



R. K. Institute of Engineering and Technology

Approved by AICTE, New Delhi and Affiliated to SC TE & VT, Odisha

CIVIL ENGINEERING

SEMESTER : 5th

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

NAME OF THE FACULTY : Er. SATYANARAYAN PATTNAIK

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	Introduction to Leadership and Management – Definitions & Importance	Lecture	Understand the concepts of leadership and management
2	I	Leadership Theories – Classical and Modern Approaches	Lecture + Discussion	Explain major leadership theories
3	I	Leadership Characteristics and Qualities	Lecture	Identify qualities of effective leaders
4	I	Principles of Management	Lecture	Explain the principles of management
5	I	Managerial Functions – Planning, Organizing, Staffing, Directing & Controlling	Lecture	Understand managerial functions
6	I	Leader vs Manager – Roles and Responsibilities	Lecture + Discussion	Differentiate leaders and managers
7	I	Leadership Traits and Character	Lecture	Explain leadership traits
8	I	Leadership Styles – Autocratic, Democratic, Laissez-faire and Situational	Lecture	Compare leadership styles
9	I	Case Study on Leadership Styles	Case Study	Apply leadership concepts to practical situations
10	I	Revision & Unit Test	Practice/Test	Assess Unit-I
11	II	Human Resource Management – Meaning, Nature, Objectives & Scope	Lecture	Understand HRM concepts
12	II	Job, Job Analysis and Job Description	Lecture	Explain job analysis process
13	II	Staff Development – Need, Objectives and Approaches	Lecture	Understand staff development



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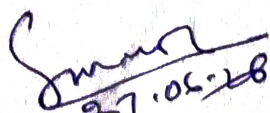
Class No.	Unit	Topic / Sub-topic	Teaching Method	Learning Outcome
14	II	Training and Development – Methods and Benefits	Lecture	Explain employee training
15	II	Organizational Development – Meaning and Components	Lecture	Understand organizational development
16	II	Organizational Development Process	Lecture	Explain OD process
17	II	Learning Organization – Concept and Features	Lecture + Discussion	Describe learning organizations
18	II	HRM Case Studies and Practical Applications	Case Study	Apply HRM principles
19	II	Revision	Practice	Reinforce Unit-II concepts
20	II	Unit Test	Test	Assess Unit-II
21	III	Self-Awareness – Importance for Leaders	Lecture	Develop awareness of leadership qualities
22	III	Leadership Characteristics and Traits	Lecture	Identify effective leadership attributes
23	III	Leadership Skills and Abilities	Lecture	Explain essential leadership skills
24	III	Emotional Intelligence – Meaning, Components & Importance	Lecture	Understand emotional intelligence
25	III	Communication Skills for Effective Leadership	Lecture	Improve communication skills
26	III	Barriers to Communication & Active Listening	Lecture + Activity	Identify communication barriers
27	III	Mindful Listening, Influencing & Mentorship	Lecture + Role Play	Develop mentoring and listening skills
28	III	Revision & Group Activity	Activity	Strengthen leadership competencies
29	III	Unit Test	Test	Assess Unit-III
30	IV	Goal Setting and Leadership	Lecture	Explain goal-oriented leadership
31	IV	Transformative Leadership – Vision and Envisioning	Lecture	Understand transformational leadership
32	IV	Motivation – Role of Leaders in People Management	Lecture	Explain motivational techniques
33	IV	Group and Team – Concepts & Differences	Lecture	Differentiate groups and teams



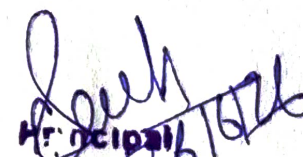
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Class No.	Unit	Topic / Sub-topic	Teaching Method	Learning Outcome
34	IV	Team Dynamics and Team Building	Lecture + Activity	Understand team development
35	IV	Conflict Management – Types and Strategies	Lecture + Case Study	Apply conflict resolution techniques
36	IV	Revision & Unit Test	Practice/Test	Assess Unit-IV
37	V	Introduction to Change Management	Lecture	Understand organizational change
38	V	Models of Change	Lecture	Explain change management models
39	V	Forces Driving Organizational Change	Lecture	Identify drivers of change
40	V	Change Management Process, Goals & Importance	Lecture	Explain change management process
41	V	Process of Change in an Organization	Lecture	Understand organizational change implementation
42	V	Leadership Responsibilities in Change Management	Lecture	Explain the role of change leaders
43	V	Case Study on Organizational Change	Case Study	Analyze change management practices
44	V	Comprehensive Revision & Doubt Clearing	Discussion	Reinforce all course concepts
45	V	Final Internal Assessment & Course Wrap-up	Test/Discussion	Complete course assessment


27.05.2020
Sign of Faculty


HOD, CSE
R.K. Institute of Engg. & Tech.
Kantapada, Niali, Cuttack
Sign of HOD


Principal
R.K. INSTITUTE OF ENGINEERING & TECHNOLOGY
KANTAPADA, NIALI, CUTTACK