

क्षेत्रीय प्रशिक्षण संस्थान, जयपुर
Management Development Programme
2.3.2020 to 6.3.2020

SESSION TIMINGS		NON-SESSION TIMINGS	NON-SESSION DAYS
Registration in LAB – I From 9.45 AM to 10.00 AM I 10.15 AM to 11.30 AM II 11.45 AM to 01.00 PM III 02.00 PM to 03.15 PM IV 03.30 PM to 04.45 PM		Tea Break: 11.30 AM to 11.45 AM Lunch Break : 01.00 PM to 02.00 PM Tea Break : 03.15 PM to 03.30 PM Library Session: 04.45 PM to 05.45 PM	--Nil--
DATE & DAY	SESSION	TOPIC	FACULTY
2.3.2020 (Monday)	I	Unleashing the Leadership potential in you	Shri Kulwant Singh Principal Director (IR & Training)
	II	Fundamentals of Ethics and Code of Ethics for IA&AD with case study	Ms. Garima Singh Faculty RTI
	III	Time and Stress Management for better performance.	Ms. Laxmi Purohit Sr. A.O. (Retd.)
	IV	Gender Mainstreaming in Government Policy and Programmes	Ms. Garima Singh Faculty RTI
3.3.2020 (Tuesday)	I	Communication: Meaning & Importance Formal & Informal Communication; Communication channels; Effective communication in workplace; Barriers of effective communication and pre- requisites for effective communication.	Shri Rajesh Maheshwari, Core faculty
	II	Developing Communication skills including exercises.	Ms. Garima Singh Faculty RTI
	III & IV	<ul style="list-style-type: none"> • Human Resource Development- Supervision & Control eg. How supervision enhances the productivity in organisations. • Frontline manager- Role of a supervisor in organisations, Qualities of a supervisor. 	Shri Nitin Sarswat, Director, ACE Institute Corporate Training Wing

4.3.2020 (Wednesday)	8.00 am to 8.45 am	Yoga Session	Shri Upendra Singh, Faculty RTI
	I	Brief introduction of Roster system and DPC meetings about promotions.	Shri Brij Kishore Sharma, AAO, O/o PAG (G&SSA) Rajasthan
	II	Office procedure, Budgetary control & Propriety in public expenditure.	Shri Ashok Kumar, AAO, O/o AG (A&E) Rajasthan
	III	Roles & Responsibilities of a civil servant including vigilance matters.	Shri Ashok Manak Sr. A.O. (Retd.)
	IV	Role of Disciplinary Authority and Role of Inquiry Officer with case examples.	Shri Ashok Manak Sr. A.O. (Retd.)
5.3.2020 (Thursday)	I & II	Quality Assurance: Drafting of Factual Statement/ Draft Para (practical exercises).	Shri Nitin Vyas, AAO, DP Cell O/o PAG (GSSA)
	III & IV	<ul style="list-style-type: none"> Organizational effectiveness: Meaning; Measures of Organizational effectiveness; A brief introduction to Decision making process. Motivation in Organizations: Need & Importance; Types of Motivation; Motivation process; How Motivation is related to Morale and Work efficiency. 	Shri Rajesh Maheshwari, Core faculty
6.3.2020 (Friday)	I & II	Effective leadership is all about communicating effectively: Connecting Leadership and Communication. How Communication improves Leadership qualities.	Shri Rajesh Maheshwari, Core faculty
	III	e-Governance: Transparency and Accountability for Good Governance.	Shri Gaurav Rai Dy. Director CDMA
	IV	Evaluation and Valediction	Pr. Director/ RTI

पाठ्यक्रम निदेशक