



**Global Institute of Engineering and Management**

**Approved by govt. of Odisha / Affiliated to Utkal University of Culture**

**Bhubaneswar, Odisha**

**Faculty Development Program for Non-Teaching Staff members on**

**ADMINISTRATIVE DEVELOPMENT PROGRAM ON COMMUNICATION &  
INTERPERSONAL SKILLS (20<sup>TH</sup> – 24<sup>TH</sup> MAY)**

### **Objectives of the Program**

- Enhance academic Performance
- Encourages effective collaboration
- Promote Leadership Qualities
- Supports Interpersonal Skills

### **Key topics to be covered:**

- Enhancement of interpersonal communication
- Understand the administrative problem related to development

**How to apply:** Participants are requested to fill the registration form and send through given email-ID. No registration fee.

### **Eligibility for Participation:**

Only Non-teaching faculty of an academic institution can apply through proper channel

### **Important Dates**

Last Date for registration: 15<sup>th</sup> May 2022

Confirmation of Participants: 18<sup>th</sup> May 2022

***Co-Ordinator – Sarojkanta Sahu***



**Global Institute of Engineering & Management**

**Affiliated to Utkal University of Culture**

### **Management Development Program on Career Development and Employability Skills**

Employability skills encompass a range of personal, interpersonal, and technical competencies that enable individuals to adapt, excel, and contribute effectively in various work environments. This Employability Skills Development Program was designed to address the growing need for individuals to acquire and enhance these essential skills.

#### **Mission and Vision of the Program**

- Leadership through Excellence in value-based management and technology education
- To Nurture and groom socially sensitive academic leaders

#### **Program Overview**

- Develop Employability skills
- Enhance Management Capabilities and Decision Making

#### **Program Objectives**

- Improve Management effectiveness
- Foster a culture of Collaboration

#### **Key Topics to be Covered**

- Effective Career Development
- Team Management and execution

#### **Program Benefits**

- Enhance Management Skills
- Improved Career Perspectives

#### **Program Schedule**

**Duration of the Program** – 6 Days, **Date of the Program**- 18<sup>th</sup> January to 23<sup>rd</sup> January

Time- 3.00 Pm to 5.00 Pm

#### **Eligibility for Participation**

This program is applicable for the Faculty Members belonging to any Stream working at College Level.

#### **Registration Date**

All Candidates wishing to attend the program are requested to register by 15<sup>th</sup> January.

Co-Ordinator of the Program

**Sanjay Beura**