



SKILL DEVELOPMENT

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Shree Sainath Prakashan, Nagpur

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The author is totally responsible for the contents in this book

Preface

I feel very happy in bringing this book Skill Development for the students of B.Com IV semester of the RTM Nagpur University. This book is especially designed to cover the syllabus of RTM Nagpur University.

I have made a lot of efforts to make the subject more interesting by arranging the units logically. Many examples have been included to illustrate, clarify and supplement the methods. I am sure that students using this book will be able to acquire knowledge the concepts of skill development very quickly. The language used in this book is very simple. The constituents of the book are:

Unit I: contains detailed information about personality, motivation, morality, skill development and employment

Unit II: contains study material about intrapersonal skill, interpersonal skills, leadership skill, team building, public speaking, presentation skill, significance of communication in English and quality required for public speaking

Unit III: this unit contains information about self confidence, types of mnemonics, goal setting, time management, stress management, meditation, self motivation, growth and acceptance

Unit IV: this unit contains material on various rural industries, entrepreneurship, types and skill required for entrepreneurship

While writing this book, I referred many books on the subject and we are grateful to all those authors for the influence. I hope that students as well as teachers will be able to use this book effectively. Constructive suggestions for improvement of the text will be gratefully appreciated. Please mail me at : mohinibherwani@gmail.com

- Mohini Bherwani



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