

LESSON PLAN : TH:5(b)- LEADERSHIP AND MANAGEMENT SKILLS FOR THE SESSION 2026-27(WINTER-2026) BATCH-2024-27,
GOVT.POLYTECHNIC,KANDHMAL,PHULABANI

Discipline: Civil Engineering	Semester: 5th	Name of the Teaching Faculty : Sweet Revelen Pradhan, GF in Civil Engg.
Subject: TH:5(b)- LEADERSHIP AND MANAGEMENT SKILLS	No. of days/ per week class allotted: 3	Semester From Date : 1/07/2026 to Date: 5/11/2026 No. of Weeks: 15
Week	Class Day	Theory/ Practical Topics
1st	1st	Introduction to Leadership and Management • Meaning and importance• Need in engineering and organizations• Basic differences overview
	2nd	Definition of Leadership and Management • Formal definitions• Key concepts• Relationship between leadership and management
	3rd	Leadership Theories – Part I • Trait theory• Behavioural theory
2nd	1st	Leadership Theories – Part II • Contingency theory• Situational theory
	2nd	Leadership Characteristics • Personal traits• Communication skills• Decision-making ability• Emotional intelligence
	3rd	Principles of Management • Planning• Organizing• Staffing• Directing• Controlling
3rd	1st	Managerial Functions • Planning• Organizing• Staffing• Directing• Coordinating• Controlling
	2nd	Leader vs Manager • Differences in role and approach• Focus areas• Authority vs influence
	3rd	Traits of Leaders and Managers • Leadership traits• Managerial traits• Behavioural comparison
4th	1st	Leadership Styles & Revision • Autocratic• Democratic• Laissez-faire• Situational leadership overview• Revision and evaluation
	2nd	Introduction to Human Resource Management (HRM) • Meaning and importance• Role of HR in organizations
	3rd	Nature, Objectives and Scope of HRM • Nature of HRM• Objectives• Scope in modern organizations
5th	1st	Job Concept and Job Analysis – Introduction • Meaning of job• Job analysis concept• Importance in HRM
	2nd	Job Analysis Process • Methods of job analysis• Job description• Job specification
	3rd	Staff Development – Concept and Need • Meaning of staff development• Need and importance• Objectives
6th	1st	Approaches to Staff Development • On-the-job training• Off-the-job training• Mentoring and coaching
	2nd	Training and Development • Difference between training and development• Types of training• Importance in organizations
	3rd	Organizational Development (OD) • Meaning and objectives• Importance of OD in organizations
7th	1st	Components of OD Process • Diagnosis• Planning intervention• Implementation• Evaluation
	2nd	Learning Organization & Revision • Concept of learning organization• Features• Importance• Revision and evaluation
	3rd	Introduction to Personal Disposition in Leadership • Meaning of personal disposition• Importance in leadership effectiveness
8th	1st	Self-Awareness in Leadership • Meaning and importance• Self-assessment techniques
	2nd	Leadership Characteristics and Traits • Key traits of leaders• Behavioral patterns
	3rd	Leadership Skills and Abilities – Overview • Technical skills• Conceptual skills• Human skills
9th	1st	Emotional Intelligence (EI) in Leadership – Introduction • Meaning of EI• Importance in leadership
	2nd	Components of Emotional Intelligence • Self-awareness• Self-regulation• Motivation• Empathy• Social skills
	3rd	Communication Skills for Effective Leadership • Importance of communication• Verbal and non-verbal communication
10th	1st	Barriers to Communication & Listening Skills • Communication barriers• Active listening• Mindful listening techniques
	2nd	Leading, Mentorship & Revision • Influencing skills• Mentorship role• Revision and evaluation
	3rd	Introduction: Leader's Role in Motivation & Inspiration • Meaning of motivation and inspiration in leadership• Role of leaders in influencing behavior

11th	1st	Goal Setting & Leadership • Importance of goals in leadership• SMART goals concept (overview)• Alignment of individual and organizational goals
	2nd	Transformational Leadership – Concept • Meaning and features• Difference from traditional leadership
	3rd	Vision and Envisioning in Leadership • Concept of vision• Role of vision in leadership• Envisioning future outcomes
12th	1st	Motivational Role of Leader in People Management • Theories of motivation (overview)• Reward and recognition• Employee engagement
	2nd	Groups and Teams in Organizations • Difference between group and team• Characteristics of effective teams
	3rd	Team Dynamics • Stages of team development• Roles in a team• Factors affecting team performance
13th	1st	Conflict Management & Revision • Causes of conflict• Conflict management strategies• Revision of leadership concepts
	2nd	Introduction to Change Management • Meaning of change• Need for change in organizations• Importance of change management
	3rd	Models of Change – Overview • Lewin's Change Model• Kotter's 8-Step Model (overview)
14th	1st	Forces Driving Change • Internal forces• External forces• Technological, economic, social factors
	2nd	Change Management – Process • Planning change• Implementation• Monitoring and evaluation
	3rd	Goals and Importance of Change Management • Objectives of change management• Benefits to organization and employees
15th	1st	Process of Change in Organizations • Unfreezing• Changing• Refreezing (Lewin's model application)
	2nd	Leadership Role in Change Management • Responsibilities of a change leader• Communication during change• Managing resistance
	3rd	Revision and Evaluation • Review of change models and processes• Leadership responsibilities• MCQs and unit test

Sweet Revelen Pradhan
Signature of Faculty


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