

क्षेत्रीय प्रशिक्षण संस्थान, जयपुर  
**Management Development Programme**  
 15.02.2021 to 17.02.2021

SESSION TIMINGS			NON-SESSION TIMINGS
I 10.15 AM to 11.00 AM II 11.15 AM to 12.00 Noon III 12.15 PM to 01.00 PM IV 01.15 PM to 02.00 PM			11.00 AM to 11.15 AM 12.00 Noon to 12.15 PM 01.00 PM to 1.15 PM
DATE & DAY	SESSION	TOPIC	Faculty
15.02.2021 (Monday)	I	Fundamentals of Ethics and Code of Ethics for IA&AD	Ms. Laxmi Purohit, Sr. AO (Retd.)
	II & III	Unleashing the Leadership potential in you. Effective leadership is all about communicating effectively: Connecting Leadership and Communication. How Communication improves Leadership qualities.	Dr. Nitin Saraswat, Director, ACE Institute Corporate Training Wing
	IV	Gender Mainstreaming in Government Policy and Programmes.	Dr. Kanchan Mathur, Prof., Institute for Development Studies
16.02.2021 (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 Rakesh Vijayvergia, Core Faculty, RTI
	II & III	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.	Dr. Nitin Saraswat, Director, ACE Institute Corporate Training Wing
	IV	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 R. K. Choubisa, Prof., Indira Gandhi Institute of Panchayati Raj and Rural Development
17.02.2021 (Wednesday)	I	Time and Stress Management for better performance.	Ms. Laxmi Purohit, Sr. AO (Retd.)
	II & III	Developing Communication skills including exercises.	Dr. Nitin Saraswat, Director, ACE Institute Corporate Training Wing
	IV	End Course assessment and Valediction	DG, RTI, Jaipur