Lesson Plan No. 1	Course Name: Corporate Etiquetteand Personality Development	Course No.: UGAECC-203
Objectives	To Acquaint students with the Power of Handshake	
Teaching Aids (ifany)	a. Use of presentation b. Talk, Demo c. Video	

Teaching Development	1. **Introduction** (5 minutes)
	  - Ask questions
	  - Do you know How do we shake Hands?
	  - Do's and Don'ts of Handshake?
	2. **Development** (30 minutes)
	  - A brief introduction to the topic
	  - Explanation of the need.
	  - Understanding the power of an effective Handshake	

Closure	1. Summarize the lesson learning outcomes and get affirmation from students on these. 2. Reference:https://www.google.com/search?q=handshake+etiquette+in+business&rlz=1C1VDKB_en_1021_1021&source=lnms&tbm=vid&sa=X&ved=2ahUKEwjbt4eIsc_9AhWBSGwGG_AUoAnoECAMQBA&biw=1242&bih=597&dpr=1.1#fpstate=ive&vld=cid:86b17a7b,vid:exUlCjqQsDA	
Evaluation	Reflective Questions: Allow students to answer and discuss. Spend 5 minutes to evaluate student assimilation of the lesson contents	

Lesson Plan No. 2	Course Name: Corporate Etiquette and Personality Development	Course No.: UGAECC-203

Objectives	To Acquaint students with the expected behaviour at workplace
Teaching Aids (if any)	a. Use of presentation b. Talk, Demo c. Video

Teaching Development	1. **Introduction** (5 minutes)
	  - Ask questions
	  - How to behave at workplace
	  - How to be professional
	  - Things to be kept in mind while dealing with others.
	
	2. **Development** (30 minutes)
	  - A brief introduction to the topic
	  - Explanation of the need.

Closure	1. Summarize the lesson learning outcomes and get affirmation from students on these. 2. Reference:https://www.google.com/search?q=handshake+etiquette+in+business&rlz=1C1VDKB_en_1021_1021&source=lnms&tbm=vid&sa=X&ved=2ahUKEwjbt4eIsc_9AhWBSGwGHf6FC-EQ_AUoAnoECAMQBA&biw=1242&bih=597&dpr=1.1#fpstate=ive&vld=cid:86b17a7b,vid:exUlCjqQsDA
Evaluation	● Reflective Questions . Allow students to answer and discuss. ● Spend 5 minutes to evaluate student assimilation of the lessoncontents

Lesson Plan No. 3	Course Name: Corporate Etiquette and Personality Development	Course No.: UGAECC-203

Objectives	To Acquaint students with the Wardrobe Etiquette and Personal Grooming
Teaching Aids (if any)	a. Use of presentation b. Talk, Demo c. Video

Teaching Development	1. **Introduction** (5 minutes)
	   - Ask questions
	   - How to dress up for workplace
	   - How look presentable
	   - Things to be kept in mind while dressing.
	
	2. **Development** (30 minutes)
	   - A brief introduction to the topic
	   - Explanation of the need.

Closure	1. Summarize the lesson learning outcomes and get affirmation from students on these.
Evaluation	● Reflective Questions . Allow students to answer and discuss. ● Spend 5 minutes to evaluate student assimilation of the lesson contents

Lesson Plan No.4	**Course Name: Corporate Etiquette and Personality Development**	**Course No.: UGAECC-203**
Objectives	To Acquaint students about Gift Etiquettes in the corporate World And the golden rules of Humour in workplace	
Teaching Aids (if any)	a. Use of presentation b. Talk, Demo c. Video	

Teaching Development	1. **Introduction** (5 minutes)
	   - Ask questions
	   - What should be considered before giving gifts
	   - What types of gifts should be given
	   - Things to be kept in mind while being humorous.
	
	2. **Development** (30 minutes)
	   - A brief introduction to the topic
	   - Explanation of the need.	

Closure	1. Summarize the lesson learning outcomes and get affirmation from students on these.	
Evaluation	● Reflective Questions . Allow students to answer and discuss. ● Spend 5 minutes to evaluate student assimilation of the lesson contents	

Lesson Plan No.5	Course Name: Corporate Etiquette and Personality Development	Course No.: UGAECC-203

Objectives	Acquaint students with the Etiquette of Visiting Cards
Teaching Aids (if any)	a. Use of presentation b. Talk, Demo c. Video

Teaching Development	1. **Introduction** (5 minutes)
	  - Ask questions
	  - Do you know what are Visiting cards?
	  - Why there is need to study Etiquettes of making visiting cards?
	2. **Development** (30 minutes)
	  - A brief introduction to the topic
	  - Explanation of the need.

Closure	Summarize the lesson learning outcomes and get affirmation from students on these. Reference:https://www.youtube.com/watch?v=8BhkUmWs_Dc
Evaluation	● Reflective Questions . Allow students to answer and discuss. ● Spend 5 minutes to evaluate student assimilation of the lesson contents

Lesson Plan No. 6	Course Name: Corporate Etiquetteand Personality Development	Course No.: UGAECC-203
Objectives	To Acquaint students with the Power of Handshake	
Teaching Aids (ifany)	d. Use of presentation e. Talk, Demo f. Video	
Teaching Development	3. **Introduction (Revision)** (5 minutes) - Ask questions - Do you know How do we shake Hands? - Do's and Don'ts of Handshake? 4. **Development** (30 minutes) - A brief introduction to the topic - Explanation of the need. - Understanding the power of an effective Handshake	
Closure	3. Summarize the lesson learning outcomes and get affirmation from students on these. 4. Reference:https://www.google.com/search?q=handshake+etiqu ette+in+business&rlz=1C1VDKB_en_1021_1021&source=lnms&tbm=vid&sa=X&ved=2ahUKEwjbt4eIsc_9AhWBSGwG Hf6FC-EQ_AUoAnoECAMQBA&biw=1242&bih=597&dpr=1.1#fpstate=ive&vld=cid:86b17a7b,vid:exUlCjqQsDA	
Evaluation	Reflective Questions: Allow students to answer and discuss. Spend 5 minutes to evaluate student assimilation of the lesson contents	