

Short term training report

Coordinator TEQIP-II

I have been sponsored to attend a short term Residential Training on “Effective Office Administration & Management, Focus: e-Governance” At Hotel Redfox, Jaipur from March 10-14, 2014 under Teqip-II which was organised by JPC (Jaipur productivity centre).

To attend the training I departed from Ludhiana by train on 9th of March, 2014 and arrived at hotel Redfox, the training venue next morning i.e. 10th of March, 2014. The inaugural session started at 10.0am. The resource persons were in their respective fields and following topics were covered during the training.

- Government Process Reengineering
- e-Governance & Project Lifecycle
- Legal and policy framework for e- Governance implementations
- e-Governance,
- Managing Change
- Employee Empowerment :
- A Strategy for Sustainable
- Competitive Advantage
- Efficiency
- Effectiveness
- Productivity
- Managing stress
- Office productivity
- Time management

The training environment was comfortable and the course content were effectively delivered by the resource persons. Participants were encouraged to ask questions and sessions were designed to have sufficient interaction among the participants as well as with the resource person.

The course was mostly relevant to the jobs of those who attended. Every session of the training course was able to justify to employees what’s “in it” for them by attending the course. The course content could have been more fruitful if some case studies by the field persons were also included. On the whole course was relevant and useful for the participants.

The valedictory function took place at 4.0pm on 10th of March, 2014 and I left for Ludhiana on the same day by train.

Dr. Kulbir Singh Gill

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