward trouble. A *personality education* program can help you determine what suits you best and make better choices in life.

8. Make Positive Changes

Identifying your personality type could lead you to make positive changes in your life. One of the best parts of personality testing is that the answers tend to be pretty straightforward — yes or no questions, usually. That means you won't need to do any guesswork when choosing between options.

Plus, many quizzes offer feedback on the pros and cons of each answer. By understanding the good and bad attributes of your personality, you will get to know where you need to improve or make changes. The best way to make positive changes is to seek personality education from a professional.

The interview

In an interview the individual under assessment must be given considerable latitude in "telling his story." Interviews have both verbal and nonverbal (*e.g.*, gestural) components. The aim of the interview is to gather information, and the adequacy of the data gathered depends in large part on the questions asked by the interviewer. In an employment interview the focus of the interviewer is generally on the job candidate's work experiences, general and specific attitudes, and occupational goals. In a diagnostic medical or psychiatric interview considerable attention would be paid to the patient's physical health and to any symptoms of behavioral disorder that may have occurred over the years.

Types of psychological test for personality assessment :

Personality Inventories :

Personality inventories are questionnaires or scales that consist of questions/statements and the individual or test taker needs to answer these in a

specific standardized format. Thus, these are called paper-and-pencil tests. It can also be in the form of computerized test. Inventories are the most widely used method of personality assessment. It is also called self reports as the individual himself/herself reports/answers the questions unlike in direct observation where the researcher observes the individual and gathers the data/report. Unlike interview where the person can give the interviewer elaborate answers and detail descriptions, personality inventories have a standardized list of items/ questions and requires answers only in a particular format such as, 'agree', 'disagree', or 'yes', 'no'. Thus, there are no open ended questions here as in interview.

Projective Techniques :Projective measures of personality are widely used personality assessment tools. Unlike the self-report measures where the individual is provided with structured test stimuli, in projective tests the individual has to respond to unstructured or ambiguous stimuli. The basic assumption behind using unstructured test stimuli in projective tests are that the individual projects his/her latent or unconscious feelings, needs, emotions, motives etc. on to the ambiguous stimulus. The responses of the individual in the form of projection reflect the nature of his/her personality. Projective techniques are based on the psychoanalytic viewpoint of personality which says that the real nature of personality lies deep in the unconscious. Hence responses to the questions asked in the inventories or the interview may not reflect the true personality characteristics of the individual. According to the projective techniques, direct methods are not capable to assess one's personality and it can be revealed only through indirect methods. Further, when the person is on guard and knows what is being asked, social desirability may operate, and sometimes, the person may not even be aware of his true personality to answer correctly. Hence, indirect measures like projective techniques are more effective in assessing the real personality of the individual.