



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

03 days training programme
on
“Enhancing Efficiency and Behavioural Skills”

for
for Administrative Staff
(11-13 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.)**



DAY 1: 11-03-2019		
10.30	Registration of participants	
11:00-12:00	Inaugural Session Training program overview - Dr. Sangeeta Srivastava Introduction of participants Welcome address by Director Dr. A.D. Pathak Vote of thanks - Dr. Sukhbir Singh	
12:00	High Tea	
Session	Topic/Lecture	Resource Person
12:00-12:30	Introduction of training needs	Dr. S. Srivastava
12:30-1:30	Motivation, trust building and interpersonal relationship	Dr. P.K. Singh
1:30	Lunch	
2:45-3:30	Application of time management to increase productivity	Dr. S.K. Shukla
3:30-4:15	Official language policy	Dr. A.K. Sah
DAY 2 : 12-03-2019		
10:30-11:30	Acquaintance with Office procedure, administrative and conduct rules	A.O./SAO
11:30	Tea	
11:30-12:15	Noting & drafting, stenographic skills	Sh. Raj Kumar
12:15-1:30	GFR, Purchase rules, vigilance	SAO, CISH
1:30	Lunch	
2:30-3:30	Conflict management	Dr. Sanjeev Kumar (Breed.)
3:30	Tea	
3:30-4:15	Communication and behavioural skills	Dr. S.N. Sushil
DAY 3: 13-03-2019		
10:30-11:30	Enhancement of computer skills	Dr. Rajesh Kumar
11:30	Tea	
11:30-12:30	Emotional intelligence	Dr. Sanjeev Kumar (Biotech)
12:30-1:15	Group dynamics and team work	Dr. Sukhbir Singh
1:30	Lunch	
3.00-4.00	Valedictory Session Training report- Dr. Sangeeta Srivastava Feedback- trainees Certificate distribution- Director Vote of Thanks- Dr. Sukhbir Singh	
4:00	High Tea	

