

Lecture Plan		
Name of the College: Government College of Arts, Science and Commerce. Sanquelim - Goa		
Name of Faculty: Ms. Sheetal Malik	Subject: Soft Skills and Personality Development (Practical Batch II)	
Paper code: COM-143	Program: F.Y.B.Com	Division: -
Academic year: 2026-2027	Semester: I	Total Lectures: 60
Course Objectives: . Objectives of the Course are: 1. To provide soft skills training and practical orientation. 2. To acquaint learners with the personality traits and self-development 3. To enable learners to place emphasis on goal setting and self development.		
Course Outcome: After completion of this course, the learners will be able to: 1. Explain the different soft skills and their importance. 2. Identify the different personality traits and its implications. 3. Prepare self - SWOC analysis, planning and goal setting. 4. Apply various soft skills.		
Student Learning Outcome: 1. Explain the different soft skills and their importance. 2. Identify the different personality traits and its implications. 3. Prepare self - SWOC analysis, planning and goal setting. 4. Apply various soft skills.		

Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/ Assignment	ICT Tools	Reference books
June 2026	19/06/2026	20/06/2026	4			Powerpoint presentation	1. Stein, S. J. & Howard, E. B. (2011). The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons. 2. Petes, S. J., & Francis. (2011). Soft Skills and Professional Communication. New Delhi: Tata McGraw-Hill Education. 3. Dorch, P. (2013). What Are Soft Skills? New York: Execu Dress Publisher. 4. Kamin, M. (2013). Soft Skills Revolution: A Guide for Connecting with Compassion for
	22/06/2026	27/06/2026		Unit 2: Personality Development			
	29/06/2026	30/06/2026		Body Language			
				Body Language -			
July 2026	01/07/2026	04/07/2026	16	Personality Traits	Assignment, Group discussion, test, role play, presentation	Powerpoint presentation	
	06/07/2026	11/07/2026		Postures and Gestures			
	13/07/2026	18/07/2026		Active Listening			
	20/07/2026	25/07/2026		Value of Time			
	27/07/2026	31/07/2026		Communication Skills			
August 2026	01/08/2026	-	16	Leadership Skills,	Assignment, Group discussion, test, role play, presentation	Powerpoint presentation	
	03/08/2026	08/08/2026		Team Work and Team Building- Group Discussion;			
	10/08/2026	15/08/2026		Social Etiquettes;			
	17/08/2026	22/08/2026		Corporate Etiquettes			
	24/08/2026	29/08/2026		Interviews and CV Writing;			
	31/08/2026	-					
				Developing trust and Integrity in Humans.			
September 2026	01/09/2026	05/09/2026	16	Unit 3: Self Development and Goal Setting	Assignment, Group discussion, test, role play, presentation	Powerpoint presentation	
				Developing potential and self-actualisation			
	07/09/2026	12/09/2026		SWOC analysis			
	14/09/2026	19/09/2026		learning to maximize success using SWOC,			
	21/09/2026	26/09/2026		how to do a personal SWOC			
	28/09/2026	30/09/2026		Goal Setting including various types of goals, Interpersonal relationships			
October 2026	01/10/2026	03/10/2026	08	Social Skills; Stress Management and Creative Thinking.	Assignment, Group		
	05/10/2026	10/10/2026		Understanding People, Conflict Resolution Skills			

	12/10/2026	14/10/2026		Seeking Win-Win Solution, Emotional Intelligence.	discussion, test, role play, presentatio n	Powerpoint presentatio n	Trainers, Teams, and Leaders. Washington, DC: Pfeiffer & Company.
TOTAL LECTURES			60				

**Assessment
Rubrics**

Component	Max Marks
ISA 1	05
ISA 2	05
ISA 3	05
Practical	40