

Lesson Plan

Name of the Faculty : Principal sir

Discipline : Medical Lab Technology

Semester : 4th (Fourth)

Subject : Employability Skills-II

Lesson Plan Duration : 15 weeks (January, 2018 to April, 2018)

Work Load (Lecturer/Practical) per week (in hours) : Practical = 02

Week	Practical	
	Lecture Day	Topic
1 st	1 st	Employability skills: Introduction and importance of major employability skills
	2 nd	Facing Interviews: Types of Interviews, Tips for facing Interviews
2 nd	3 rd	Frequently asked questions in interviews, Do's and Don'ts while facing Interview
	4 th	Mock interview Session in Class
3 rd	5 th	Mock interview Session in Class
	6 th	Conduct of a Meeting: Preparation for a Meeting,
4 th	7 th	Agenda of Meeting along with tips of writing agenda
	8 th	Minutes of Meeting along with tips of writing agenda
5 th	9 th	Exercise on Framing Agenda and minutes of a Meeting in classroom
	10 th	Exercise on Framing Agenda and minutes of a Meeting in classroom
6 th	11 th	Group Discussion: Introduction and Importance in Industry
	12 th	Participants in G.D. and their role.
7 th	13 th	Tips for Different Participants for effective performance in Group Discussion. Do's and Don'ts in G.D.
	14 th	Group Discussion session in Class (topics of GD will be decided at that time)
8 th	15 th	Group Discussion session in Class (topics of GD will be decided at that time)
	16 th	Seminar Presentation : Introduction and importance
9 th	17 th	Guidelines for effective seminar presentation
	18 th	Seminar Presentation by students in class
10 th	19 th	Seminar Presentation by students in class
	20 th	Seminar Presentation by students in class
11 th	21 st	Presentation : its role and importance in industry
	22 nd	Elements of Good Presentation
12 th	23 rd	Structure of presentation
	24 th	Tools of presentation
13 th	25 th	Paper Reading
	26 th	Power Point Presentation, Tips while Developing PPT's for presentation
14 th	27 th	Assignment of preparing presentation on assigned topics by students
	28 th	Presentation by students in class using different tools
15 th	29 th	Presentation by students in class using different tools
	30 th	Revision

