

Training Notice- Attention

IMG, Thiruvananthapuram is conducting a Office Management Training for Ministerial Staff of PWD (Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta, Kottayam) from 18-7-2016 to 20-7-2016 at IMG, Thiruvananthapuram. Those who are interested, please mail your confirmation to Mr. ABLEMON J.L, Department co-coordinator for IMG training

Contact no: 9605220177

Email: ablemon@gmail.com

Details of training are also attached



INSTITUTE OF MANAGEMENT IN GOVERNMENT

Vikas Bhavan P.O. Thiruvananthapuram – 695 033

Title of the Programme: Office Management Training for Ministerial Staff (PWD)
(Programme Code : STP 922.)

Period: 18-7-2016 to 20-7-2016

Course Facilitator : Dr.Jacob Varghese, IMG, Kochi

Course Coordinator : Shri. Ablemon JL, Assistant Director, Project Preparation Unit O/o the Chief Engineer (Design), Thiruvananthapuram

Venue : IMG, Thiruvananthapuram

Session Timings

I 10.00 am to 11.30 am II 11.40 am to 01.10 pm

III 02.00 pm to 03.30 pm IV 03.40 pm to 05.00 pm

Day/Date	Sessions	Topic	Faculty
Day 1	9.30 am	Registration and familiarisation	DC
	I	Right to information, Right to service acts	Shri. Jose Mathews.S, Administrative Assistant,PWD(Rtd), International trainer
	II		
	III	Stress Management	
	IV		
Day 2	I & II	Kerala Service Rules	Shri.Wahid.S, Senior Administrative Officer(Rtd),Government of Kerala
	III	Kerala Service Rules	
	IV		
Day 3	I & II	Team Building & Interpersonal relationship	Dr.Prakash .R,Rtd Professor, Kerala Agricultural university, Trivandrum
	III	Communication skill& Time Management	
	IV		
			Evaluation and Valediction