**Govt.PolytechnicNnilokheri Electrical Engineering Department Lesson plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Electrical Engineering** | | | |
| **5th** | | | |
| **Soft Skills-III** | | | |
| **from 15/09/2022 to 16/01/2023** | | | |
| **WEEK** | **TOPIC** |
| 1 | Learning outcomes. |
| Communications skills- handling |
| 2 | Communication skills phobia. |
| How to write resume. |
| 3 | Resume writing. |
| Difference between CV and biodata. |
| 4. | Copy checking. |
| Students communication viva. |
| 4. | Communication skills- improving non verbal communication. |
| Apply for job through email. |
| 5. | Discussion about various job portal. |
|  | Any left out topic discussion from above. |
| 6. | Mock interview. |
| Mock interview. |
| 7. | Group discussion. |
| Group discussion |
| 9. | Group discussion. |
| Practices of above. |
| 10. | Above discussion will continue. |
| Presentation techniques. |

|  |  |
| --- | --- |
| 11. | Presentation techniques |
| Copy checking. |
| 12. | seminar. |
| Seminar. |
| 13. | Discussion about safety. |
| Disaster management. |
| 14. | Surprise viva. |
| Safety and cleanliness. |
| 15. | Swachh abiyaan in institute. |
| Do |
| 16. | seminars |
| seminars |