

Chaudhary Hardwari Lal Govt. College Chhara, Jhajjar

Lesson Plan (2026-27)

Name of Assistant Professor: Dr. Lalita

Subject: Public Administration

Class: SEC 3rd Sem

Paper Code: 25PUB403SE01

Paper: Personality Development & Communication Skills

Week -1	Introduction of the syllabus, Introduction to the personality development & Communication Skills.
Week- 2	Personality Development – Concept; Skills and Value Orientation of Personality Development;
Week -3	Stages of Personality Development; Factors Affecting Personality Development;
Week- 4	Personality Traits; Concepts–Creativity: Attitudes and Etiquettes
Week -5	Test of Unit 1 1 st Assignment topics allotted
Week -6	Communication- Meaning, Importance, and Communication Skills
Week -7	Verbal & Non-Verbal Communication. Barriers to Effective Communication: Semantic; Organizational
Week- 8	Psychological, Superior-Subordinate Related & others Barriers to Effective Communication
Week -9	Decision Making –Meaning, Importance, Determinant Factors and Techniques. 2 nd Assignment topics allotted

Week -10	Test of Unit 2 Managing Self-Mind and Motivation, Leadership and Conflict Resolution: Managing Self- Mind, Body and Soul;
Week -11	Motivation – meaning, theories and types.
Week -12	Leadership – meaning, types, functions and various theories.
Week- 13	Conflict – meaning, reasons and consequences. Conflict Resolution: Need and various approaches and institutions
Week -14,	Test of Unit 3 Presentations Topics Allotments Soft Skills: Meaning & Characteristics, Misconception about Soft Skills,
Week -15	Development of Soft Skills; Presentation: Concept, Need of Presentation, Types of Presentation and Stages of Presentation;
Week -16	Difficulties in Presentation, How to make Presentation Effective, Salient Features of a Good Presentation
Week 17	Interview: Meaning, Definition, Objectives Types, Techniques, Steps of Interview Process and limitations of Interview.
Week 18	Test of Unit 4 Revision of Syllabus, Presentation
Week 19	Presentation Revision of Syllabus, Oral Test of Syllabus

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