

# **New Horizon Quality Assessment and Skill Development Centre**

## **Induction report of the new non-teaching staff of NHCE**

Induction was conducted by Ms. Hima Bindu of NHQASDC for the new non teaching staff of **NHCE** on the 6<sup>th</sup> December 2019 from 10:00 am to 1:00 pm at the NHCE Library conference hall.

There were 6 participants.

Session 1: 10: 00 am to 11: 00 am

- 1) Understanding the values and cultures of the institution: - The institutional values and expectations of individual behaviour were defined to enable the participants to understand the standards that need to be followed as per the framed policies. The participants were given situations and were required to identify and state the protocol that they needed to follow.
- 2) Professionalism and its importance: - As per the institution's culture and policies, the various components which lead to professional behaviour, the importance of reaching and leaving the workplace at predetermined timings, dress code and communication were the main points that were shared and it was emphasized that failing in following the same would be considered unacceptable..
- 3) Valued attitudes at work: - As they were all going to be part of different teams and would be working towards the growth and prosperity of the institution as a whole, the importance of team work, maintaining confidentiality and the expected conduct and behavior code in departments was stated. The importance of proactive approach, positive attitude and amicable behavior was explained with various situational examples.

Session 2: 11:10 am to 12:15pm

Focus on strengths: - To ensure that their contribution to their respective departments helps in achieving the set common goals, they need to understand the inner strengths they possess. For this a simple activity was done, on a sheet of paper on which they were required to share their talents, their personal traits and skills which they regard as their strengths. Each of them was thus asked to highlight those strengths that could help to bolster their work productivity and quality of work.

Session 3: 12: 15 pm to 1:00 pm

Importance of personal appearance and good communication skills as per institutional policy and culture were discussed. Under the same

- 1) Expected dress code & presentation
- 2) Addressing and communicating with seniors and juniors with respect and politeness
- 3) Role of body language in maintaining professionalism was discussed.