



**Human Resource Development (HRD) cell**  
**ICAR-Indian Institute of Sugarcane Research, Lucknow**

**03 days training programme**

**on**

**“Motivation, Positive Thinking, Time  
management and Communication Skills”**

**for**

**Technical Staff (up to T4) and  
Skilled Support Staff**

**(05-07 March, 2019)**

**Course Director: Dr. Sangeeta Srivastava**

**Co-course Director: Dr. Sukhbir Singh**

**Technical support: Sri Brahm Prakash**

**Sri Raghwendra Kumar**

**ICAR-Indian Institute of Sugarcane Research,  
Lucknow – 226002 (U.P.)**



<b>Date</b>	<b>Time</b>	<b>Event</b>
<b>05-03-19</b>	<b>10.30</b>	<b>Registration of participants</b>
	<b>11.00</b>	<b>Inaugural Session</b>
	<b>11.05</b>	<b>Training program overview - Dr. Sangeeta Srivastava</b>
	<b>11.15</b>	<b>Remarks by Project Coordinator (Sugarcane) and Heads of Divisions</b>
	<b>11.25</b>	<b>Welcome address by Director, IISR, Lucknow</b>
	<b>11.55</b>	<b>Vote of thanks - Dr. Sukhbir Singh</b>
	<b>12.00</b>	<b>Tea</b>
	<b>12.30-1.30</b>	<b>Motivation, trust building and interpersonal relationship &amp; conflict management - Dr. P. K. Singh</b>
	<b>1.30-2.30</b>	<b>Lunch break</b>
	<b>2.45-3.30</b>	<b>Time and stress management - Dr. D. R. Malaviya</b>
	<b>3.30-3.45</b>	<b>Tea</b>
	<b>4.00- 4.45</b>	<b>Communication Skills - Shri Brahm Prakash</b>
<b>06-03-19</b>	<b>10.30-11.15</b>	<b>Introduction to MS Word and MS Excel &amp; ERP - Dr. S.S. Hasan</b>
	<b>11.15-11.45</b>	<b>Tea</b>
	<b>12.00-1.30</b>	<b>Practical - ERP &amp; Hands on Session - Dr. Rajesh Kumar</b>
	<b>1.30-2.30</b>	<b>Lunch break</b>
	<b>2.45-3.30</b>	<b>Integrated farm management- Dr. A.K. Singh</b>
	<b>3.30-4.45</b>	<b>Farm visit – Dr. B.B. Joshi</b>
<b>07-03-19</b>	<b>10.30-11.15</b>	<b>Cleanliness issues– Dr. A. K. Sharma</b>
	<b>11.15-11.45</b>	<b>Tea</b>
	<b>12.00-12.45</b>	<b>Acquaintance with administrative and conduct rules- A.O.</b>
	<b>12.45-1.30</b>	<b>Health and nutrition management - Dr. Anita Sawnani</b>
	<b>1.30-2.30</b>	<b>Lunch break</b>
	<b>3.00-4.00</b>	<b>Valedictory Session Training report- Dr. Sangeeta Srivastava Feedback- trainees Certificate distribution- Director Vote of Thanks- Dr. Sukhbir Singh</b>
	<b>4.00-4.30</b>	<b>Tea</b>