**Govt. Polytechnic, Manesar (Gurgaon)**

**LESSON PLAN**

**Name of the Faculty :** - Ms. Manju

**Discipline :** - Electronics & Communication Engg.

**Semester : -** 6th

**Subject :** - Soft Skill-IV

**Lesson Plan Duration :** - 15weeks (from January, 2020 to April, 2020)

Work Load (Lecture / Practical) per week (in hours): Lecture-00, Practical-02 Hrs

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| **Week** | **Practical** | |
|  | **Practical day** | **Topic** |
| 1st | 1st | Introduction of Subject and its need |
| 2nd | Communication Skill-Presentation |
| 2nd | 3rd | Presentation : Classification and structure |
| 4th | Presentation practise |
| 3rd | 5th | Presentation practise |
| 6th | Review what learnt so far |
| 4th | 7th | Time Management |
| 8th | Importance of Time Management |
| 5th | 9th | Time Management Techniques |
| 10th | Review what learnt so far |
| 6th | 11th | Stress Management |
| 12th | Stress Management: Common Reason & symptoms of stress |
| 7th | 13th | Techniques of stress management |
| 14th | Problem Solving |
| 8th | 15th | Problem solving Techniques |
| 16th | Review what learnt so far |
| 9th | 17th | Career opportunities-current and future |
| 18th | Career opportunities-current and future |
| 10th | 19th | Career opportunities for the students of technical education |
| 20th | Review what learnt so far |
| 11th | 21st | Entrepreneurial Skills |
| 22nd | Characteristics of Good Entrepreneurs |
| 12th | 23rd | Some successful stories of Entrepreneurs |
| 24th | Review what learnt so far |
| 13th | 25th | Quality and Quality tools used in industry |
| 26th | Quality tools used in industry |
| 14th | 27th | Quality tools used in industry |
| 28th | Review what learnt so far |
| 15th | 29th | Viva |
| 30th | Viva |