**Lesson Plan Form**

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| ***Title:*** Etiquette, Personal Behavior and Professionalism | | ***Course Code:*** AOL 101 / GED 321 | | |
| ***Target Population:*** Students of English and CSE | | ***Duration:*** 1.5 Hours | | |
| ***Aims/Rationale:***   * To understand society and its role in developing behavioral and humanitarian quality at individual level. * To create synergy among personal, social and global professionalism in relation to etiquette and behavior. | | | | |
| ***Learning Outcomes:*** At the end of the session, participants will be able to:   * Cover learning basics about behavioral sciences in relation to humanitarian quality which finally contribute in exploring successes. * Learn and practice different tips about etiquette, behavior and professionalism. | | | | |
| **Content** | **Method or Technique** | | **Resource or Aid** | **Time** |
| **Introduction:**  Welcome address, Relationship building, Content outlines, Bridging of the topic. | Lecture, Q/A | | MMP | 10 min |
| **Development:**   * Introduction * Conversation Etiquette * Handshake Etiquette * Dressing Etiquette * Introduction and Greeting Etiquette * Electronic Communication Etiquette * Dining Etiquette * General Etiquette | Lecture, Q/A, Group Discussion  Short Film, Performance | | MMP | 60 min |
| **Conclusion:**  Summary, Feedback, Reference, Forward Planning | Lecture, Q/A | | MMP | 10 min |
| **Equipment & aids:**  MMP (Multimedia Projector) | | | | |