JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
ACCREDITED BY NAAC

Lesson Plan & Tracking

Program: BCA	**Session : 2021- 2024**	**Year: Second**	**Sem: III**
Course : LEADERSHIP AND MANAGEMENT SKILLS			
Name of the Faculty: RITEKA CHANDRA	**Commencement Date: 29 Aug 2022**		**Date of Closure: 30 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 any)
				ICT Tool/Platform/ LMS	Resources	Activity							
1	1	1	Introduction of the syllabus of the subject 'Leadership and Management Skills', its objective, outcome and importance										
2		1	**Leadership Skills -** a.**Understanding Leadership and its importance:**What is leadership? • Why Leadership required? • Whom do you consider as an ideal leader?										
3	2	1	• Are leaders born or made? • Key characteristics of an effective leader										
4		1	• Leadership styles • Perspectives of different leaders										
5	3	1	**c. Basic Leadership Skills** • Motivation • Team work										
6		1	• Negotiation • Networking										
7	4	2	**Managerial Skills -a. Basic Managerial Skills:**• Planning for effective management • How to organise teams? • Recruiting and retaining talent										
8		2	• Delegation of tasks • Learn to coordinate										

9	5	2	• Conflict management										
10		2	**b. Self Management Skills -** • Understanding self concept • Developing self-awareness										
11	6	2	• Self-examination • Self-regulation										
12		3	**Entrepreneurial Skills -a. Basics of Entrepreneurship** • Meaning of entrepreneurship										
13	7	3	• Classification and types of entrepreneurship										
14		3	•Traits and competencies of entrepreneur										
15	8	3	**b. Creating Business Plan -•** Problem identification and idea generation										
16		3	• Idea validation • Pitch making										
17	9	4	**Innovative Leadership and Design Thinking - a. Innovative Leadership: •** Concept of emotional and social intelligence •Synthesis of human and artificial intelligence •why does culture matter for today's global leaders • Synthesis of human and artificial intelligence • Why does culture matter for today's global leaders										
18		4	**b. Design Thinking: •** What is design thinking? • Key elements of design thinking: - Discovery - Interpretation - Ideation - Experimentation - Evolution.										

19		4	• How to transform challenges into opportunities? • How to develop human-centric solutions for creating social good?										
20	10	5	**Ethics and Integrity- a. Learning through Biographies:** • What makes an individual great? • Understanding the persona of a leader for deriving holistic inspiration • Drawing insights for leadership •How leaders sail through difficult situations? • How leaders sail through difficult situations?										
21	11	5	**b. Ethics and Conduct:** • Importance of ethics • Ethical decision making •Personal and Professional moral codes of conduct •Creating a harmonious life										
22		5	• Personal and professional moral codes of conduct • Creating a harmonious life										
23	12		Revision										
24			Model Paper Discussion										