

# Personality Development and Stress Management Training for Non-Teaching, Administrative and Finance Staff, Librarians, Lab Technicians & Other staff

**Date:** 9<sup>th</sup> – 13<sup>th</sup> December 2019

**Venue:** Kochi

**Organised by**



[www.startcore-india.org](http://www.startcore-india.org)

Address of correspondence: 11-1-889/2, Afzal Sagar, Mallapally Road, Hyd-500 001



## PROGRAMME OBJECTIVE:

- The growth of a student would be complete when the surrounding facilitators both in academic, practical and administration all contribute in the development of the student and make him more successful so not only the teaching, non-teaching staff also has important role to play.
- From our experience we observe that only teaching staff or the faculty alone get some training inputs, but there is a definite lack of training for the non-teaching staff, Administrative Staff and Technicians, this can result in the imbalance in the students growth, so it is recommended that for the best values that the college or Institution can get only when the training is ensured for both teaching and non-teaching staff.
- An all round personality equipped with appropriate knowledge, skills and attitudes is a pre-requisite for becoming a successful leader. A positive and pleasant personality will ensure that he / she is able to motivate, inspire and lead the team / department / organisation towards performance excellence.
- Hence, the compelling need in all organisations to develop an all round personality in its employees especially the managerial cadres so that it can contribute to efficient, effective and productive functioning at all levels of management. For developing one's personality, an open mind, a positive attitude and a learning temperament are essential. By developing ones personality, the ability to handle people, situations and tasks is facilitated, which is the major attribute that is sought after by all employees.

### □ OBJECTIVES:

- The objectives of the programme are:
- To create awareness regarding importance and impact of Personality Development on organizations
- To trace the various attributes by way of knowledge, skills and attitudinal changes required to develop the personality.
- To prepare an action plan and to highlight measures to inculcate these attributes in the Professionals. COURSE

This module of training for both non-teaching staff, Administrative Staff and Technicians recommended by us is gaining immensely popularity and purposeful.

## PROGRAMME CONTENTS:

- Organizational Behavior in Government
- Overview and profile of Personality Development
- Communicating assertively while presenting
- Motivation
- Team Building and Trust Building
- Leadership
- Conflict management and Problem Solving
- Stress Management and Worklife Balance
- Time Management Skills
- Emotional intelligence, interpersonal effectiveness and positive thinking
- Work culture, ethics and values in organisations
- Case Study

## METHODOLOGY

Methodology of the programme includes class room sessions with Lecture / Discussion with audio visual aid, bench marked video shows, Chalk & Talk sessions, group discussions, case studies, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the participants.

## TARGET PARTICIPANTS:

Non-Teaching, Administrative and Finance Staff, Lab Technicians, Librarians from TEQIP-III State/ Central Government Technical Universities/ Institutions, Autonomous Institutions/public Sector undertaking of Central /State Govt , Research and Development Institutions will find the programme more useful.

## PROGRAMME VENUE, DATES & TIMINGS:

**VENUE: Kochi**

### DATES

9<sup>th</sup> – 13<sup>th</sup> December 2019

**Hotel Checkin Date and Time:** 9<sup>th</sup> December 2019(from 12.00hrs afternoon onwards).

**Hotel Checkout Date and Time:** 13<sup>th</sup> December 2019(before 12.00hrs afternoon).

### TIMINGS

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

## RESIDENTIAL PROGRAMME FEE PER PARTICIPANT: Rs.20,000 + 18% GST

**Note:** The above programme fees includes i) Twin Sharing Accommodation Fee in case of Residential participant including breakfast, lunch and dinner ii) Expert faculty/ Resource person Air tickets, iii) Programme Kit, iv) Programme Fee/ Expert faculty training charges v) Expert faculty Lodging and boarding charges vi) Other Miscellaneous Charges.

## CERTIFICATION:

A certificate of participation will be awarded to each participant on conclusion of the programme.

## ACCOUNT DETAILS:

Payment may be made by Electronic Fund Transfer (EFT) to STARTCORE - A/c No. 918020086924856 with the Axis Bank, Mehdipatnam Junction Road Branch by RTG's/ NIFT/IFSC/ Code No. UTIB0000426 and SWIFT CODE: AXISINBB030. TAN NUM: HYDP12645D. GST@18% is to be paid extra over and above the fee, GSTIN : 36BDJPB2693D1ZQ

Note: Order Letter may kindly be sent to the undersigned on your institutional letterhead at your earliest convenience with the Workshop dates to block the Expert Speakers Dates of the above mentioned Workshop.

## GENERAL INFORMATION:

- ↓ We encourage participants to present case studies from their respective organizations.
- ↓ We will provide complimentary accommodation and boarding to the participants one day before commencement (Check-in 1200 h). Overstay charges will be applicable as per rules (subject to availability of accommodation).
- ↓ Programme starts on 9<sup>th</sup> December 2019 and ends on 13<sup>th</sup> December 2019.

## REGISTRATION:

- ↓ To register please send Name, Designation, Contact Details, Institution name along with nominating authority details on email [startcorehyd@gmail.com](mailto:startcorehyd@gmail.com)

# REGISTRATION FORM



StartCore Technologies

[www.startcore-india.org](http://www.startcore-india.org)

## Personality Development and Stress Management Training for Non-Teaching, Administrative and Finance Staff, Librarians, Lab Technicians & Other staff

Date: 9<sup>th</sup> to 13<sup>th</sup> December 2019

Venue: Kochi

I will attend this Staff Development Programme

I nominate the following officials from our organization

Sl.No	Name	Designation	Email ID	Contact number
1.				
2.				
3.				
4.				
5.				

### Details of Nominating Authority:

Name .....

Designation .....

Organisation .....

Address .....

Tel ..... Mob ..... Email .....

*Signature of the Nominating Authority along with official seal.*

You are requested to send us the scanned copy of duly email to:

Email: [startcorehyd@gmail.com](mailto:startcorehyd@gmail.com)