



R. K. Institute of Engineering and Technology
Approved by AICTE, New Delhi and Affiliated to SCTE&VT, Odisha

ELECTRICAL ENGINEERING

SEMESTER : 5th (SEC-A)

FROM :01/07/2026 TO :05/11/2026

NAME OF THE FACULTY : Er. DEVI PRASAD JENA

SUBJECT : LEADERSHIP AND MANAGEMENT SKILLS

TOTAL CLASS AVAILABLE IN SEMESTER: 45 nos

NO. OF PERIODS : 03/ WEEK

Class No.	Unit	Topic / Sub-topic	Teaching Method	Learning Outcome
1	I	Course Introduction, Definition of Leadership & Management	Lecture + Discussion	Define leadership and management
2	I	Leadership Theories	Lecture + Case Study	Explain major leadership theories
3	I	Leadership Characteristics & Traits	Interactive Lecture	Identify characteristics of effective leaders
4	I	Principles of Management	Lecture	Explain principles of management
5	I	Managerial Functions: Planning, Organizing, Staffing	Lecture	Describe managerial functions
6	I	Managerial Functions: Directing & Controlling	Lecture	Explain directing and controlling functions
7	I	Leader vs. Manager: Roles, Traits & Characteristics	Group Discussion	Differentiate leaders and managers
8	I	Leadership Styles	Case Study	Compare different leadership styles
9	I	Leadership in Real-Life Organizations	Case Discussion	Analyze leadership practices
10	I	Revision & Unit Test-I	Tutorial + Test	Assess Unit-I learning
11	II	Human Resource Management: Meaning, Nature & Objectives	Lecture	Explain HRM concepts
12	II	Scope of Human Resource Management	Lecture	Describe HRM functions
13	II	Job & Job Analysis	Lecture + Activity	Perform basic job analysis
14	II	Staff Development: Need & Objectives	Lecture	Explain staff development practices



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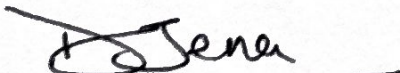
Class No.	Unit	Topic / Sub-topic	Teaching Method	Learning Outcome
15	II	Approaches to Staff Development	Lecture	Compare staff development approaches
16	II	Training & Development	Lecture + Examples	Differentiate training and development
17	II	Organizational Development (OD): Components & Process	Lecture	Explain the OD process
18	II	Learning Organization	Discussion	Describe characteristics of a learning organization
19	II	HRM Case Study & Revision	Case Study	Apply HRM concepts
20	II	Unit Test-II	Test	Assess Unit-II learning
21	III	Self-Awareness & Self-Assessment	Interactive Session	Develop self-awareness skills
22	III	Leadership Characteristics & Traits	Group Activity	Identify personal leadership strengths
23	III	Leadership Skills & Abilities	Lecture + Activity	Explain essential leadership skills
24	III	Emotional Intelligence: Concept & Components	Lecture	Describe emotional intelligence
25	III	Importance of Emotional Intelligence in Leadership	Case Study	Apply EI in leadership situations
26	III	Communication Skills for Effective Leadership	Role Play	Demonstrate effective communication
27	III	Communication Barriers, Active & Mindful Listening	Activity	Practice active listening skills
28	III	Leading, Influencing & Mentorship	Discussion	Explain mentoring and influencing techniques
29	III	Revision & Unit Test-III	Tutorial + Test	Assess Unit-III learning
30	IV	Goal Setting & Leadership	Lecture	Explain SMART goal setting
31	IV	Transformative Leadership, Vision & Envisioning	Lecture + Case Study	Describe transformative leadership
32	IV	Motivation & Leader's Role in People Management	Lecture	Explain motivation techniques
33	IV	Group & Team: Concepts and Differences	Lecture	Differentiate groups and teams
34	IV	Team Dynamics	Group Activity	Explain stages of team development

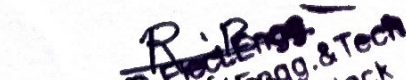


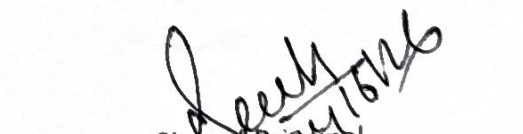
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Class No.	Unit	Topic / Sub-topic	Teaching Method	Learning Outcome
35	IV	Conflict Management & Conflict Resolution Strategies	Role Play	Apply conflict management techniques
36	IV	Revision & Unit Test-IV	Test	Assess Unit-IV learning
37	V	Introduction to Change Management	Lecture	Explain the need for change management
38	V	Models of Change	Lecture	Describe major change management models
39	V	Forces Driving Organizational Change	Discussion	Identify internal and external change drivers
40	V	Change Management: Process, Goals & Importance	Lecture	Explain the change management process
41	V	Organizational Change Process	Case Study	Analyze organizational change
42	V	Leadership Responsibilities in Change Management	Lecture	Explain the role of change leaders
43	V	Case Studies on Leadership & Change	Group Discussion	Apply change management concepts
44	All Units	Overall Revision & Model Test	Written Test	Evaluate complete syllabus
45	All Units	Model Test Discussion & Doubt Clearing	Interactive Session	Strengthen concepts and prepare for examinations


Sign of Faculty


HOD of Engg. & Tech
R.K. Institute of Engg. & Tech
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