



Aggarwal College Ballabgarh

LESSON PLAN
18 WEEKS (JULY-NOV)-2024

Name of Faculty: Anamika Gautam

Designation/ Department: Assistant professor (B.Voc Retail Management)

| CLASS: B.Voc (RM) | | SEMESTER: V | SECTION:A |
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| SUBJECT: Personality and soft skills development | | | |
| WEEK | DATE | TOPIC TO BE COVERED | |
| 1 | 1-08-2024 | Personality - meaning and definition | |
| | 2-08-2024 | characteristics of personality | |
| | 3-08-2024 | role of personality at work place | |
| | 4-08-2024 | S. U. N. D. A. Y. | |
| | 5-08-2024 | good personality vs bad personality | |
| | 6-08-2024 | key tips of personality development | |
| | 7-08-2024 | H.O.L.I. D. A. Y. | |
| 2 | 8-08-2024 | importance of personality development | |
| | 9-08-2024 | factors affecting personality development | |
| | 10-08-2024 | types of personality | |
| | 11-08-2024 | S. U. N. D. A. Y. | |
| | 12-08-2024 | personality traits | |
| | 13-08-2024 | Induction | |
| | 14-08-2024 | Personality Consciousness and test of personality Consciousness | |
| 3 | 15-08-2024 | H.O.L.I. D. A. Y. | |
| | 16-08-2024 | First Impressions and factors determining personality | |

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| | 17-08-2024 | Personality patterns: concept and development of personality patterns |
| | 18-08-2024 | S. U. N. D. A. Y. |
| | 19-08-2024 | H.O.L.I. D. A. Y. |
| | 20-08-2024 | Elements of Personality patterns |
| | 21-08-2024 | Personality syndrome and its types |
| 4 | 22-08-2024 | Persistence and change in personality |
| | 23-08-2024 | characteristics and methods of persistence and change |
| | 24-08-2024 | Assignment 1 questions discuss and doubt class |
| | 25-08-2024 | S. U. N. D. A. Y. |
| | 26-08-2024 | HOLIDAY |
| | 27-08-2024 | Assignment check & Personality Determinants: concept and types |
| | 28-08-2024 | 1. Physical determinant- Body build, direct and indirect influence of body build on personality |
| 5 | 29-08-2024 | Concept of Attractiveness, physical change and physical defects |
| | 30-08-2024 | role of health conditions, accidents and body control |
| | 31-08-2024 | 2. Intellectual Determinant- concept and it's types *Intellectual capacity and conditions affecting intellectual capacities and intellectual development |
| | 1-09-2024 | S. U. N. D. A. Y. |
| | 2-09-2024 | concept of Deviant Intelligence |
| | 3-09-2024 | 3. Emotional Determinant concept and types * Dominant emotions |
| | 4-09-2024 | Concept of Emotional Balance and Excessive love & Emotional expressions and emotional stress |
| 6 | 5-09-2024 | Teacher's day celebration |
| | 6-09-2024 | 4. Social Determinants- concept and types * Early social experience and types of early experience |
| | 7-09-2024 | role of social deprivation and social acceptance |
| | 8-09-2024 | S. U. N. D. A. Y. |

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| | 9-09-2024 | concept of Prejudice and Discrimination |
| | 10-09-2024 | role of group status, status of leader and social mobility |
| | 11-09-2024 | 5. Educational Determinant - concept and types * Attitude toward Education and factors influencing attitude towards Education |
| 7 | 12-09-2024 | Effects of attitude towards Education on personality |
| | 13-09-2024 | factors affecting effects of attitude towards Education on personality |
| | 14-09-2024 | Concept of readiness for School and Effects of school Readiness on personality |
| | 15-09-2024 | S. U. N. D. A. Y. |
| | 16-09-2024 | Concept of Early School experiences and effects of early school experiences on personality |
| | 17-09-2024 | Role of teacher attitude and behaviour and academic success |
| | 18-09-2024 | Role of Extra curricular activities and peer acceptance |
| 8 | 19-09-2024 | 6. Family Determinant- concept, influence and types |
| | 20-09-2024 | role of emotional climate of the home and size of family |
| | 21-09-2024 | effects of emotional climate of the home and size of family |
| | 22-09-2024 | S. U. N. D. A. Y. |
| | 23-09-2024 | H.O.L.I. D. A. Y. |
| | 24-09-2024 | Guest lecture |
| | 25-09-2024 | concept of Family Roles and Deviant family patterns |
| 9 | 26-09-2024 | Assignment 2 questions discuss & Concept of Healthy Personality |
| | 27-09-2024 | Characteristics of healthy personality |
| | 28-09-2024 | causes of healthy personality |
| | 29-09-2024 | S. U. N. D. A. Y. |
| | 30-09-2024 | concept of Self- Awareness and how to develop self awareness |
| | 1-10-2024 | * Concept of Emotional intelligence and managing emotions at work-place |

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| | 2-10-2024 | HOLIDAY |
| 10 | 3-10-2024 | holiday |
| | 4-10-2024 | HOLIDAY |
| | 5-10-2024 | election day |
| | 6-10-2024 | S. U. N. D. A. Y. |
| | 7-10-2024 | Class test |
| | 8-10-2024 | * concept of Value and priorities and types of personal values |
| | 9-10-2024 | Source of values and attitude towards change |
| 11 | 10-10-2024 | *role of Cognitive style |
| | 11-10-2024 | Individual differences and factors causing individual differences |
| | 12-10-2024 | HOLIDAY |
| | 13-10-2024 | S. U. N. D. A. Y. |
| | 14-10-2024 | concept of individual variables, situational variables and core self evaluation |
| | 15-10-2024 | Assignment 2 questions discuss & *concept of Self- disclosure, guidelines for developing self-awareness |
| | 16-10-2024 | activities for developing self awareness |
| 12 | 17-10-2024 | HOLIDAY |
| | 18-10-2024 | assignment check and presentation |
| | 19-10-2024 | Personal Stress - concept, types and implications of stress on performance and satisfaction |
| | 20-10-2024 | S. U. N. D. A. Y. |
| | 21-10-2024 | source of stress - a. organizational stressors |
| | 22-10-2024 | b. individual stressors |
| | 23-10-2024 | methods of managing stress |
| 13 | 24-10-2024 | concept of problem solving and steps in analytical problem solving |
| | 25-10-2024 | limitations of the analysis problem solving model and impact of creative |

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| | | problem solving |
| | 26-10-2024 | Concept of Grooming the Personality -Role of personal hygiene and good grooming routine |
| | 27-10-2024 | S. U. N. D. A. Y. |
| | 28-10-2024 | DIWALI BREAK |
| | 29-10-2024 | DIWALI BREAK |
| | 30-10-2024 | DIWALI BREAK |
| 14 | 31-10-2024 | DIWALI BREAK |
| | 1-11-2024 | DIWALI BREAK |
| | 2-11-2024 | DIWALI BREAK |
| | 3-11-2024 | S. U. N. D. A. Y. |
| | 4-11-2024 | role of body language Etiquette in personality grooming |
| | 5-11-2024 | Role of Dress sense and it's effects & role of Appearance and impact of attractive appearance |
| | 6-11-2024 | Time Management- concept, approaches for time management |
| 15 | 7-11-2024 | Importance of efficient time management |
| | 8-11-2024 | holiday |
| | 9-11-2024 | holiday |
| | 10-11-2024 | ZONAL YOUTH FESTIVAL |
| | 11-11-2024 | ZONAL YOUTH FESTIVAL |
| | 12-11-2024 | ZONAL YOUTH FESTIVAL |
| | 13-11-2024 | holiday |
| 16 | 14-11-2024 | Concept of Public Speaking, characteristics and qualities of good speech, effective presentation in a speech |
| | 15-11-2024 | H.O.L.I.D.A.Y. |
| | 16-11-2024 | doubt class |

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| | 17-11-2024 | S. U. N. D. A. Y. |
| | 18-11-2024 | Role of speaker's appearance |
| | 19-11-2024 | barriers to public speaking |
| | 20-11-2024 | concept of Interpersonal and group skills and methods for improving these skills |
| 17 | 21-11-2024 | Process of building positive relationship and key elements, strategies for gaining power |
| | 22-11-2024 | impact of motivational environment at work place, steps for creating motivational environment |
| | 23-11-2024 | Interviewing skills- basic concept and importance of interviewing skills |
| | 24-11-2024 | S. U. N. D. A. Y. |
| | 25-11-2024 | Examples and techniques of interviewing skills |
| | 26-11-2024 | methods of conducting effective meeting |
| | 27-11-2024 | steps of planning a meeting |
| 18 | 28-11-2024 | process of start a meeting effectively |
| | 29-11-2024 | doubt class |
| | 30-11-2024 | practice previous year question papers |
| | 1-12-2024 | S. U. N. D. A. Y. |
| | 2-12-2024 | revision of syllabus |
| | 3-12-2024 | class presentation |
| | 4-12-2024 | class presentation |
| | 5-12-2024 | test of complete syllabus |

Signature