

Lecture Plan							
Name of the College: Government College of Arts, Science and Commerce. Sanquelim - Goa							
Name of Faculty: Miss Navami N Sawant			Subject: Soft Skills and Personality Development (PRACTICAL)				
Paper code: COM143			Program: F.Y.B.COM			Division:	
Academic year: 2025-2026			Semester: I			Total Lectures: 60	
Course Objectives: . To provide soft skills training and practical orientation , To acquaint learners with the personality traits and self-development , To enable learners to place emphasis on goal setting and self development.							
Course Outcome: : Students will able to identify the different personality traits , Prepare self - SWOC analysis, planning and goal setting. Apply various soft skills.							
Student Learning Outcome: 1. Identify the different personality traits and its implications. 2. Prepare self - SWOC analysis, planning and goal setting. 3. Apply various soft skills.							
Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/ Assignment	ICT Tools	Reference books

JULY 2025	1/7/2025	5/7/2025	19	UNIT 2 PERSONALITY DEVELOPMENT Body Language-		Powerpoint presentation	Stein, S. J. & Howard, E. B. (2011). The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons.
	7/7/2025	11/7/2025		Personality Traits			
	14/7/2025	19/7/2025		Postures and Gestures;			
	21/7/2025	26/7/2025		Active Listening; Value of Time;			
	28/7/2025	31/7/2025		Team Work and Team Building			
AUGUST 2025	1/8/2025	2/8/2025	15	Group Discussion; Social and Corporate Etiquettes – Social and Corporate Etiquettes		Powerpoint presentation	Petes, S. J., & Francis. (2011). Soft Skills and Professional Communication. New Delhi: Tata McGraw-Hill Education.
	4/8/2025	9/8/2025		Interviews and CV Writing;			
	11/8/2025	16/8/2025		Developing trust and Integrity in Humans.			
	18/8/2025	23/8/2025		UNIT 3 SELF DEVELOPMENT AND GOAL SETTING Developing potential and self-actualisation			
	25/8/2025	30/8/2025		SWOC analysis			
SEPTEMBER 2025	1/9/2025	6/9/2025	16	Learning to maximize success using SWOC		Powerpoint presentation	Stein, S. J. & Howard, E. B. (2011). The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons.
	8/9/2025	13/9/2025		how to do a Personal SWOC			
	15/9/2025	20/9/2025		Goal Setting including various types of goals;			
	22/9/2025	27/9/2025		Interpersonal relationships,			
	29/9/2025	30/9/2025		Understanding People; Conflict Resolution Skills			
OCTOBER	1/10/2025	4/10/2025	10	Seeking Win-Win Solution;		Powerpoint presentation	Stein, S. J. & Howard, E. B. (2011). The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons.
	6/10/2025	11/10/2025		Emotional intelligence			
	13/10/2025	18/10/2025		revision			

TOTAL LECTURES			60				

Assessment
Rubrics

Component	Max Marks
ISA 1	10
ISA 2	5
Practical	40
Project	
Semester End Exam	20