



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 9th to Sat, the 14th of October, 2023

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

Monday, the 9th of Oct:

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 |
| 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. | 5:15 to 6:00 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 | HIGH TEA WITH SNACKS |