JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
ACCREDITED BY NAAC

Lesson Plan & Tracking

Program: MCA	**Session : 2022 - 2024**	**Year : 2022**	**Sem: 1**
Course: Soft Skills and Interpersonal Communication			
Name of the Faculty: Rashmi	**Commencement Date: 19 Sep, 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 (if any)
				ICT Tool/Platform/ LMS	Resources	Activity							
1	1	1	Introduction of the syllabus of the subject 'Soft Skills and Interpersonal Communication', its objective and importance										
2		1	**Self Analysis** - Introduction to Soft Skills and Hard Skills, Importance of Soft Skills, Attributes regarded as Soft Skills, Identifying and improving your Soft Skills										
3	2	1	Art of Negotiation, Stage Fright										
4		1	Self Discovery, Importance of knowing oneself, Process of knowing oneself										
5	3	1	SWOT Analysis, Benefits of SWOT Analysis,										
6		1	Self Esteem, Ways to improve Self Esteem, Aristotle on Self-Gender and Self, Feminist Self, Escaping the Self, Self Development,Developing Positive Attitude and Self Confidence, Forming Values										

7	4	2	**Goal Setting and Career Planning -** Wish List SMART Goals, Blue Print for success, Short Term, Long Term, Life Time Goals										
8		2	Art of Listening, Art of Reading, Art of Speaking, Art of Writing, Writing E-mail										
9	5	2	Motivation Skills, Personality Development, Improving Perception										
10		2	Time Management, Stress Management, Conflict Handling										
11	6	2	Problem Solving and Decision Making, Adaptability										
12		3	**Effective Communication -** Communication Skills,Concept/ Meaning, Definition										
13	7	3	Types of Communication, Process of Communication, Stages of Communication										
14		3	Difference between General and Technical Communication, Barriers to Communication										
15	8	3	Communication Network, 7 C's of Communication										
16		3	Verbal and Nonverbal Communication										
17	9	4	**Interpersonal Skills -** Interpersonal Communication Basic Skill Set										

18		4	Effective Interpersonal Communication in Organization										
19	10	4	Team Building, Communicating in a Team										
20		4	Intercultural Communication										
21	11	4	Leadership Traits through Communication										
22		4	Communicating Assertively, Presentation Skills										
23	12	4	Revision										
24		4	Model Paper Discussion										