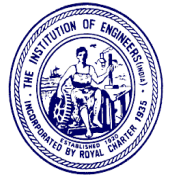




Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)

Old Bombay Road, Gachi Bowli, Hyderabad – 500032, T.S, India



QUALITY & PRODUCTIVITY DIVISION

Continuing Professional Development Program on

Performance Improvement for Institutional Development

25-28 February, 2018



(An ISO 9001: 2015 Certified, AICTE & CEA Recognized Institution)

Centre for Promotion of Professional Excellence

INTRODUCTION

As we humans evolve, we mature and our level of understanding increases. We comprehend the value of sensitization and handling things intelligently. Gone are the days of dictatorship and dominance. In the prevailing times we need to view this paradigm shift closely and wholeheartedly. Soft Skills are the need of the hour which every organization is realizing and the sooner they realize the better is the growth.

Training on soft skills starts at the individual level where the individual acknowledges the need for sensitivity and empowering others. The mere presence of communicating with the right tone and words at the right time makes the response of another individual acknowledging and polite.

This training improves the Quality of Work Life of employees, thereby raising their levels of productivity and satisfaction.

The basis of any organization is Team Building. An organization can perform well if the people involved understand the essence of Team Building and are ready to do away with their individualistic approach.

BENEFITS

- Ability to communicate effectively with co-workers, employers, clients, friends and family members: relationship enhancement
- Improvement of time management, organizational skills & goal setting
- Development of leadership skills to improve teamwork, creativity & efficiency
- Development of presentation skills to enhance business sales, project explanations, self-confidence, relationship development
- Ability to recognize stress symptoms & develop stress deflecting strategies
- Brain storming & problem solving strategies to increase creativity and collaborative outcomes

COURSE CONTENT

- Interpersonal skills and Team spirit
- Organizational etiquette
- Negotiation skills
- Behavioral traits - attitude, motivation & time management
- Emotional Intelligence
- Change Management and Stress Management
- Developing Creativity
- Conflict Management
- Presentation Skills and Communication Skills(Verbal & Written)

METHODOLOGY

ESCI utilizes the interactive workshop format to allow the participants to maximize their educational experience. This retentive style of teaching provides ample opportunity for the participants to become involved in individual, diad, triad, and group exercises to immediately put what they are learning into practice.

TARGET PARTICIPANTS

Administrative Staff from Educational Institutions & other organizations. Executives and Support Staff from State & Central Government / Public & Private Sector organizations responsible for various functions. Supervisory Cadre Employees from State / Central Government and PSUs.

PROGRAMME VENUE, DATES & TIMINGS

Venue: Engineering Staff College of India (ESCI) Campus, Old Bombay Road, Gachi Bowli, Hyderabad - 500032. Telangana State, India.

Dates: 25 - 28 February, 2018

Timings: On the first day Registration will commence at 0900 hrs. On all other days the program timings will be from 0945 - 1715 hrs with breaks in between for tea and lunch.

COURSE ADVISOR

Shri S K Verma, Chief Mentor – Engineering Staff College of India

COURSE DIRECTOR

Shri D Sheshadri - Head – Quality & Productivity Division, Engineering Staff College of India

FACULTY

Apart from core internal faculty, experts from industry, consulting firms, government organizations, academic and research institutions and others will share the sessions.

COURSE FEE

Rs.22, 000/- (Residential) + 18% GST per participant. Fee includes, course material, course kit, twin sharing/single AC accommodation as per availability, breakfast, lunch, dinner, tea / coffee and snacks during the actual days of training program.

DISCOUNTS

- **Non-Residential Fee:** 10% discount on course fee is allowed for non-residential participants.
- **Group Discount:** Additional 10% discount for three or more participants, if sponsored by the same organization. (All Discounts are applicable only if fee is received at ESCI before commencement of the program)

GST 18% is to be paid extra over and above the training fee, as training is also under the purview of GST.
GSTN Number: 36AAATT3439Q1ZV
HSN Number: 999293
PAN Card No. AAATT3439Q.

MODE OF PAYMENT

Program fee is to be paid in favour of "IE(I) - Engineering Staff College of India" in the form of demand draft payable at Hyderabad.

Alternatively the payment may be made by **Electronic Fund Transfer (EFT)** to ESCI – SB A/c No. 912010049234564 with **Axis Bank Ltd., Gachibowli branch**, Old Mumbai Highway, Cyber hills Colony, P Janardhan Reddy Nagar, Gachibowli, Hyderabad – 500032, T.S., by **NEFT/ RTGS/ IFSC Code No. UTIB0000733 – MICR No.500211020**.

While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and program title.

REGISTRATION

Online registration shall be available on ESCI website.

To register, manually please send your nominations giving details of name, designation, contact address, email address, mobiles no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to:

The Head
Quality & Productivity Division
Engineering Staff College of India,
Gachi Bowli, Hyderabad – 500032,
Phone: 040 - 23000465 / 23000466 Ext. 4108, 4109, 4110, 4132, 4133
Direct Phones: 040 – 66304108, 109, 110, 132, 133 Fax: 040 - 23000336
E mail: qp@escihyd.org URL: www.escihyd.org

CERTIFICATE

A certificate of participation will be awarded on conclusion of the program.

GENERAL INFORMATION

- ESCI encourages participants to present case studies from their respective organizations.
- For the convenience of outstation participants, ESCI will facilitate pick-up and drop from Airport / Railway Stations / Bus Stations, if travel plans are received at least 3 days in advance along with mobile number by fax or email. The charges shall be paid by the participant directly to the Cab.
- ESCI provides complimentary accommodation and boarding to the participants one day before commencement (Check-in at 1200 hrs.) and one day after conclusion (Check-out at 1200 hrs.) of the program duration. Overstay charges will be applicable as per ESCI rules (subject to availability of accommodation)
- Well-developed Information Centre and Internet facilities are available to the participants.