

**Lesson Plan / Teaching Plan / Lecture Plan with Progress : BBA GEN I Semester : 2025-26**

Course Name (Code) : Managerial Skill Development (BBA/GN/107)

Faculty : Dr. Sneha Sharma

| S. No. | Lecture No | CO (No) | Topic Description                                                                      | Teaching Pedagogy       | Reference Material | Date       |                 | Remarks, if any |
|--------|------------|---------|----------------------------------------------------------------------------------------|-------------------------|--------------------|------------|-----------------|-----------------|
|        |            |         |                                                                                        |                         |                    | Planned    | Actual Delivery |                 |
| 1      | 1          | 1       | Understanding oneself (Own SWOT Analysis)                                              | Student's Participation |                    | 8/20/2025  |                 |                 |
| 2      | 2          | 1       | Understanding oneself (Own SWOT Analysis)                                              | Student's Participation |                    | 8/21/2025  |                 |                 |
| 3      | 3          | 1       | Understanding oneself (self evaluation, ethics, values)                                | PPT                     |                    | 8/22/2025  |                 |                 |
| 4      | 4          | 1       | Self- evaluation- Activity                                                             | Student's Participation |                    | 8/22/2025  |                 |                 |
| 5      | 5          | 1       | Self- evaluation- Activity (Cont.)                                                     | Student's Participation |                    | 8/27/2025  |                 |                 |
| 6      | 6          | 1       | Personality assessment                                                                 | PPT                     |                    | 8/28/2025  |                 |                 |
| 7      | 7          | 1       | Personality assessment - Activity                                                      | Student's Participation |                    | 8/29/2025  |                 |                 |
| 8      | 8          | 1       | Johari window                                                                          | PPT                     |                    | 8/29/2025  |                 |                 |
| 9      | 9          | 1       | Johari window - Activity                                                               | Student's Participation |                    | 9/3/2025   |                 |                 |
| 10     | 10         | 1       | Work life balance                                                                      | PPT                     |                    | 9/4/2025   |                 |                 |
| 11     | 11         | 1       | Work life balance - Activity                                                           | Student's Participation |                    | 9/5/2025   |                 |                 |
| 12     | 12         | 1       | Stress management (Cont.)                                                              | PPT                     |                    | 9/10/2025  |                 |                 |
| 13     | 13         | 1       | Time management                                                                        | PPT                     |                    | 9/11/2025  |                 |                 |
| 14     | 14         | 1       | Time management - Activity                                                             | Student's Participation |                    | 9/12/2025  |                 |                 |
| 15     | 15         | 1       | Personality development                                                                | PPT                     |                    | 9/12/2025  |                 |                 |
| 16     | 16         | 1       | Mindfulness                                                                            | PPT                     |                    | 9/17/2025  |                 |                 |
| 17     | 17         | 1       | Mindfulness - Activity                                                                 | Student's Participation |                    | 9/18/2025  |                 |                 |
| 18     | 18         | 2       | Problem-solving                                                                        | PPT                     |                    | 9/19/2025  |                 |                 |
| 19     | 19         | 2       | Creativity, and innovation                                                             | PPT                     |                    | 10/1/2025  |                 |                 |
| 20     | 20         | 2       | Steps in analytical problem-solving                                                    | PPT                     |                    | 10/3/2025  |                 |                 |
| 21     | 21         | 2       | Problem-solving- Activity                                                              | PPT                     |                    | 10/3/2025  |                 |                 |
| 23     | 23         | 2       | Building positive interpersonal relationships                                          | PPT                     |                    | 10/9/2025  |                 |                 |
| 24     | 24         | 2       | Building positive interpersonal relationships- Activity                                | PPT                     |                    | 10/15/2025 |                 |                 |
| 25     | 25         | 2       | Supportive communication                                                               | PPT                     |                    | 10/16/2025 |                 |                 |
| 26     | 26         | 2       | Coaching and counselling                                                               | PPT                     |                    | 10/17/2025 |                 |                 |
| 27     | 27         | 2       | Coaching and counselling - Activity                                                    | PPT                     |                    | 10/17/2025 |                 |                 |
| 28     | 28         | 2       | Principles of supportive communication.                                                | PPT                     |                    | 10/24/2025 |                 |                 |
| 29     | 29         | 3       | Team building                                                                          | PPT                     |                    | 10/24/2025 |                 |                 |
| 30     | 30         | 3       | Types of team                                                                          | PPT                     |                    | 10/30/2025 |                 |                 |
| 31     | 31         | 3       | Team building - Activity                                                               | Student's Participation |                    | 31/0/2025  |                 |                 |
| 32     | 32         | 3       | Managing conflict and diversity                                                        | PPT                     |                    | 10/31/2025 |                 |                 |
| 33     | 33         | 3       | Managing conflict and diversity - Activity                                             | Student's Participation |                    | 11/6/2025  |                 |                 |
| 34     | 34         | 3       | Team effectiveness                                                                     | PPT                     |                    | 11/7/2025  |                 |                 |
| 35     | 35         | 3       | Leading team for high performance                                                      | PPT                     |                    | 11/7/2025  |                 |                 |
| 36     | 36         | 3       | Leading positive change.                                                               | PPT                     |                    | 11/12/2025 |                 |                 |
| 37     | 37         | 4       | Leadership and its types                                                               | PPT                     |                    | 13/11/025  |                 |                 |
| 38     | 38         | 4       | Characteristics of a leader                                                            | PPT                     |                    | 11/14/2025 |                 |                 |
| 39     | 39         | 4       | leadership development                                                                 | PPT                     |                    | 11/14/2025 |                 |                 |
| 40     | 40         | 4       | Leadership games to understand leadership roles at various levels of the organization. | PPT                     |                    | 11/19/2025 |                 |                 |
| 41     | 41         | 4       | Leadership - Activity                                                                  | Student's Participation |                    | 11/20/2025 |                 |                 |
| 43     | 43         |         | Presentation by Students                                                               | Student's Participation |                    | 11/21/2025 |                 |                 |
| 44     | 44         |         | Presentation by Students                                                               | Student's Participation |                    | 11/21/2025 |                 |                 |
| 45     | 45         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 46     | 46         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 47     | 47         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 48     | 48         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 49     | 49         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 50     | 50         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 51     | 51         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 52     | 52         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 53     | 53         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 54     | 54         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 55     | 55         |         | Presentation by Students                                                               | Student's Participation |                    |            |                 |                 |
| 56     | 56         |         | Internal Viva                                                                          | Student's Participation |                    |            |                 |                 |
| 57     | 57         |         | Internal Viva                                                                          | Student's Participation |                    |            |                 |                 |

**Course Outcomes (COs)**

| COx | Statement                                                                                  |
|-----|--------------------------------------------------------------------------------------------|
| 1   | Identify and foster self-capabilities for corporate readiness.                             |
| 2   | Learn the techniques of problem-solving and building positive interpersonal relationships. |
| 3   | Build teams and work in teams effectively.                                                 |
| 4   | Understand leadership styles and develop leadership qualities                              |
| 5   |                                                                                            |

**Study Material / Books / Web-resources / Online Courses Links etc.**

| S. No. | Description                                                                                                       |
|--------|-------------------------------------------------------------------------------------------------------------------|
| 1      | Wadkar, Alka. Life Skills for Success. Sage Publications.                                                         |
| 2      | Whetten, D.A, Cameron, K.S. Developing Management Skills. Prentice Hall                                           |
| 3      | . Hughes, R., Ginnett, R. and Curphy, G., Leadership: Enhancing the Lessons of Experience, McGraw Hill Education, |
| 4      | A. Chandramohan, Leadership and management, Himalaya Publishing House                                             |
| 5      | Bhargava & Bhargava, Team Building & Leadership, Himalaya Publishing House                                        |
| 6      | Peter G. Northouse, Introduction to Leadership, Concepts & practices, Sage Publication                            |
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