

Convenor

Dr. Sosamma Samuel
Principal
St. Xavier's Institute of Education

Workshop Secretaries

Dr. Elvina Pereira
Dr. Shadab Paloji

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For registration, contact:

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Last Date for Registration: Saturday, 9th June, 2018

Program Schedule

Sr. No	Particulars	Timing
1	Registration & Refreshments	9:00 a.m. to 9:30 a.m.
2	Inauguration	9:30 a.m. to 9:45 a.m.
3	Module 1: Self Image Building	9:45 a.m. to 11:15 a.m.
4	Module 2: Etiquettes – Best Way to Win The World	11:30 a.m. to 1:00 p.m.
5	Lunch Break	1:00 p.m. to 1:30 p.m.
6	Module 3: Communication for Results	1:30 p.m. to 3:00 p.m.
7	Module 4: Body Speaks Louder Than Words	3:00 p.m. to 4:30 p.m.
8	Valedictory & Distribution of Certificates	4:30 p.m. to 4:45 p.m.

ST. XAVIER'S INSTITUTE OF EDUCATION

Estd. in 1953
NAAC Reaccredited 'A' Grade



Organizes

One Day State Level
Workshop-cum-Seminar
On

Energizing and Nurturing Capacities of Administrative Staff

On Tuesday, 12th June, 2018

Program Presenters:

Ms. Supriya Kabra
Cosmique Consultants
HR and Training Consultancy

Venue: St. Xavier's Institute of Education
40-A, New Marine Lines, Opposite SBI
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About the Institution:

St.Xavier's Institute of Education is the oldest non-government, aided, Christian minority Teacher-Training College for the course of B.Ed., affiliated to the University of Mumbai and recognized by the National Council for Teacher Education (N.C.T.E.). The College has completed 65 years as a Teacher Training College par excellence, with alumni ranging from Principals of various colleges, a Vice Chancellor of Mumbai University and Heads of Department of Education. The College aims at imparting Quality Teacher Education and all round development. The College stands for academic excellence and the development of skills, and strives after character formation based on the love of God and the service of man. It seeks to educate citizens distinguished for their integrated development and sincere commitment to God and country, leading lives that are socially meaningful.

About the Workshop cum Seminar:

Understanding people and learning to manage them, is one of the most difficult tasks, every leader has to face today. For any organization to achieve its smooth functioning and to become effective it is essential to have committed, dedicated and well groomed personnel at all levels. Administrative staff of every organization often needs to work with people at all levels of the business. This often includes dealing with difficult people and situations. Hence assertive, confident and patient administrative staff is needed in all organizations, who can handle situations, resolve problems quickly and efficiently, and maintain excellent work relationships. SXIE believes that training plays a vital role in building and nurturing this strong energetic force of administrative staff, who can see themselves in relation to their colleagues,

how they interact with people at the work place, and how they perform their jobs while projecting their sense of self-worth and contributing towards the organizational culture.

Program Objectives:

Administrative Staff (Clerks & Support Staff of Schools & Colleges)

- To Boost Self Confidence by building a Great image.
- To build a poised image that is appreciated by the internal and external customers.
- To help understand the basics of etiquettes and grooming.
- To develop an awareness about the importance of etiquette in professional life.
- To foster an appreciation of the value and significance of their role and responsibilities.
- To empower the administrative staff in the use of various communication tools/ skills.
- To enable them to recognize the significance of skilful communication for achieving desired results.
- To sensitize them to identify and deal with difficult interactions skilfully.

Workshop Fee:

- Rs. 300/- per participant (Inclusive of Morning Breakfast , Lunch & Evening Tea)

Overview of Training Content:

Module 1: Self Image Building

- Components of Image.
- How to create the Best Image?
- Clothing – how to choose and wear.
- Other factors like health, hygiene, etc – build and maintain

Module 2: Etiquettes – Best Way to Win the World

- Why Etiquettes?
- Cutting Edge Etiquettes
- Ways to avoid bad manners
- Using Etiquettes in Personal and Professional Life

Module 3: Communication for Results

- If's and But's of Communication
- Critical steps for Communication to derive desired results
- Perception
- Understanding Communication

Module 4: Body Speaks Louder Than Words

- Components of Body Language
- Using right gesture to set things right
- Let your Body speak more than words
Body Language never speaks wrong

