JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Program: BBA Logistics	**Session : 2021- 2024**	**2022**	**Sem: III**
Course : Life Skills Development - Practical			
Name of the Faculty: Rashmi	**Commencement Date: 29 Aug, 2**		**Date of Closure: 31 Dec, 2022**

Lecture No.	Week	Unit	Topics to be Covered	Blended Mode			Date	Duration	Tracking of Lectures	Related Course Outcome	Signature of Faculty	Signature of HoD	Remarks (if any)
				ICT Tool/Platform/ LMS	Resources	Activity							
1	1	1	Introduction of the syllabus of the subject '**Life Skills Development' -Practical** , its objective, outcome and importance										
2		1	**Soft Skills** What are Soft Skills?										
3	2	1	Soft Skills, Types, Categories, Essential Soft Skills										
4		1	The Importance of Soft Skills during transition from Campus to Corporate										
5	3	1	The Importance of Soft Skills during transition from Campus to Corporate										
6		2	**Soft Skills** Time management										
7	4	2	Time Management										
8		2	Stress Management										
9	5	2	Stress Management										
10		2	Grooming Skills										

11	6	2	Grooming Skills										
12		2	Listening Skills										
13	7	2	Listening Skills										
14		2	Creative Thinking										
15	8	2	Telephone Etiquette										
16		2	Social Media Etiquette										
17	9	3	**Communication Skills** **(a)** Non-Verbal - Types of Non-Verbal Communication										
18		3	Non-Verbal - Types of Non-Verbal Communication										
19	10	3	Essentials of Communication, Barriers of Communication										
20		3	**(b)** Verbal - Types of Verbal Communication										
21	11	3	Essentials of Communication, Barriers of Communication										
22		4	**Interview Handling & Preparation** Major Port Trust Act										
23	12	4	Port s a custodian of the cargo										
24		4	Transit sheds										
25	13	4	Cargo receivers										
26		4											
27	14	4	Wharfs and Berths, Various Berths in a Port										
28		4	Meaning of Berth, Restriction										

29		4	Port Equipment's and damage										
30		4	Exrtra Services, Berth Reservation Schemes										
31			Revision										
32			Model Paper Discussion										