

Lesson Plan

Course - Professional Skills (Th-5)
Semester- 5th
Program- Civil Engineering
Institute - Govt. Polytechnic, Sonpur
Session - 2026-2027
Total Load-45(3 /week)

Sl. No.	Week No.	Class No.	Topic to be Covered
1	1	Class 1	Unit I: Introduction to Professional Skills and Communication Skills
2	1	Class 2	Active Listening – Principles and Techniques
3	1	Class 3	Verbal Communication – Effective Speaking Skills
4	2	Class 1	Non-Verbal Communication – Body Language, Gestures and Facial Expressions
5	2	Class 2	Written Communication – Professional Letters, Emails and Reports
6	2	Class 3	Presentation Skills – Planning and Delivering Effective Presentations
7	3	Class 1	Conflict Resolution – Communication Strategies
8	3	Class 2	Practical Activities on Communication Skills
9	3	Class 3	Revision and Discussion on Unit I
10	4	Class 1	Unit II: Teamwork – Importance and Characteristics of Effective Teams
11	4	Class 2	Building Trust within a Team
12	4	Class 3	Effective Collaboration Strategies
13	5	Class 1	Role Delegation and Responsibility Sharing
14	5	Class 2	Conflict Resolution within a Team
15	5	Class 3	Team Building Activities and Revision
16	6	Class 1	Unit III: Problem Solving – Identifying Root Causes of Issues
17	6	Class 2	Generating Alternative Solutions
18	6	Class 3	Evaluating Options for Effective Decision Making
19	7	Class 1	Decision Making under Pressure
20	7	Class 2	Critical Thinking Skills
21	7	Class 3	Triple Constraint Issues and Case Studies
22	8	Class 1	Problem Solving Exercises
23	8	Class 2	Group Discussion on Decision Making

24	8	Class 3	Revision of Unit III
25	9	Class 1	Unit IV: Time Management – Importance and Benefits
26	9	Class 2	Prioritization and Task Management
27	9	Class 3	Setting Realistic Deadlines
28	10	Class 1	Effective Time Planning and Organization
29	10	Class 2	Practical Time Management Techniques
30	10	Class 3	Revision of Unit IV
31	11	Class 1	Unit V: Emotional Intelligence – Self-Awareness and Emotional Regulation
32	11	Class 2	Empathy and Understanding Others' Emotions
33	11	Class 3	Managing Interpersonal Relationships
34	12	Class 1	Motivation and Self-Motivation
35	12	Class 2	Social Skills and Emotional Intelligence (EQ)
36	12	Class 3	Stress Management Techniques
37	13	Class 1	Practical Activities on Emotional Intelligence
38	13	Class 2	Revision of Unit V
39	13	Class 3	Case Studies on Emotional Intelligence
40	14	Class 1	Unit VI: Workplace Ethics and Code of Conduct
41	14	Class 2	Confidentiality and Data Privacy
42	14	Class 3	Professional Accountability
43	15	Class 1	Important Considerations in Professional Ethics and Integrity
44	15	Class 2	Case Studies on Professional Ethics, Integrity and Workplace Behaviour
45	15	Class 3	Overall Course Revision, Group Discussion and End Semester Preparation


 Signature of Faculty
 Civil Engg,GP Sonpur


 Signature of HOD
 Civil Engg,GP Sonpur


 Academic Co-ordinator
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