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Knowing One's True Potential.

Concept of self and self-identity, self-esteem, inner self, self development strategies.

1. Self → It refers to a warm sense of warm feeling that something is about me or me.

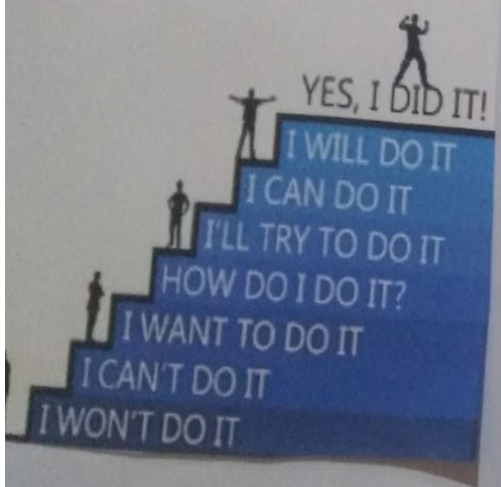
Self Concept → It is the way people think about themselves. It influences a person's identity, self-esteem, body image and role in the society. From it is described as life being aware of itself.

Components of Self-Concept.

It is an individual perceptions of self. It is necessary for overall physical and mental wellness. The ideal self is the person who moulds like and tries to be good, moral and self-respected person.

Public self is what person thinks other thinks of him and influences the





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Ideal and real self. Positive self concept and good mental health results when all these components are compatible. It is an important part of person's happiness and success. It is composed of evolving subjective conscious and unconscious self assessments.

Physical attribute, occupation and abilities of the person will change throughout the life span.

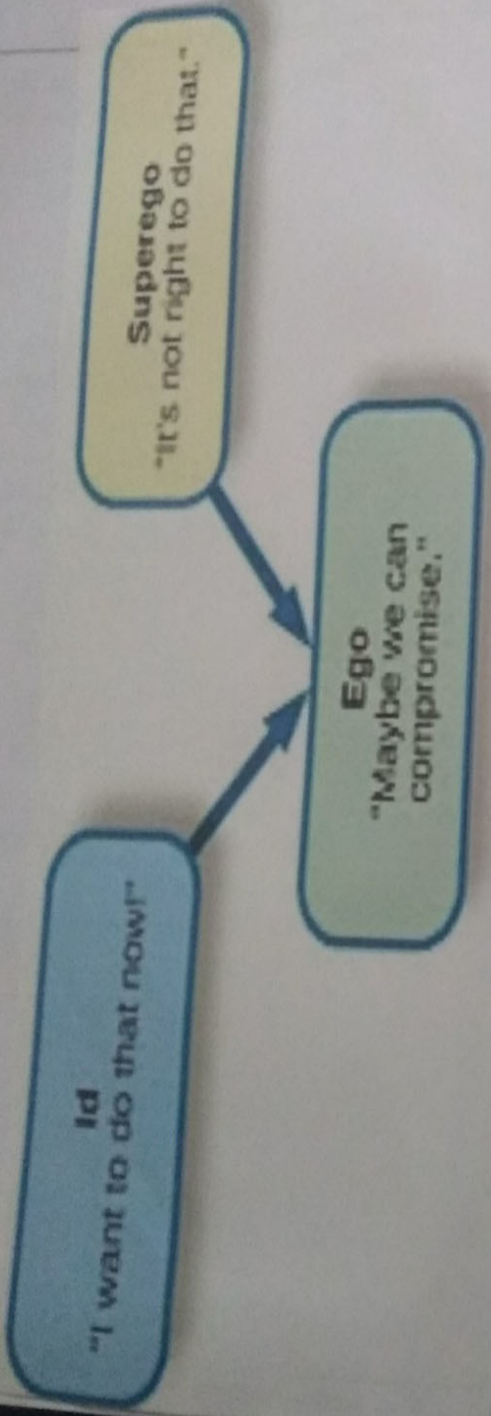
Self Esteem - It refers to the evaluative and affective aspects of the self, as how good or bad we feel towards ourself. It is a person's overall evaluation or appraisal of his or her own worth at any point in time. A healthy self esteem is necessary for mental well being and a positive self concept. Individuals with low self-esteem put little value on themselves and their accomplishments.

BEHAVIORAL INDICATORS OF POSITIVE SELF ESTEEM:

SIGNS OF HIGH SOCIAL COMPETENCE, WITH EFFECTIVE MANAGEMENT OF EVENTS INVOLVING OTHERS

1. Gives others directives or commands

Teacher's Signature: _____



extrovert is a stout person while introvert is a tall of slender person.

Theories of Personality

* Trait theories: Gordon Allport suggested there are different kind of traits. These are shared by many people within particular culture. Central traits are those that make up an individual's personality. Cardinal traits are those that are dominant that a person becomes primarily known for those traits. The big five personality dimension

- (i) extroversion (ii) agreeableness (iii) conscientiousness
- (iv) neuroticism (v) openness.

→ Psychoanalytic theories :-

(a) Freud's theory of psychosexual development - Acc. to Freud child progresses through series of stages during which libidinal energy of Id becomes focused on erogenous zones.

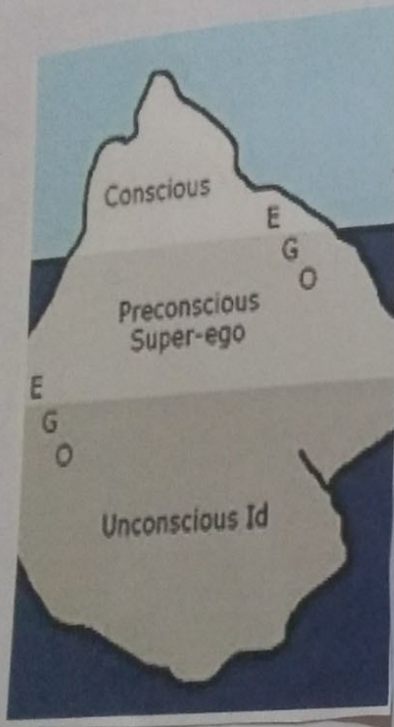
(b) Erickson's theory of psychosocial development - Each stage plays a major role in the development of personality and psychological skills. Successfully completing

to others.

3. Self attributions refers to make preferences about ourselves from direct observation of our behaviour.

Identity:- It is individual's conscious description of who he is. It is assessed by asking the person to describe oneself. A person who uses positive self description will exhibit healthy self identity.

Self Identity:- It is composed of permanent self assessments as personality, attributes, knowledge of one's skills and abilities. Possible selves represent individual ideas of what they might become, what they would like to become and afraid of becoming.



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2. PERSONALITY, DETERMINING A DISTINCTIVE PERSONALITY, DYNAMIC APPROACHES TO PERSONALITY

Meaning of Personality - It is derived from latin word 'Persona' which means a mask. It is the sum of organization of those traits which determine the roles of individual in a group.

According to Arnold: it is sum of a person's values plus his non-physical traits. It is totality of habits attitudes and traits that result from socialization. It characterizes our relationship with others.

It is characteristic way of thinking, feeling of behaving. It embraces mode, attitudes and opinions is most clearly expressed in interaction with other people.

To sum up, we would say that

- It is not related to body structure alone.
- It is an indivisible unit. It is neither good or bad.
- It is unique. It is a mysterious phenomenon.

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PERSONALITY TYPES KEY

E**Extroverts**

are energized to search after a variety of tasks, a quick thinker, and are good at multitasking.

S**Sensors**

are realistic people who like to focus on the facts and details, and apply common sense and past experiences to come up with practical solutions to problems.

I**Introverts**

often like working alone or in small groups, prefer a more deliberate pace, and like to focus on one task at a time.

N**Intuitives**

prefer to focus on possibilities and the big picture, rarely see patterns, notice connections, and seek creative solutions to problems.

T**Thinkers**

like to make decisions using logical analysis, objective weigh pros and cons, and value honesty, impartiality, and fairness.

J**Judgers**

like to be organized and prepared, like to make and stick to plans, and are comfortable following moral codes.

F**Feelers**

like to be supportive and compassionate, and decide based on their own emotional values and how others will be affected by their actions.

P**Perceivers**

prefer to keep their options open, like to be able to act spontaneously, and like to be flexible with making plans.

→ It refers to persistent qualities of the individual. It expresses consistently and regularly.

→ It is acquired which is influenced by social interactions. It is defined in terms of behaviour.

→ On basis of definition, it can be said, there are two main approaches to study personality.

★ The Psychological

★ The Sociological

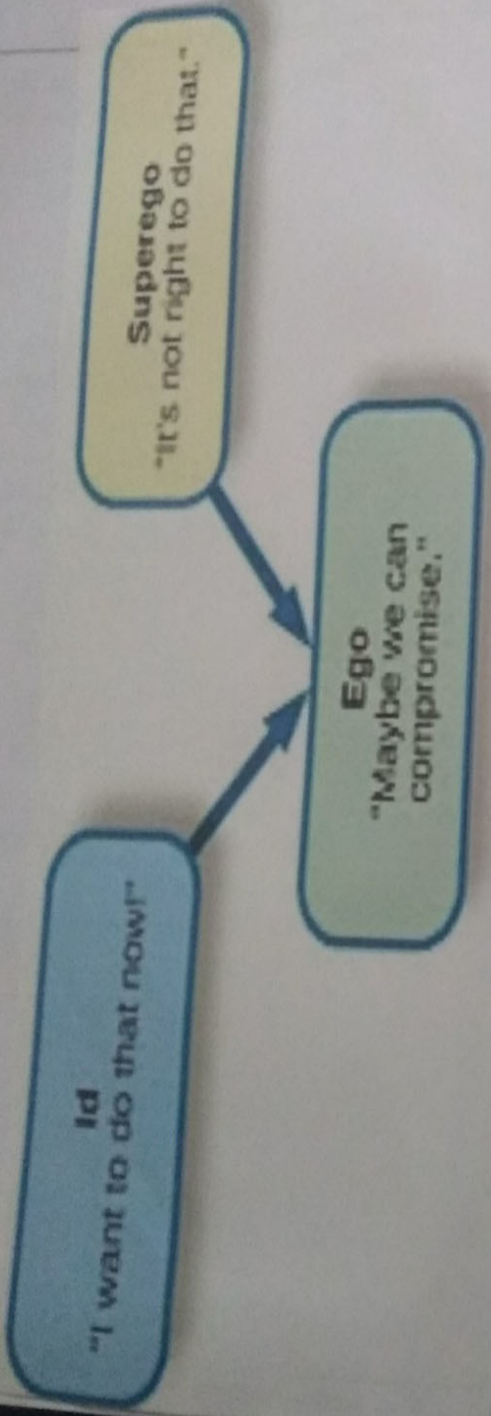
Types of personality

The Greek physician Hippocrates divided humans into 4 types

(i) Sanguine (ii) Melancholic (iii) Choleric (iv) Phlegmatic

Carl Jung divided it into introvert and extrovert. Introvert were pre-occupied with his own self, extrovert with thing outside self.

There is a third type - ambivert who are neither the one nor the other but vibrate between the two. Acc. to Ernest



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the stages leads to development of a healthy personality.

© **Horney's Theory of Neurotic need**:- He developed a lot of neurotic needs that arise from pressing coping strategies to deal with basic anxiety.

BEHAVIORAL THEORIES:- Classical conditioning is one of the best known concepts of behavioural learning theory. Neutral stimulus is paired with a naturally occurring response. Conditioning process involves strengthening or weakening a behaviour using reinforcement and punishment.

* **HUMANIST THEORIES** - Maslow's Hierarchy of needs emphasizes the importance of self actualization and is often pictured as a pyramid.

Determinants of Personality

- * **Personality and Environment**: Man comes to form ideas & attitudes according to physical environment he lives in.
- * **Heredity and Personality**: - Men tends

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MASLOW'S HIERARCHY OF NEEDS



to resemble his parents in physical appearance, intelligence of other traits.

* Personality and Culture: Traditions, customs, religion, moral and social standards of group affect personality of group members.

* Personality and particular Experiences is also determined by other factors: the particular and unique experiences.

3 FORMS OF SELF EXPRESSION PERSONAL CONSTRUCTS, SOCIAL CONSTRUCTS

Self Expression:- It is a vital to living as breathing. It is how we interact with others and world. It can be supremely fulfilling or inevitably frustrating. It takes place through communication, body language, attitude and even our clothes and hairstyles. It is a cluster of values that include social toleration, life satisfaction and aspiration to liberty.

Self expression also required freedom. That is, both a reasonable amount of actual freedom to act in the world and an internal sense of freedom to act are required. It is display of individuality.

Ways to become more fully self expressed

- * Recognise the beauty and strength that comes in all sizes. You're fun loving spirit, compassion for others, zest for life.
- * Be Positive: You can change how you feel good that makes your own statement and most of all that is fit now.

SELF-EXPRESSION IS
EVERYTHING
IN BUSINESS AND LIFE
(AND HERE'S HOW I KNOW)

Konika



SELF DESIGN

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- * Dress for success: Dress is what makes you feel good, that makes your own style statement.
- * Learn and practice relaxation techniques. It relieves stress and enhance our lives. It is related to exhaustion, insomnia, headache, anxiety and weaken immune system.
- * Choose self care :- set aside time everyday for yourself. Take time for self care and healing. Invest in small things that enrich your life.
- * Live assertively :- These person respect themselves, maintain eye contact and smile sincerely.
- * Shape a healthy balance :- You'll feel better and have more energy when you develop healthy living habits.

CONSTRUCTS

People develop internal modes of reality called construct in order to explain and understand the world around them in the same way.

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SELF-EXPRESSION & CREATIVITY

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Constructs thus start as unstable conjecture changing and stabilizing as more experience and proof is gained. Then constructs will be challenged or incomplete, the result is emotional states such as anxiety, confusion, anger and fear. These are often dichotomous. The construct of good implies another of bad.

- * We share the idea of constructs through words, details of constructs and hence all personal constructs.
- * Constructs that are important to the person are core constructs whilst others are peripheral constructs.

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⚡ COMMUNICATION SKILLS, SOFT SKILLS

Communication skill :- It is the ability to convey information to another effectively and efficiently. It is sending, giving or exchanging information of ideas, expressed verbally and non-verbally.

A definition of communication will include these attributes:

- * It is a process that is continuous with time.
- * It is interactive between people.
- * Its purpose is to transmit facts, thoughts, ideas, desires and emotions.

Effective interpersonal communication involves a lot more than just words we use. In different types of communication, the non-verbal communication gives way to more importance in verbal communication. How we compose our words is even more critical in written communication, including e-mail. Effective communication is one category of soft skills.

Means of Communications.

It happens through many channels. Messages can be spoken face to face during conversations. They can be delivered to a group in a meeting room. The person delivering the message must have the skill to be clear about what he wants to convey.

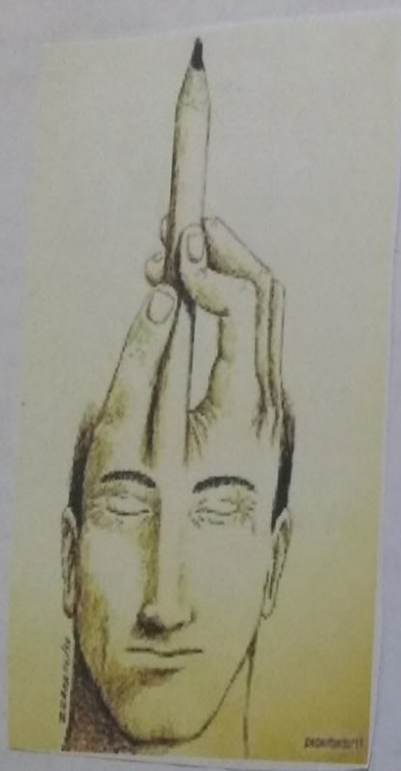
Communication skill can be categorized as follows:

* **Verbal communication**:- While communicating verbally, speakers need to speak out the point clearly, paying careful attention to the pitch.

* **Written Communication**:- Irrespective of whether it is verbal or written communication, it needs to be precise and lucid. Short sentences pack more power as they are easier to read and understand.

* **Interpersonal communication skills**:- These are critical to good communication.
 → **First listen**: It is always two ways. How well you get your message across depends a great deal.

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- **Questions:** Asking question is good way of showing your interest in others.
- **Relax:** Body language say a lot and bad body language send wrong message.
- # **Smile:** Use eye contact and response smile for positive response.
- **Be enthusiastic:** When you are speaking show the appropriate enthusiasm in your tone.
- **Be assertive:** Value others, don't be pushy but be assertive. There's a balance to be found.
- **Business communication skills:** It is important in all aspects of business from management.

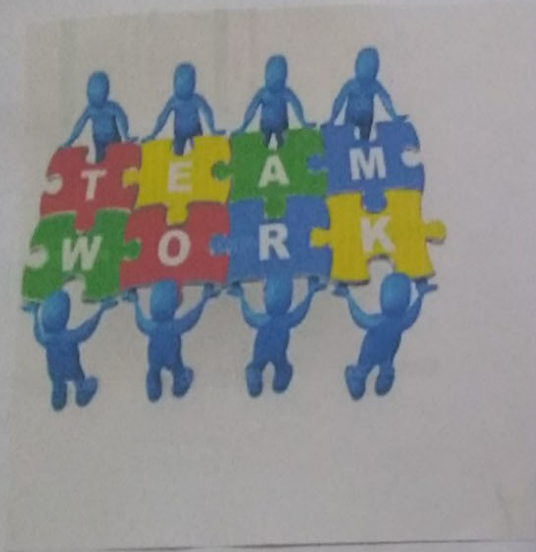
Importance of Communication.

Soft skills: It is associated with "EQ" cluster of personality traits, social graces, language, leadership etc.

- **Communication:** presentation skills, spoken communication, effective conversation, professional and effective e-mail writing.

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- Teamwork :- Inter-team co-operation, diversity, goal, setting of action.
- Leadership skills :- empowerment, vision, coaching and mentoring.
- Decision making :- Creativity, flexibility and team problem solving.
- Managing time and Pressure :- Change to time management effective trainings.
- Self management of attitude :- Stress management, positive attitudes and influence.
- Effective and excellent customer service :- Good communication skills.

Teacher's Signature :

5. SELF AND IDENTITY: ADULT CHILD GAPS

Psychology of Self :- It is the study of either cognitive, conative or effective representation of one's identity or the subject of experience.

The self has many facets that help make up integral parts of it such as self awareness, esteem, knowledge and self perception.

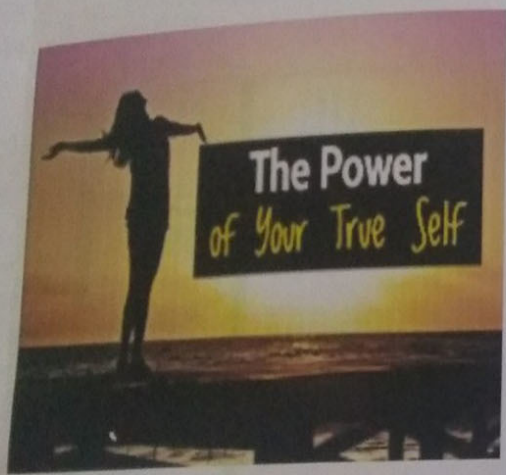
The true self and false self are terms to describe a sense of self based on spontaneous authentic experiences.

* **TRUE SELF** :- It has a sense of integrity of connected wholeness that helps the early stage.

* **FALSE SELF** :- When person has to comply with external rules such as being polite or otherwise following social codes, then a false self is used.

PARTS OF SELF

→ **SELF KNOWLEDGE** :- It allows people to gather information and beliefs about themselves. Self awareness, self esteem and self deception all fall under self-knowledge.



part of self.

* **SELF AWARENESS** :- is having a clear perception of your personality including strength, weakness, motivation and beliefs.

* **SELF ESTEEM** :- It describes how a person evaluates their self +vely or -vely.

* **SELF DECEPTION** :- They are mental tricks of a person's mind that hide the mind truth and constitute false beliefs.

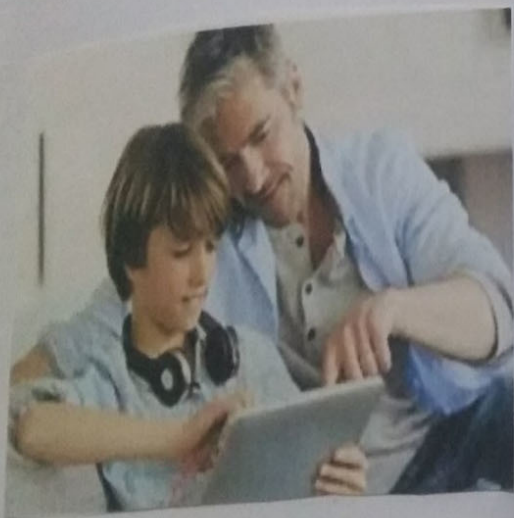
→ **INTERPERSONAL SELF** :- can also be referred to as your public self. This allows for social connection to others. A person is able to display himself to others around them.

→ **AGENT SELF** :- It is known as executive function that allows for action. It resides over everything that involves decision making, self control and actively responding.

ADULT CHILD GAP

It refers to differences in actions, beliefs, interests and opinions that exist between individual from different adult child.

Adult child lifestyles are very similar.



to each other. Many individuals from older adults are having trouble keeping up with modern technologies that millions have become accustomed to.

The factor that has influenced adult-child gap is increased mobility of society. There was little contact with people outside of one's general area. Access to information from other cultures was limited. With the increasing advances of technology, people began to introduce new things.

6 PEACE, PROGRESS AND HARMONY

LOCUS OF CENTRE.

Need for peace and Harmony in India.

If there is peace and harmony in India, then only it can go forward. The mantra of unity should always be the medium of our thinking, our behaviour and expression.

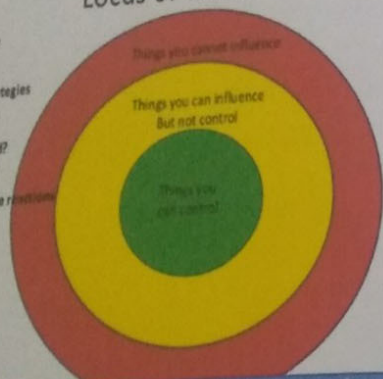
Locus of Control - It can be defined as power to determine outcomes by directly influencing actions, people and events. It is a position, point or place, a location where something occurs. It is an orientation is a belief whether the outcomes of our action are contingent on what we do or on events outside our personal control. It considers the tendency of people to believe that control resides internally within them or with others or the situation.

A locus of control orientation is a conceptualised or referring to unidimensional continuous, ranging from external

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Locus of Control

Other people
The past
Company Strategies
Your boss
Your Workload?
What you do?
Your immediate reactions
How you feel



What happens when your well-being depends on controlling something you can only influence at best?

to internal.

Internal locus of control - people with high internal locus of control believe in their own ability to control themselves and influence the world around them. They see their future as being in their own hands and that their own choices had to success or failure. Their belief is in their ability to change things.

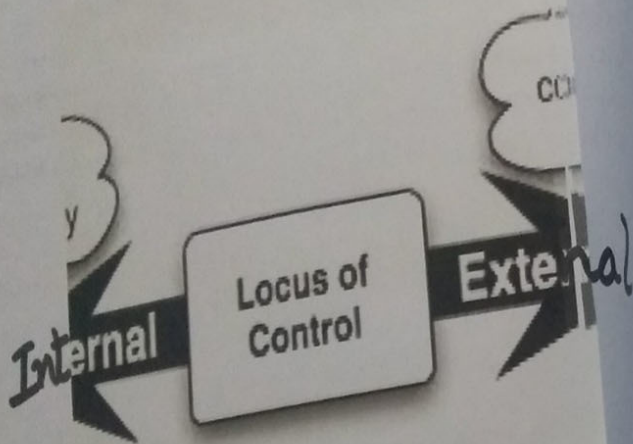
External locus of control - They control over events and what other people do is outside them and that they personally have little or no control over such things. When they succeed they are more likely to attribute this to luck than their own efforts.

Stability - A factor that affects both internal and external locus of control is the stability of causal factors.

FOUR COMMON ATTRIBUTE CAUSES LOCUS OF CONTROL

STABILITY	INTERNAL	EXTERNAL
STABLE	ABILITY	TASK
UNSTABLE	EFFORT	DIFFICULTY

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Hence, person with stable internal locus control will likely assume that failure is due to lack of their ability, whilst a person with unstable external locus of control.

Locus of Control

High
External
Locus of
Control



More
likely to
conform

High
Internal
Locus of
Control



Less
likely to
conform

7 STRESS MANAGEMENT AND TECHNIQUES FOR RELAXATION.

Stress:- It is the body's reaction to physical, chemical, emotional or environmental factors. These can range from extreme life-threatening situations to simple and everyday challenges of life. These are external and internal causes of stress.

External Causes of Stress

- Getting diagnosed with serious illness
- Failing a test.
- Losing a job
- Having fight with friends.

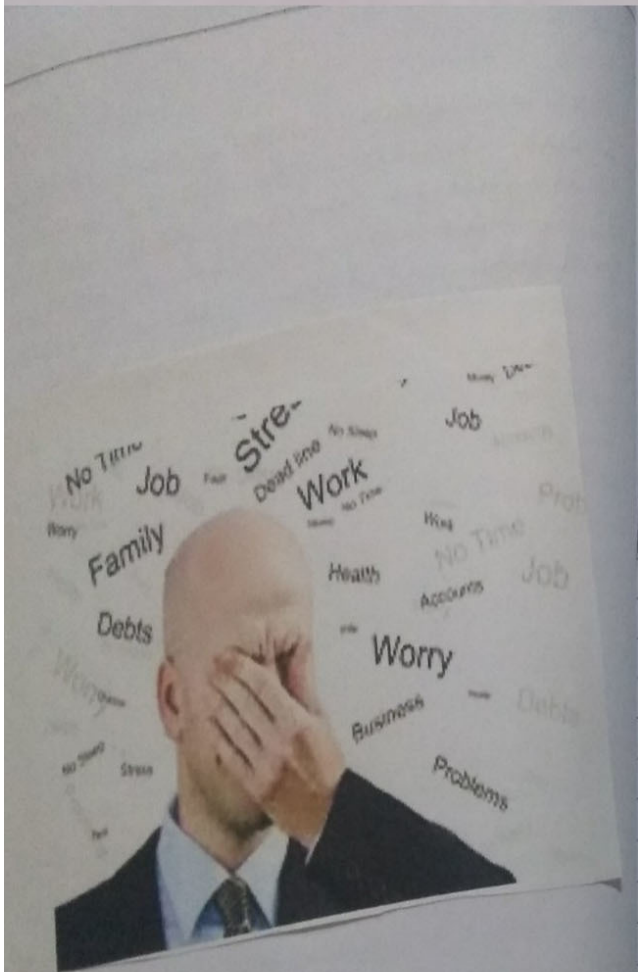
INTERNAL CAUSES OF STRESS

- Physical changes in body, illness, injury, worrying.
- Thinking negatively and setting unrealistic expectations

EFFECTS OF STRESS

- 1) When we are stressed, our body responds in a certain way.
- * Muscle tension, increasing in heart rate, sweating.

Teacher's Signature : _____



- * Rapid and shallow breathing, Increase in BP.
- * Cold and clammy hands, feeling fatigued.

Ineffective coping strategies.

Behavioural

- * Overeating, consuming alcohol, taking excessive drugs.
- * Acting out behaviour, quitting jobs, relationships.

Mental

- * Excessive worrying, denying problems.

Ways to reduce stress

- * Breathe deeply and slowly.
- * Develop a sense of humor about your problems.
- * Develop the ability to understand that being wrong.
- * Don't cram too many tasks into too little time.

Beginners Meditation



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- * Don't let worry drain your energy.
- * Eat well balanced diet.
- * Get enough sleep.
- * Know your strength and weakness.
- * Laugh and smile.
- * Listen to music.
- * Take some time to do something for you.

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8. SOCIAL INTERACTIONS AND GROUP INFLUENCE

SOCIAL INTERACTION:- It has been defined as a dynamic changing sequence of social actions between individual who modify their actions and reaction according to action by interaction partner.

GROUP:- Every organisation is a group in itself. It refers to two or more people who share a common meaning and evaluation of themselves and come together to achieve common goals.

STAGES OF GROUP FORMATION

There are five stages.

- * **Forming**:- It is characterized by members seeking either a work or other benefit like status, affiliation power etc.
- * **Storming**:- Members seek out familiar or similar individual and begin a deeper sharing of self.
- * **Norming**:- The dyad begin to open up

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and seek out other members in the group.

* **PERFORMING**:- This is a stage of fully functional group where members see themselves as a group and get involved in task.

* **ADJOURNING**:- Temporary groups like team force, project team which have a limited task at hand.

TYPES OF GROUPS

Formal groups may take the form of command groups, task groups and functional group.

FORMAL GROUPS

* **Command Groups**:- They are specified by the original chart and often consist of a supervisor and subordinate that report to supervisor.

* **TASK GROUPS**:- Consist of people who work together to achieve common task.

* **FUNCTIONAL GROUPS**: It is created by organization to accomplish specific goals within an unspecified time frame.

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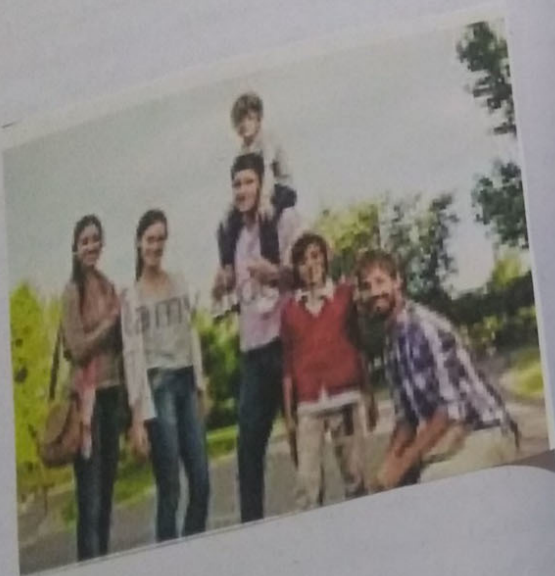
INFORMAL GROUPS

* These are formed naturally in response to common interest and shared values.

① **INTEREST GROUPS**:- These continue over the time and may last longer than general groups.

② **FRIENDSHIP GROUPS**:- These are formed by members who enjoyed similar attributes, religious values and other bonds.

③ **REFERENCE GROUP**:- This is a type of group that people use to evaluate themselves, the main objective are to seek social validation and social comparison.



9. CONFLICT RESOLUTION GROUPS AND SOCIAL HARMONY.

METHODS OF RESOLVING CONFLICTS

Whether you are involved in family or neighbourhood, dispute involving thousands of dollars, their processes should be considered.

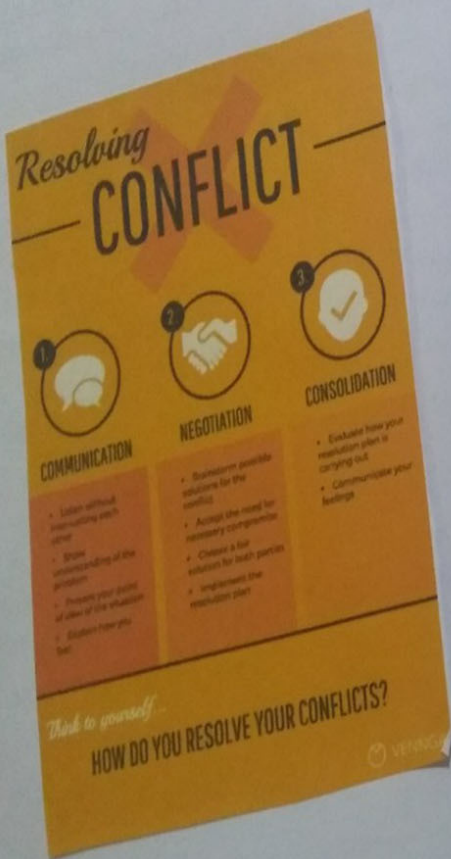
The following processes describes ways two resolves the dispute.

* **NEGOTIATION**: It is the basic mean of settling differences, it is communication between the parties of conflicts.

* **MEDIATION**: It is a process in which an impartial person promotes reconciliation which will allow to reach a mutual agreement.

* **ARBITRATION**: It is the submission of disputed matters to an impartial person for decision.

* **LITIGATION**: It is the use of the court and civil justice system to resolve legal controversies.



CONFLICTS

These are effect of life and particularly of organisational life. Handling conflicts in ways that lead to increase stress can be detrimental to your health

TYPES OF CONFLICTS

- * **Personal or relational conflicts:** These are about identity or self image such as loyalty and lack of respect.
- * **INSTRUMENTAL CONFLICTS:** These are about goals, structures, procedures and mess.

CONFLICT MANAGEMENT TECHNIQUES

- * **FORCING:** also known as competing and individuals precise his or her own concern despite resistance of other person.
- * **COLLABORATING:** also known as problem confronting or solving it involves to work with other person to find a win win solution to the problem.



- * **COMROMISING**:- It looks for an expedient experience and mutually acceptable solution which satisfies both the parties.
- * **WITHDRAWING**:- also known as avoiding this is when a person does not pursue his own concern or of others.
- * **SMOOTHING**:- also known as accomodating it is of concern of other people rather than one's own concern.

10. YOGA FOR PEACE AND HARMONY BREATHING EXERCISES, MEDITATION.

PEACE AND SOCIAL HARMONY

Social harmony is an open community that unites globally and positively thinking people who are inspired by ideas of sustainable development and social responsibilities.

Every effort should be made to:

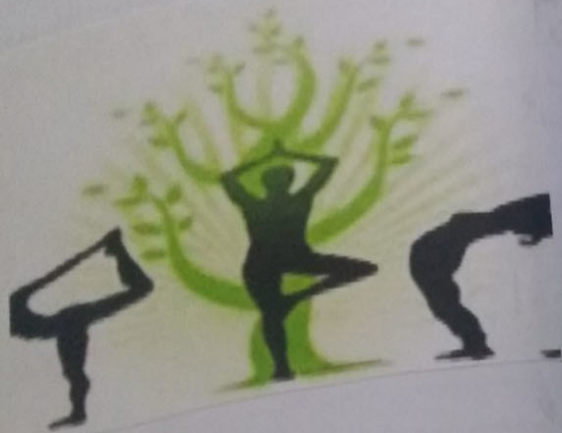
- * Contribute to development of civil society.
- * Develop co-operation of local communities and authorities.
- * Conduct of physical culture action, sport activities.

YOGA FOR PEACE AND HARMONY.

Yoga means union of body and mind and soul the union of the ego and the spirit yoga is one of the six orthodox Indian philosophy which aims at liberating man

Afficacy of yoga:- Yoga practices yield

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positive effect without any adverse effect.

Here are a few suggestions for yoga awareness in our life.

* Daily yoga practices establish a regular yoga practices.

* Meditate :- The purpose is to experience union of body, mind and spirit.

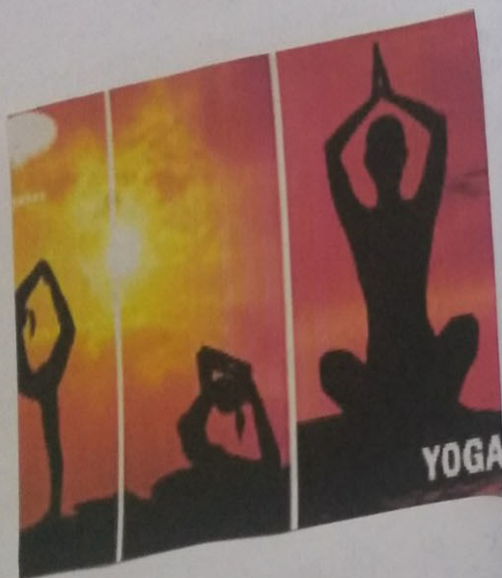
* PRACTICE NON-JUDGEMENT :- Through out the day remind yourself of their statement whenever you catch yourself judging.

* FINDING COMPASSION on the road: Driving is an excellent lab for self awareness.

* CULTIVATE WITNESS AWARENESS :- Through out the day turn your attention to the silent witness within your soul and take to commune with the intelligence of all living things.

BREATHING EXERCISES

* ROLE BREATHING :- also called abdominal breathing is to develop full use of lungs and getting in touch with



rhythm of breathing.

* **MORNING BREATHING**:- It relieves muscle stiffness and clear sloughed breathing passages.

* **DEEP BREATHING**:- It is important in recovery from depression and anxiety.

* **COHERENT BREATHING**:- It maximises the heart rate variability, a measurement of how well the nervous system is working.

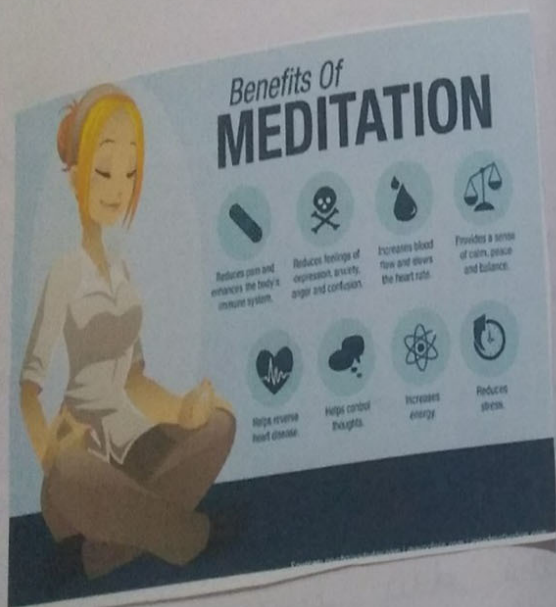
MEDITATION

It is a means of transforming the minds, it encourages and develops concentration.

* **SAHAJ SAMADHI MEDITATION**:- it gives you deep relaxation and also keep you alert

* **CONCENTRATION MEDITATION**:- it involves focussing on a single point. In this simply refocus your awareness on the chosen object of attention.

* **MINDFULNESS MEDITATION**:- This encourages



INNER PEACE



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to obscure wandering thoughts as they drift through the mind.

BENEFITS OF MEDITATION

- * Improvement of body posture and general health.
- * Improvement in concentration.
- * Health benefits of meditation.
- * Good for people with high BP
- * Reduces activities of microbes, virus and emotional distress
- * ~~Reduces~~ Decreases muscle tension, headache and builds self confidence.

PHYSICAL BENEFITS OF MEDITATION:

1. Lowers high B.P
2. Improves immune system.
3. Increase energy level.
4. Decrease any pain and tension.

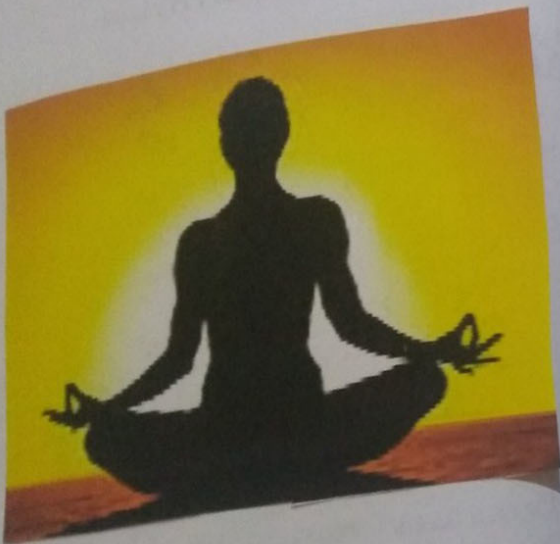
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MENTAL BENEFITS OF MEDITATION.

1. Decreases anxiety.
2. Emotional stability improves.
3. Creativity increases.
4. Happiness increases.
5. Gain peace of mind.
6. Problems decrease.
7. Helps in focussing and relaxation.

Studies on the relaxation response have following short term benefits to nervous system

1. Lowers B.P
2. Lowers heart rate.
3. Less anxiety
4. More feeling of well being.
5. Improves blood circulation.



6: Deeper relaxation.

In buddhist philosophy the benefit of meditation is liberation of the mind from attachment to things & it can not control such as external circumstances or strong internal emotions.

