

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 (THEORY)	
Paper code: COM143	Program: F.Y.B.Com	Division:
Academic year: 2026-27	Semester: I	Total Lectures: 15
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 allotted	Topic, Subtopic to be covered	Exercise / Assignment	ICT Tools	Reference books
June 2026	19/06/2026	20/06/2026	15	-		Power point presentation/ E-board	Petes, S. J., & Francis. (2011). Soft Skills and Professional Communication. New Delhi: Tata McGraw-Hill Education. Dorch, P. (2013). What Are Soft Skills? New York: Execu Dress Publisher Stein, S. J. & Howard, E. B. (2011). The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons.
	22/06/2026	27/06/2026		Unit 1: Introduction to Soft Skills Soft Skills: Meaning, Importance		Power point presentation/ E-board	
29/06/2026	04/07/2026	Self Management Skills					
July 2026	06/07/2026	11/07/2026		Self Management Skills			
	13/07/2026	18/07/2026		Communication Skills			
	20/07/2026	25/07/2026		Leadership Skills			
	27/07/2026	01/08/2026		Negotiation Skills			
	August 2026	03/08/2026		08/08/2026		Negotiation Skills	

September 2026	10/08/2026	15/08/2026	Presentation Skills			
	17/08/2026	22/08/2026	Life Skills			
	24/08/2026	29/08/2026	Life Skills		Power point presentation/ E-board	Klaus, P., Jane R., & Molly, H. (2007). The Hard Truth about Soft Skills. London: HarperCollins E-books.
	31/08/2026	05/09/2026	Time management Skills			Kamin, M. (2013). Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders. Washington, DC: Pfeiffer & Company.
	07/09/2026	12/09/2026	Time management Skills			
	21/09/2026	26/09/2026	Social Skills			
	28/09/2026	03/10/2026	Social Skills			
	05/10/2026	10/10/2026	Stress Management and Creative Thinking.			
	12/10/2026	14/10/2026	Stress Management and Creative Thinking			

* Assessment Rubrics

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