

Venue

Division of Agricultural Extension,
ICAR - Indian Agricultural Research
Institute, New Delhi – 110 012

Last date for receipt of nominations

September 08, 2018

Confirm through e-mail/ Telephone

Important Numbers / e-mail

Course Director

Dr. Premlata Singh, Head (Agricultural
Extension) ICAR-IARI, New Delhi-12

011-25846434 (O)

head_exten@iari.res.in

Course Co-ordinators

Dr. Satyapriya

Dr. V. Sangeetha

For logistics:

Mr. Ramesh Chandra

+91- 9205415912 (M)

Delhi weather during October

The average maximum and minimum temperatures in Delhi during October are around 33 and 21 degree centigrade respectively. During this month rain is not expected in Delhi. The relative humidity typically ranges from 33% (comfortable) to 64% (average) over the course of October month. The weather will be pleasant and soothing.

About the IARI

The ICAR- Indian Agricultural Research Institute (IARI) is country's premier institute for research and higher education in agricultural sciences. The institute conducts basic and strategic research, serves as a centre for academic excellence and provides national leadership in agricultural research and extension. ICAR- IARI, also known as Pusa Institute, is a self-contained sylvan complex spread over an area of 500 hectares (1250 acres). It is located at about 12 km west of Delhi railway station, about 8 km west of New Delhi railway station and 16 km east of IGI Airport. It is next to Rajendra Place metro station. It is advised that participants avail prepaid taxis / auto rickshaws available at railway stations.

About the Division

The Division of Agricultural Extension came into being as an independent full fledged division in the year 1960. The Division has provided leadership in diverse areas of teaching, research, training and extension to Agricultural Universities and other ICAR Institutes of the country. The Division comprises of 17 scientists, well equipped computer lab, high speed broad band internet connectivity, library, smart classroom and training hall.



ICAR Sponsored Human Resource Development Programme

on

“Enhancing Personal Effectiveness at Workplace”

(October 08-13, 2018)

Course Director

Dr. Premlata Singh

Course Coordinators

Dr. Satyapriya

Dr. V. Sangeetha

Division of Agricultural Extension
ICAR - Indian Agricultural Research Institute
New Delhi – 110 012

About the Course

Workplace has become an arena of demands, pressures, competition and interpersonal conflicts. If one wants to succeed one must have the abilities to respond positively to workplace challenges.

Effectiveness does not only mean being efficient but, it also take a lot of understanding of interpersonal behaviours and integrity at the workplace.

Having sound technical knowledge alone will not enable one to perform well without having these soft skills to merge into the work environment.

So success in workplace depends on both technical and soft skills.

There are different aspects of effectiveness which mainly include: communication skills, emotional intelligence, time management, team building and conflict management and dealing with stress. The need of the hour is to know how to become professional with technical as well as soft management skills.

There is a need to learn and unlearn certain behaviors. Hence, considering the importance of effectiveness at the workplace, this training program is basically designed to understand and develop personal effectiveness at workplace for high job performance and personal growth.

Objectives

- To create understanding among the technical staff about the workplace behaviors and effectiveness.
- To sensitize them about the soft skills essential to manage better at workplace.

Who can Apply?

All the Technical staff of ICAR Institutes.

Methodology

All the sessions will be highly interactive with emphasis on experiential learning. Maximum leanings from participants experiences will be harnessed. Multiple methods will be used such as case studies, group discussions, role plays, outbound activities, psychometric instruments, lectures, videos, management games and exercises.

Course Co-ordinators

The course will be conducted under the direction of Dr. Premlata Singh, Head and School Coordinator, Social Sciences and will be coordinated by Dr.Satyapriya, Principal Scientist and Dr. V. Sangeetha, Scientist, Mr. Sitaram, Scientist and faculty of the Division. Experts from ICAR, Universities and other relevant organizations will be the resource persons in the training programme. Mr Ramesh Chandra, CTO will assist in boarding, lodging and overall logistics.

Date and Duration

The course will commence from Oct-08-13,2018. The trainees are expected to arrive not after 21:00 hrs. on Oct. 08 and leave not before 17:00 hrs. on Oct 13, 2018.

Boarding and lodging

As per ICAR HRD norms, the travel expenses will be borne by their organization. There is limited accommodation facility in the guest houses within the Pusa campus due to preoccupied programme. The participants may be accommodated in nearby hotels on payment basis, ranging between Rs 2000-5000. The list of hotels will be provided along with confirmation letter. Working lunch will be provided under training programme budget.

How to Apply

Interested technical personnel of ICAR may apply through proper channel. Selected participants will be individually informed via e-mail.



ICAR Sponsored
Human Resource Development Programme
on
“Enhancing Personal Effectiveness at Workplace ”
(October 08-13, 2018)

APPLICATION FORM

1. Full name in (Block letters):

2. Designation:

3. Present employer and address:

.....

.....

4. Correspondence address: (in block letters)

.....

.....

5. E-mail

6. Mobile:.....

7. Date of Birth

8. Sex M/F.....

9. Work experience () years

10. Educational qualification:

Date: _____

Place: _____

Signature of applicant

11. Recommendations of the forwarding Authority

Date:

Signature

Name & Designation