

SATYUG DARSHAN INSTITUTE OF ENGINEERING & TECHNOLOGY, FARIDABAD					
DEPARTMENT OF MANAGEMENT STUDIES					
Lesson Plan / Teaching Plan / Lecture Plan with Progress :- BBA IIFSB Semester : II (2024-25)					
Course Name (Code):		Managerial Skill Development (BBG-109-V)		Faculty :	Ms.Shalaka Tanwar
Topics / lectures are arranged in sequence - same - as to be taught in the class. Maintain data related to "Date" in its hard copy.					
S. No.	Lecture No	Topic Description	Teaching Pedagogy	Reference Material	Remarks, if any
1	1	Understanding oneself(Own Swot Analysis)	Board+PPT	T1	
2	2	SWOT Analysis	Board	T1	
3	3	Self Evaluation,Ethics,Values	Board	T1	
4	4	Activity	Board	T1	
5	5	Personality,Assessment-Activity	Board	T1	
6	6	Cont.	Board	R1	
7	7	Cont.	Board	T1	
8	8	Johari Window	Board	T1	
9	9	Johari Window-Activity	Board	T1	
10	10	Work life Balance-Concept	Board+PPT	R1	
11	11	Work life Balance-Activity	Board+PPT	T1	
12	12	Stress Management-Concept,Causes.	Board+PPT	T1	
13	13	Stress Management-Activity	Student's Participation	-	
14	14	Time-Management	Board+PPT	T1	
15	15	Personality Development	PPT	T1	
16	16	Mindfulness(Practice Session)	Student's Participation		
17	17	Problem Solving & Creativity	Board+PPT	R1	
18	18	Innovation & Steps in problem solving	PPT		
19	19	Building positive interpersonal relationship	Student's Participation	T1	
20	20	Supportive Communication	Board	T1	
21	21	Activity	Student's Participation	T1	
22	22	Principles of Supportive Communication	Board+PPT	T1	
23	23	Principles of Supportive Communication	Board+PPT	T1	
24	24	Types of Leaders	Board+PPT	T1	
25	25	Qualities of a good Leader	Board+PPT	T1	
26	26	Role Plays	Student's Participation		
27	27	Presentations.	Student's Participation		
28	28	Presentations	Student's Participation		
29	29	Presentations	Student's Participation		
30	30	Team Introduction	Board+PPT	T1	
31	31	Team Building	Board+PPT	T1	
32	32	Team Effectiveness	Student's Participation	T1	
33	33	Leading Team for High Performance	Board	T1	
34	34	Leading Positive Change	Student's Participation	T1	
35	35	Viva			
36	36	Activities to understand role of Good Leader	Student's Participation		
37	37	Activity 2 to understand role of a good leader	Student's Participation		
38	38	Mind Games	Student's Participation		
39	39	Co-ordination Games	Student's Participation		
40	40	Activities & Case Studies.	Student's Participation		
41	41	Sessional Viva	Student's Participation		
42	42	Presentations	Student's Participation		
43	43	Presentations	Student's Participation		
44	44	Presentations	Student's Participation		
45	45	Sessional Viva	Student's Participation		
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Study Material / Books / Web-resources / Online Courses Links etc.		
S. No.	Text Books:	
1	Human Values & Professional Ethics-R.R Gaur,R.Sangal.	
2	UHV-By Dr.Kuldeep Sharma	
	Reference Books:	
1	[R1]Building Humanity from Self to Civilization -By Dr.Nidhi Tanwar	
2	[R2] A Global Perspective on Shared Principles And Ethics-By Dr.Narayan R.Chandak & Adv.Jyotsna N.Ch	
	Online Resources	
1	https://uhv.org.in	
2	https://aicte/uhv.in	
3	e-Adhyayan	