



Lesson Plan

Program:BBA **Semester:**III **Course Code:** BBA 302 **Course Name:**Team Building & Leadership

Course Objectives

(CO1): Develop understand in Team Building.

(CO2):Develop understand in evaluating team.

(CO3):Explain principles and functions of Leadership & Personality in organization.

(CO4):Understand and apply the knowledge of Group for organization.

Session Duration:60 minutes

Participants: BBA 3Sem Students

Entry level knowledge and skills of students

- i. Basic Knowledge of team building and leadership

Equipment required in Classroom/ Laboratory/ Workshop

- i. Smart Board
- ii. LCD Projector
- iii. Wifi
- iv. Audio
- v. PC

Assessment Schemes

S. No.	Criteria	Marks (100)
1	CCSU End Term Examination	75
2	Internal Evaluation Scheme	25
2(a)	Teacher Assessment (Continuous Evaluation) (Any 2 & attendance)	20
2(a)(i)	Assignment I	10
2(a)(ii)	Assignment II	10
2(a)(iii)	Attendance (compulsory)	5

Course Outcomes(starting with action-oriented observable and measurable verb)

(CO1): Develop understand in Team Building.

(CO2): Develop understand in evaluating team.

(CO3): Explain principles and functions of Leadership & Personality in organisation

(CO4): Understand and apply the knowledge of Group for organization.



L. No.	Topics	Sub Topics	Date of implementation	Pedagogy	CO-Covered	Faculty Sign	HoD's Remark with Date
Unit - 1							
1.	Team Building Process:	Overview of team;		Improved Lecture, Case Study	CO1 covered , Knowledge (K2)		
2.		Difference between Groups and Teams.		Improved Lecture, Case Study	CO1 covered , Knowledge (K2)		
3.		Difference between Groups and Teams.		Improved Lecture, Case Study	CO1 covered , Knowledge (K2)		
4.		Types of Teams-		Improved Lecture, Case Study	CO1 covered , Knowledge (K2)		
5.		Problem-solving Teams,		Improved Lecture, Case Study	CO1 covered, Comprehending (K 3)		
6.		Self-Managed Teams,		Improved Lecture, Case Study	CO1 covered, Comprehending (K 3)		
7.		Cross-functional teams,		Improved Lecture, Case Study	CO1 covered, Comprehending (K 3)		
8.		Virtual Teams.		Improved Lecture, Case let	CO1 covered, Comprehending (K 3)		
Unit - 2							
9.	Team Evaluation	Evaluating team performance,		Improved Lecture, case study	CO2 covered, Analyzing (K 5)		
10.		Evaluating team performance,		Improved Lecture, case study	CO2 covered, Analyzing (K 5)		



11.		Goal Setting of Team,		Improved Lecture, case study	CO2 covered, Analyzing (K 5)		
12.		Goal Setting of Team,		Improved Lecture, case study	CO2 covered, Analyzing (K 5)		
13.		Defining roles of team members;		Improved Lecture, case study	CO2 covered, Evaluating (K7)		
14.		Responsibility of team members;		Improved Lecture, case study	CO2 covered, Evaluating (K7)		
15.		External factors affecting team building.		Improved Lecture, case study	CO2 covered, Evaluating (K7)		
16.		Internal factors affecting team building.		Improved Lecture, case study	CO2 covered, Evaluating (K7)		
Unit - 3							
17.	Leadership	Leadership – Meaning,		Improved Lecture, case study	CO3 covered, Analyzing (K 5)		
18.		Concepts about Leadership		Improved Lecture, case study	CO3 covered, Analyzing (K 5)		
19.		Myths about Leadership		Improved Lecture, case study	CO3 covered, Analyzing (K 5)		
20.		Components of Leadership		Improved Lecture, Case study	CO3 covered, Analyzing (K 5)		
21.		Leadership Skills – Basic Leadership Skills,		Improved Lecture, Case study	CO3 covered, Evaluating (K7)		
22.		Building		Improved Lecture,	CO3 covered,		



		Technical Competency,		Case study	Evaluating (K7)		
23.		Advanced Leadership Skills,		Improved Lecture, Case study	CO3 covered, Evaluating (K7)		
24.		Building High Performance Teams.		Improved Lecture, Case study	CO3 covered, Evaluating (K7)		
Unit - 4							
25.	Personality	Personality : Meaning		Improved Lecture, Case study	CO4 covered, Knowledge (K2)		
26.		Concept of Personality ;		Improved Lecture, Case study	CO4 covered, Knowledge (K2)		
27.		Types of personality ;		Improved Lecture, Case study	CO4 covered, Knowledge (K2)		
28.		Types of personality ;		Improved Lecture, Case study	CO4 covered, Knowledge (K2)		
29.		Personality Determinants;		Improved Lecture, Case study	CO4 covered, Analyzing (K5)		
30.		Personality Determinants;		Improved Lecture, Case study	CO4 covered, Analyzing (K5)		
31.		Evaluation of Personality .		Improved Lecture, Case study	CO4 covered, Analyzing (K5)		
32.		Evaluation of Personality .		Improved Lecture, Case study	CO4 covered, Analyzing (K5)		
Unit - 5							
33.	Group	Meaning of Group;		Improved Lecture, Case study	CO4 covered, Knowledge (K2)		
34.		Formation of group;		Improved Lecture, Case study	CO4 covered, Knowledge (K2)		
35.		Roles,		Improved Lecture, Case study	CO4 covered,		



		Structure of Group			Knowledge (K2)		
36.		Size of Group;		Improved Lecture, Case study	CO4 covered, Knowledge (K2)		
37.		Types of Group;		Improved Lecture, Case study	CO4 covered, Analyzing (K5)		
38.		Types of Group;		Improved Lecture, Case study	CO4 covered, Analyzing (K5)		
39.		Characteristics of an Effective Group.		Improved Lecture, Case study	CO4 covered, Analyzing (K5)		
40.		Characteristics of an Effective Group.		Improved Lecture, Case study	CO4 covered, Analyzing (K5)		
Revision							
41.	Team Building Process			Lecture			
42.	Team Building Process			Lecture			
43.	Team Evaluation			Lecture			
44.	Team Evaluation			Lecture			
45.	Leadership			Lecture			
46.	Personality			Lecture			
47.	Personality			Lecture			
48.	Group			Lecture			

Text Books:

1. Yukl G - Leadership in Organizations (Prentice hall, 7thEd.)
2. Lall& Sharma – Personal Growth Training & Development (Excel Books)
3. Janakiraman- Training &Development(Biztantra)
4. UdaiPareek - Understanding Organizational Behavior (Oxford, 2ndEd.)

Reference Books:



Mangalmai Institute of Management & Technology
Greater Noida (U.P)



Rao, V.S.P. Human Resource Management, New Delhi. Excel Books

Journals:

Psychological Science in the Public Interest

Electronic Database:

<https://journals.sagepub.com/doi/10.1111/j.1529-1006.2006.00030.x>