

Lecture Plan							
Name of the college: Government College of Arts, Science & Commerce, Sanquelim, Goa							
Name of Faculty: MS. PRIYANKA THANEKAR				Subject: SOFT SKILLS AND PERSONALITY DEVELOPMENT (PRACTICAL)			
Paper code: COM143			Program: F.Y.B.Com			Division:	
Academic year: 2026-27			Semester: I			Total Lectures: 30	
Course Objectives: 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.							
Expected Course 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.							
Student Learning 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.							
Month	Lecture From	Lecture To	No. of lectures	Topic, Subtopic to be covered	Exercise /	ICT Tools	Reference books

			allotted		Assignment		
June 2026	19/06/2026	20/06/2026	30	Unit 2: Personality Development Body Language		Power point presentation/ E-board	Petes, S. J., & Francis. (2011). Soft Skills and Professional Communication. New Delhi: Tata McGraw-Hill Education.
	22/06/2026	27/06/2026		Body Language Personality Traits		Power point presentation/ E-board	
	29/06/2026	04/07/2026		Personality Traits Postures and Gestures			
06/07/2026	11/07/2026	Postures and Gestures Active Listening		Dorch, P. (2013). What Are Soft Skills? New York: Execu Dress Publisher			
July 2026	13/07/2026	18/07/2026					Active Listening Value of Time
	20/07/2026	25/07/2026				Team Work and Team Building- Group Discussion Social and Corporate Etiquettes	Stein, S. J. & Howard, E. B. (2011). The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons.
	27/07/2026	01/08/2026		Social and Corporate Etiquettes			
August 2026							

	03/08/2026	08/08/2026	30	Interviews and CV Writing			
	10/08/2026	15/08/2026		Developing trust and Integrity in Humans. Unit 3: Self Development and Goal Setting Developing potential and self-actualisation			
	17/08/2026	22/08/2026		Developing potential and self-actualisation, SWOC analysis			
September 2026	24/08/2026	29/08/2026		SWOC analysis Learning to maximize success using SWOC,	Power point presentation/ E-board		Klaus, P., Jane R., & Molly, H. (2007). The Hard Truth about Soft Skills. London: HarperCollins E-books.
October 2026	31/08/2026	05/09/2026		Learning to maximize success using SWOC How to do a personal SWOC			
	07/09/2026	12/09/2026		Goal Setting including various types of goals			
	21/09/2026	26/09/2026		Goal Setting including various types of goals Interpersonal relationships			
	28/09/2026	03/10/2026		Interpersonal relationships, Understanding People;			
							Kamin, M. (2013). Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders. Washington, DC: Pfeiffer & Company.

	05/10/2026	10/10/2026		Conflict Resolution Skills – Seeking Win-Win Solution;		
	12/10/2026	14/10/2026		Emotional Intelligence.		

*** Assessment Rubrics**

Component	Max Marks
ISA 1	5
ISA 2	5
ISA3	5
Project	
Semester End Exam (Practical)	40