



राष्ट्र सेवार्थ समर्पित  
Dedicated to the Service of the Nation

**Mandatory Training Programme  
For  
Promotion from  
Deputy Director to  
Regional Director 'B'/ Joint Director of ESIC**

**From**

**Mon, the 24th to Sat, the 29<sup>th</sup> of September, 2023**

**at**

**Vinod Gupta School of Management  
Indian Institute of Technology Kharagpur**

**Program Coordinators:**

**Dr. Aradhna Malik: [amalik@iitkgp.ac.in](mailto:amalik@iitkgp.ac.in); +91 96471 82743**

**Dr. Barnali Nag: [barnali.nag@vgsom.iitkgp.ac.in](mailto:barnali.nag@vgsom.iitkgp.ac.in); +91 80178 00840**

### Session Plan

Each training day to begin with a 5-minute guided meditation session,  
& end with a 5 to 10 minute relaxation exercise

Monday, the 25<sup>th</sup> of Sep:

Inauguration: 9:00 to 9:30 a.m. Registration & Brief Tea Break – 9:30 to 10:00 a.m.

Day	Session 1: 10:00 to 11:00 a.m.		Session 2: 11:30 a.m. to 1:00 p.m.		Session 3: 2:30 to 4:00 p.m.		Session 4: 4:30 to 6:00 p.m.
1: Mon	Warm up: Ice-breaking exercise, why this program, & what participants hope to learn	TEA/COFFEE	Individual behaviour & how it contributes to the output of organizations  Collaboration, group and team processes, development and evolution of teams	LUNCH	Diversity and Organizational culture  Understanding how survival of the individual depends upon the survival of the organization & vice versa	TEA/COFFEE	Managerial communication – oral & non-verbal  Art of saying NO Managerial communication – written & online: New media, blogging, emails, social media
Day	Session 1: 9:00 to 10:30 a.m.		Session 2: 11:00 a.m. to 12:30 p.m.		Session 3: 2:30 to 4:00 p.m.		Session 4: 4:30 to 6:00 p.m.
2: Tue	Micro economics for managers	TEA/COFFEE	Macro economics for managers	LUNCH	Antecedents of & approaches to conflict  Dealing with conflict/Public Grievances: Negotiation approaches & techniques	TEA/COFFEE	Organizational change & transformation; Dealing with change/uncertain times
3: Wed	Human resources: Recruitment & selection; managing & evaluating performance		Human Resources: Designing & operating performance management systems; training & development		Statistical tools and techniques		Decision analysis, & problem formulation Problem solving approaches
4: Thu	Citizen centric & service delivery approach to output		Project management: Management of mega projects		Doing good: Strategic communication for social responsibility & sustainable development		Time management
5. FRIDAY Looking after yourself: Work-life balance, Relaxation Techniques – Trip to Mandarmani							
Day	Session 1: 10:00 to 11:30 a.m.		Session 2: 12:00 noon to 1:30 p.m.		Session 3: 3:00 to 4:30 p.m.		Session 4: 4:30 to 5:15 p.m.
6. Sat	Public image management	TEA/COFFEE	Gender sensitization	LUNCH	Leadership: Approaches & styles  Leadership: Challenges – Discussion among participants – Learning from each other	Valedictory Session	5:15 to 6:00 p.m.  HIGH TEA WITH SNACKS