

LESSON PLAN

Name of Faculty : Ms. Suman Chawla
Discipline : BCA
Semester : BCA 2nd sem
Subject : Personality Development
Lesson plan duration : 15 Weeks (from Jan 2020 to May 2020)
Work load (Lecture) : 3 lecture

Week	Theory	
	Lecture day	Topic (Including assignment and test)
1 st	1	Personality & Personal Grooming – A Brief Introduction to Personality and self-concept
	2	Element of Personality,
	3	Determinants of Personality
2 nd	4	Causes of deranged Personality
	5	Personality Analysis. Grooming
	6	Personal hygiene, Social
3 rd	7	Business and Dining Etiquettes
	8	Body language use and misuse
	9	Art of good Conversation
4 th	10	Art of Intelligent Listening
	11	Discussion and Practical Usages
	12	Revision of Unit 1
5 th	13	Interpersonal Skills & Role playing: Dealing with seniors and juniors,
	14	Dealing with colleagues

	15	Dealing with customers
6th	16	Dealing with suppliers
	17	Dealing with contract workers at work place
	18	Dealing with owners etc at work place
7th	19	Discussion and Practical Usages
	20	Revision of Unit 2
	21	Group Discussion & Presentation skills: Team behavior
8th	22	How to effectively conduct yourself during GD
	23	Do's and Don'ts, clarity of thoughts and its expression
	24	Presentation skills & seminar skills
9th	25	Presentation skills & seminar skills
	26	Presentation skills & seminar skills
	27	Discussion and Practical Usages
10th	28	Revision of Unit 3
	29	Interviews Preparation: Intent and purpose
	30	Selection procedure
11th	31	Types of interviews
	32	Types of interviews
	33	Self, planning, writing winning resume
12th	34	Knowledge of company profiles,
	35	Academics and professional knowledge review
	36	Update on current affairs and possible questions
13th	37	Time –keeping, grooming, dress code
	38	Document portfolio, frequently asked questions and their appropriate answers

	39	Self – introduction
14th	40	Panel addressing, mental frame – work during
	41	Discussion and Practical Usages
	42	Revision of Unit 4
15th	43	Revision and Discussion
	44	Revision and Discussion
	45	Revision