

**DEPARTMENT OF COMPUTER ENGINEERING AND IOT/
INFORMATION TECHNOLOGY**



LESSON PLAN

SUBJECT: LEADERSHIP AND MANAGEMENT SKILLS

BRANCH: 5TH SEM, IT/CE & IOT

FACULTY NAME: Barsha Rani Patel

Jharsuguda Engineering School, Jharsuguda

LEARNING OUTCOMES:

After completion of the course, the students will be able to:

- Explain the principles of management
- Collaborate across cultures for effective team work
- Communicate with people for a positive work culture
- Demonstrate personal dispositions, skills & abilities of a leader
- Undertake the process of change management
- Design training for staff development
- Adapt suitable leadership style for improved work efficiency.

LESSON PLAN	
JHARSUGUDA ENGINEERING SCHOOL, JHARSUGUDA	
Name of the Faculty: Mrs. Barsha Rani Patel	Academic Year: 2026-27
Course No.: Th.5 (B) LEADERSHIP AND MANAGEMENT SKILLS	Course Name: DIPLOMA
Program: Diploma	Branch: Information Technology
Semester : 5 th	

Sl. No.	Period / Class	Time (min)	Unit	Topic to be covered	Teaching method
1	1	60	I	Definition of leadership and management	Chalk & Talk + PPT
2	2	60	I	Leadership theories (Part 1)	Chalk & Talk
3	3	60	I	Leadership theories (Part 2)	Chalk & Talk + Case Study
4	4	60	I	Leadership characteristics	Chalk & Talk + Discussion
5	5	60	I	Principles of management	Chalk & Talk + PPT
6	6	60	I	Managerial functions	Chalk & Talk
7	7	60	I	Leader v/s Manager	Chalk & Talk + NPTEL Video
8	8	60	I	Leader/Manager traits and character	Chalk & Talk + Discussion
9	9	60	I	Leadership Styles	Chalk & Talk + Case Study
10	10	60	I	Revision & Doubt Clearing	Revision
11	11	60	II	Human Resource Management: Meaning and Nature	Chalk & Talk + PPT
12	12	60	II	HRM Objectives and Scope	Chalk & Talk
13	13	60	II	Job & Job analysis	Chalk & Talk + Case Study
14	14	60	II	Staff Development: Need and Objectives	Chalk & Talk + PPT
15	15	60	II	Approaches to Staff Development	Chalk & Talk + Discussion
16	16	60	II	Training & development (Part 1)	Chalk & Talk + NPTEL Video
17	17	60	II	Training & development (Part 2)	Chalk & Talk
18	18	60	II	Organizational Development: Components of OD process	Chalk & Talk + PPT
19	19	60	II	Learning organization	Chalk & Talk + Discussion
20	20	60	II	Revision & Doubt Clearing	Revision
21	21	60	III	Self-awareness and Leadership characteristics/traits	Chalk & Talk + PPT
22	22	60	III	Leadership skills & abilities	Chalk & Talk + Discussion
23	23	60	III	Emotional intelligence & its components	Chalk & Talk + Case Study

24	24	60	III	Importance of Emotional intelligence in leadership	Chalk & Talk
25	25	60	III	Communication skills for effective leadership	Chalk & Talk + NPTEL Video
26	26	60	III	Barriers to effective communication	Chalk & Talk + PPT
27	27	60	III	Active Listening and Mindful listening	Chalk & Talk + Discussion
28	28	60	III	Leading & Mentorship - Influencing & mentoring	Chalk & Talk
29	29	60	III	Revision & Doubt Clearing	Revision
30	30	60	IV	Goal setting & leadership	Chalk & Talk + PPT
31	31	60	IV	Transformative Leadership, vision & envisioning	Chalk & Talk + Case Study
32	32	60	IV	Motivational role of leader in people management	Chalk & Talk
33	33	60	IV	Group & team concepts	Chalk & Talk + Discussion
34	34	60	IV	Understanding Team dynamics	Chalk & Talk + NPTEL Video
35	35	60	IV	Conflict management introduction	Chalk & Talk + PPT
36	36	60	IV	Strategies in managing conflicts	Chalk & Talk + Case Study
37	37	60	IV	Revision & Doubt Clearing	Revision
38	38	60	V	Models of change	Chalk & Talk + PPT
39	39	60	V	Forces driving change	Chalk & Talk
40	40	60	V	Change Management: goal and importance	Chalk & Talk + Discussion
41	41	60	V	Change Management process	Chalk & Talk + NPTEL Video
42	42	60	V	The process of change happening in an organization	Chalk & Talk + Case Study
43	43	60	V	Key aspects of leadership in change management	Chalk & Talk + PPT
44	44	60	V	Responsibilities of a change leader	Chalk & Talk
45	45	60	V	Revision & Doubt Clearing	Revision

REFERENCES:

1. Theories of Educational Leadership and Management (3rd ed.), by Bush, Tony (2003). SAGE Publications, Ltd.
2. The inspiring leader: unlocking the secrets of how extraordinary leaders motivate. By Zenger, John, Joseph Folkman, and Scott Edinger (2009). New York: McGraw Hill Press.
3. Knowing yourself. On becoming a leader: the leadership classic. By Bennis, Warren (2009). New York: Basic Books.
4. Leading Change. By P. Kotter, Harvard Business, 2012.

5. The Fifth Discipline. By Peter M. Senge, Crown Currency, 2006.
6. The Leadership Sutra: An Indian Approach to Power. By Devdutt Pattanaik, - Penguin Random House, 2017.
7. Leadership and Management. By Dr. A. Chandra Mohan. Himalaya Publishing House, 2010.

Barsha Rani Patel.

Faculty Signature

HOD Signature