

Global Learning Semesters

Course Syllabus

Course: OFAD-226 Personality Development

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-226	Personality Development	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD 225
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

The course aims to help the student recognise the important role personality plays in the work environment and to develop the personal qualities, interpersonal skills and values that are in demand by employers.

Prerequisites

OFAD 225

Topic Areas

1. Self-esteem
2. Self-improvement
3. Developing positive attitudes
4. Fitting in and getting along
5. Working with co-workers
6. Getting along with your supervisor
7. Relating to clients and customers
8. Communication channels
9. Getting your message across
10. Communicating to resolve conflict

Readings and Resources

Required Textbook

- Personality Development for Work 7th ed. Wallace & Masters South-Western Educational Publishing ISBN 0-538-63665-3.