



राष्ट्र सेवार्थ समर्पित
Dedicated to the Service of the Nation

**Management Development Program on
Principles of Management
For Assistant Directors of ESIC**

from
4th to 9th March, 2024

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

Program Coordinators:

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Session Plan

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

Day 1

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: 11:15 a.m. to 12:40 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: 11:00 TO 11:15 a.m.	Individual behaviour & how it contributes to the output of organizations	LUNCH: 12:40 to 2:30 p.m.	Diversity and Organizational culture	TEA/COFFEE: 4:00 to 4:30 p.m.	Managerial communication – oral & non-verbal	
			Collaboration, group and team processes, development and evolution of teams		Understanding how survival of the individual depends upon the survival of the organization & vice versa		Art of saying NO Managerial communication – written & online: New media, blogging, emails, social media	
Day	Session 1: 9:30 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.	
2: Tue	Human resources: Recruitment & selection; managing & evaluating performance	TEA/COFFEE: 11:00 to 11:30 a.m.	Human Resources: Designing & operating performance management systems; training & development	LUNCH: 1:00 to 2:30 p.m.	Antecedents of & approaches to conflict	TEA/COFFEE: 4:00 to 4:30 p.m.	Organizational change & transformation; Dealing with change/uncertain times	
3: Wed	Micro economics for managers		Macro economics for managers		Dealing with conflict/Public Grievances: Negotiation approaches & techniques		Decision analysis, & problem formulation Problem solving approaches	Financial management
4: Thu	Project management Management of mega projects		Citizen centric & service delivery approach to output		Communication strategy for mitigation of risk		Time management	
5. FRIDAY	Looking after yourself: Work-life balance, Relaxation Techniques – OUTSTATION ACTIVITY							
Day	Session 1: 9:30 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 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	TEA/COFFEE	Valedictory Session HIGH TEA WITH SNACKS	