**Faculty Development Program for Non-teaching staff of New Horizon College of Engineering on 6th May 2017**

New Horizon Quality Assessment and Skill Development Center conducted an assessment for all the non-teaching staff to understand their day to day requirements.

Based on the requirements, the training program was organized on “**Interpersonal Skills and Stress management”** with the following objectives on 6th May 2017 as part of Faculty Development Program.

**Objectives**:

**To enable the Non-teaching staff:**

To accept challenges and improve their interpersonal skills

To utilize their potentials in their given role by prioritizing their work

To manage stress levels to balance home and work

To meet the needs of the stakeholders

To work in teams by cooperating and respecting each other

To enhance their skills to meet the higher needs

To develop healthy work culture for satisfaction at the work place

To maintain good relationship with the higher authorities and colleagues

**Planning**:

The participants were divided in 2 groups of 30 each in a team. The Internal resource persons Dr.Sowmya Narayanan, HOD, Life skills and Life Long training and Ms.Suneetha were contacted through the Director-Training & Placement Dr.Lakshmi Narayana, for handling sessions in 2 batches at 2 venues. The workshop was planned at 3rd Floor MBA Seminar Hall and MBA Digital Lecture room. The workshop was scheduled for the entire day with a proper timetable.

The time table was sent across to all the concerned Principals/Directors/Registrar/Heads of the departments, to disseminate the information to all the participants. A working lunch was also organized for all the participants along with refreshments. The required stationaries were procured from the concerned team and had it ready before the training.

**Execution:**

With all the necessary preparation, the training started at around 9:30 am by Dr.Girija.N. Srinivasalu, Director, Quality Assessment and Skill Development Center chanting Guruvandana Shloka and meditation followed by Trainers Introduction and General Instruction on “Do’s and don’ts during the training session.

The session for Batch 1 began on ‘Effective communication’ in which the trainer briefed about the importance of communication, like Verbal, Visual and Vocal, for which the activities were conducted by the trainer. The participants were asked to follow the trainer’s instructions and imitate her actions. And this highlighted the difference between vocal and visual communication.

Simultaneously the session for Batch 2 began on ‘Inter-personal skills’, in which the trainer divided the participants in to smaller groups. The participants were made to come on stage and brief about their characteristic coincidence with the objects. This session made them understand about their own characteristics in detail. While one group was presenting, the remaining other groups were made to comment on the best job done and also on the areas of improvement.

Thereafter the trainer involved the participants in various kinds of activities like Role plays, games and group discussion to construct their own knowledge on Interpersonal skills and communication skills.

The post lunch session was on ‘Stress Management’ for both the teams, during the session the trainers briefed about the stress factors and methods in which one can overcome stress. Then the participants were asked to list out the stress factors along with the stress busters in their day to day life.

Overall, the session ended on a positive note after the participants preparing a collage on the entire day’s learning and presenting to the other participants. Ms.Sudha Malwin, Trainer, QASDC thanked the resource persons of the day and also the participants.

**Evaluation:**

The Feedback forms were given to all the participants, the forms were filled up by the participants and had the same collected by Ms.Bindu from QASDC. The group photograph was captured at the end of the day. Participation Certificates were distributed.

   

   