



**B. P. Poddar Institute of Management & Technology**  
**Department of Electronics & Communication Engineering**



**Academic Year: 2024-25**

**Lesson Plan**

**Course Name: Soft Skills & Interpersonal Communication**

**Course Code: OEC EC 506A**

<b>S. No.</b>	<b>Lecture/ Tutorial No.</b>	<b>Topics to be Covered</b>	<b>Text/ References</b>	<b>Teaching Pedagogy*</b>
1.	L1	SWOT Analysis, Who am I, Attributes,	T1: ch8, R1: ch1, ch3	PPT, Reflective Worksheets
2.	L2	Who am I Importance of Self Confidence, Self Esteem	T1: cp8 R1: cp1	PPT, Reflective Worksheets
3.	R1	Addressing weak students		PPT, PS
4.	L3	Out-of-box Thinking	R1: ch7	PPT
5.	L4	Lateral Thinking	R1: ch7	PPT
6.	R2	Addressing weak students		PPT, PS
7.	L5	Factors influencing Attitude	R1: ch7	PPT, Role Plays
8.	L6	Etiquette	R1: ch7	PPT
9.	L7	Challenges and lessons from Attitude	R1: ch7	PPT
10.	L8	Motivation, Self-talk	R1: ch7	PPT, Guided Self-Talk Exercises
11.	L9	Intrinsic & Extrinsic Motivation	R1: ch7	PPT, Guided Self-Talk Exercises
12.	R3	Addressing weak students		PPT, PS
13.	L10	Wish List, SMART Goals,	T1:ch2,ch3, R1:Ch6	PPT
14.	L11	Blueprint for Success, Goal Types	T1:ch2,ch3, r1"ch6	PPT
15.	R4	Addressing weak students		C&T, PPT, CD
16.	L12	Weekly planner to do list	R1:cp6	C&T, PPT, CD
17.	L13	Prioritizing work	T1:cp2	C&T, PPT, CD, PS
18.	L14	Gratitude	R1: cp4	C&T, PPT, CD
19.	R5	Addressing weak students		C&T, PPT, CD, PS
20.	L15	Gratitude, Teamwork,	T1: ch3, ch20; R1: ch4; R2: ch2	PPT, Group Activities, Situational Analysis
21.	L16	Leadership	T1: ch3, ch20; R1: ch4; R2: ch2	PPT, Group Activities, Situational Analysis

22.	L17	Interpersonal Skills Assessment	T1: ch3, ch20; R1: ch4; R2: ch2	PPT, Group Activities, Situational Analysis
23.	L18	Skills of a Good Leader, Leadership Assessment	T1: ch20; R1: ch7	PPT, Peer Assessment
24.	L19	Causes of Stress, Coping, Circle of Control, Stress Busters	T1: ch19, ch21	PPT, Case Studies
25.	L20	Emotional Intelligence	T1: ch22,	PPT, GD
26.	L21	Emotion Scales, Managing Emotions	T1: ch25; R1: ch8	PPT, Case Studies
27.	L22	Human Relations, Case Studies	T1: ch19; R1: ch8	Case Analysis, Group Activities
28.	L23	Resolution Approaches	T1: ch19; R1: ch8	Case Analysis, Group Activities
29.	L24	Importance, Process	T1: ch22, ch25	PPT
30.	L25	Weighing Pros/Cons	T1: ch22, ch25	PPT
31.	L26	Process and practical way of Decision Making	T1: ch22, ch25	PPT, Role Play
32.	L27	Mock Interview Sessions	R2: ch5	Simulation, Feedback

**Text book (T):**

1. Kapoor, S. (2020). Personality Development & Soft Skills. Wiley publication

**Reference books (R):**

1. Rajeev, N. (2019). Essential Soft Skills for Career Management. S.K.Kataria & Sons. New Delhi  
 2. English Skills for Technical Students. Orient Longman. (2002).

**Web Resources (WR):**

1. <http://www.digimat.in/nptel/courses/video/109104115/L01.html>

**\*Teaching Pedagogy:**

S. No.	Abbreviation	Full Form
1	C&T	Chalk & Talk
2	PPT	Power Point Presentation
3	CD	Classroom Discussions
4	Q	Quiz
5	PS	Problem Solving

**Assessment Methodology:**

S. No.	Process	Assessment Type	CO Covered
1	Direct	Presentation	CO1
2		Report Writing	CO2
3		Class Test1	CO1, CO2, CO3
4		Class Test2	CO4, CO5
5		Quiz	CO1, CO2, CO3, CO4, CO5
6		Assignment	CO1, CO2, CO3, CO4, CO5
7		End Semester University Exam	CO1, CO2, CO3, CO4, CO5
8	Indirect	End Semester Students' Survey (CO Learning Assessment)	CO1, CO2, CO3, CO4, CO5

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