

Subject: Professional Skills – Lesson Plan (01.07.2026 to 05.11.2026)

Branch: Electrical Engineering 5th Semester

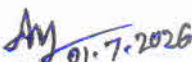
Faculty

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Week	Class No.	Unit	Topic
1	1	Unit I	Course Introduction, Communication Skills
	2	Unit I	Active Listening
	3	Unit I	Verbal Communication
2	4	Unit I	Non-verbal Communication
	5	Unit I	Written Communication
	6	Unit I	Business Writing Practice
3	7	Unit I	Presentation Skills
	8	Unit I	Public Speaking Techniques
	9	Unit I	Conflict Resolution
4	10	Unit II	Teamwork and Collaboration
	11	Unit II	Building Trust within Teams
	12	Unit II	Effective Collaboration Strategies
5	13	Unit II	Role Delegation
	14	Unit II	Responsibility Sharing
	15	Unit II	Conflict Resolution within Teams
6	16	Unit III	Introduction to Problem Solving
	17	Unit III	Identifying Root Causes
	18	Unit III	Generating Solutions
7	19	Unit III	Evaluating Alternatives
	20	Unit III	Decision Making under Pressure
	21	Unit III	Critical Thinking Skills
8	22	Unit III	Triple Constraint Issues
	23	Class Test-I	Test on Units I-III
9	24	Unit IV	Introduction to Time Management
	25	Unit IV	Prioritization Techniques
	26	Unit IV	Task Management
10	27	Unit IV	Setting Realistic Deadlines
	28	Unit IV	Effective Planning & Organization
	29	Unit V	Introduction to Emotional Intelligence
11	30	Unit V	Self-awareness
	31	Unit V	Emotional Regulation
	32	Unit V	Empathy
12	33	Unit V	Managing Interpersonal Relationships
	34	Unit V	Motivation
	35	Unit V	Social Skills
13	36	Unit V	Emotional Intelligence (EQ)
	37	Unit V	Stress Management
	38	Unit VI	Workplace Ethics
14	39	Unit VI	Code of Conduct
	40	Unit VI	Confidentiality & Data Privacy , Professional Accountability
	41	Unit VI	Ethical Case Studies
15	42	Class Test-II	Test on Units IV-VI
	43	Revision	Revision of Entire Syllabus
	44	Buffer	Additional tutorial/activity if required

	Units Covered	Course Outcome (CO)
CO1	Unit I & Unit II	CO1: Demonstrate effective communication skills, teamwork, collaboration, and interpersonal abilities required for professional and workplace environments.
CO2	Unit III & Unit IV	CO2: Apply problem-solving, critical thinking, decision-making, and time management techniques to address professional challenges effectively.
CO3	Unit V & Unit VI	CO3: Demonstrate emotional intelligence, professional ethics, integrity, accountability, and responsible behaviour in personal and professional life.

Ref Book : Dr. Vitthal Gore: Professional Skills for 21st Century: A Key to Success: Blue Rose- ACADEMIC


01.7.2026
Sign of Faculty

Sign of HoD