

Training Notice - Attention Ministerial Staff of PWD

IMG Kozhikode is conducting a "Office Management Training for Ministerial Staff "of PWD (STP 926) from 22-9-2016 to 24-09-2016 (3 days) at IMG, Kozhikode. Those who (Ministerial Staff of PWD offices in Kasargod, Kannur, Wayanad, Kozhikode, Malappuram, Palakkad Districts) are interested to attend the program, please mail your details (Name, Designation, Office Address, Mobile No., e-mail id & Date of Birth) to Mr Ranji P K, Assistant Engineer, Departmental . Coordinator for IMG Training not later than 07-09-2016

Mobile No. 9446533454 Email: pk.renji@gmail.com

Details of the program

INSTITUTE OF MANAGEMENT IN GOVERNMENT

Title of the Programme - STP 926- Office Management Training for Ministerial Staff

Course Facilitator :

Course Coordinator : Ranji P K

Venue : IMG Kozhikode

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

STP 926- Office Management Training for Ministerial Staff

22-09-16	Session 1	Inauguration
	Session 2	Time management
	Session 3	Communication Skills
	Session 4	
23-09-16	Session 1	KSR
	Session 2	
	Session 3	KSR & KSSR
	Session 4	
24-09-16	Session 1	RTI
	Session 2	
	Session 3	Team Building
	Session 4	Valedictory function

NB: Accommodation facility will be provided, if needed.