

Report on Three days Workshop on "Enhancement of Personal Skills and Personal development for supporting Staff"



Under TEQIP-II
At Lonavala.



Organised By:

**Mechanical Engineering Department,
Sardar Patel College of Engineering,
Mumbai.**

About the workshop:

SPCE organised "Three days workshop" for supporting staff under TEQIP. This workshop was arranged to serve one of the objective of TEQIP that is enhancing institutional and system management effectiveness.

Date and Venue

The workshop took place on 18-20 November 2016 at the Aaramdham Hotel in Lonavala City. The Organizing team arrived at the venue one day before, on 17 November 2016, in order to meet for fine-tuning of the agenda and coordination of facilitation.

Course Content:

- 1)Development of Attitude towards Social Responsibility and Society.
- 2)Managerial Skills
- 3)Work Ethics and Etiquettes
- 4)Discipline
- 5)Communication and Presentation Skill
- 6)Personality Development
- 7)Leadership and Motivation
- 8)Health Management and Safety at work Place
- 9)Stress Management and Causes of Stress

Training Team & Organizing Team

The members of the training team were Dr. Rahul Dahatonde, SPCE Mumbai; Dr. Surendra Bhosale, VJTI Mumbai; Prof. Tanuja Kher, COE Pune; Dr. A. R Kambekar SPCE, Mumbai. Course Coordinator Dr. Sudhakar S. Umale and Course Coordinator Mr. Luis Dias Spce,Mumbai. Organizing Committee members were Mr. Siddheshwar Shetkar, Mr. Rajesh Keny, Mr. Pravin Lohar and Mr. Nilesh Kelkar.

Day1:



Agenda:

Welcome and Inauguration

Session on communication and presentation skill

Session on work ethics and etiquettes

Session on discipline.

The programme commenced with the lighting of the Ceremonial lamp by the Dr. Nilesh R. Raykar Head, MED SPCE, Dr. S.S. Umale Course Coordinator, Dr. Rahul Dahatonde TPO, SPCE, Mr. Digambar Padgavkar President Aaramdham hotel and Mr. Kuste,



After Inaugural ceremony, Dr. Rahul Dahatonde conducted a highly interactive session on communication, presentation skills and team building,



who also gave examples for goal setting and achieving them. Second session of work ethics and etiquettes was delivered by Dr. Surendra Bhosale

the session covered the conversational model of learning, which emphasised the participation of people in a dialogue that generates knowledge. Dr. Bhosale also explained the importance of professional discipline in every aspect of life in order to be successful. It also allows one to have power and control in life. A disciplined person is free of the chaos that people without the skill experience. A disciplined person adheres to and abides by certain rules and norms.



Day2:

Agenda:

Session on right to service

Session on stress management & causes of stress

Session on managerial skills

Session on leadership and motivation

On Second day 19 Nov 2016, workshop began with the session on right to service by Dr. Surendra Bhosale in which he described several points on Right to Service, which are meant to reduce corruption among the government servants and to increase transparency and public accountability.

After this a lecture on stress management & causes of stress delivered by Prof. Tanuja Kher, which comprised of general awareness and self-help on stress issues. Dr. Rahul Dahatonde presented managerial skills to understand how to create a communication strategy and elaborated about characteristics of managerial communication.



Dr. A. R kambekar explained further about managerial skills and self-development, He advised that we should break our long term goals into smaller ones and complete them in parts.

Day 3:

Agenda

- Session on personality Development
- Session on development of attitude towards social responsibility.
- Valedictory Function

Dr. A. R Kambekar explained personality development which was followed by a discussion about The "Self", one's desires, dreams, passions and motivations. Participants were explained about importance of their dreams and desires for developing the personality. It was stressed that they need to have a passion in life. Participants were also given tips on how to increase their self-esteem. They were also encouraged to be optimistic and to have a positive approach about everything in life. Most importantly, it was emphasised that they should love themselves and never lose confidence.



At the end of the Workshop, the Valedictory session was held at 3.30 pm. Which was chaired by Dr. P. H Sawant Principal, SPCE Mumbai and Dr. M.M Murudi, TEQIP Coordinator and Vice Principal, SPCE, Mumbai. Dr. Sawant expressed his trust that the Participants would follow the factors that shape up our personality, environment and various situations that we face while growing up.

Dr. Sawant concluded the workshop with an interactive feedback session with participants. Dr. M. M. Murudi congratulated all the participants and organizers for successful completion of workshop.



Outcomes from the Workshop:

After successful completion of the workshop participants learned:

1. To become positive person in his personal life.
2. To communicate the views & opinion
3. To inculcate good leadership quality
4. To work ethically and with good attitude
5. To Learn techniques of stress management



Course Organization Committee Members



Course Participants Group Photo

Concluding Remarks

We would like to express our sincere gratitude to Dr. Sesha Iyer, Chairman, BOG whose guidance has contributed to the successful execution of workshop.

We would like to acknowledge our obligation to Dr. P. H. Sawant, Principal, Dr. M.M Murudi, Vice Principal and TEQIP coordinator, Dr. S. S. Umale Course Coordinator and Dr. Nilesh R. Raykar HOD Mechanical Department, for their enormous cooperation in the organisation of this workshop.