PROFESSIONAL DEVELOPMENT PROGRAMME FOR NON TEACHING STAFF

REPORT
On

OFFICE MANAGEMENT

Organized by

CENTRE FOR HUMAN RESOURCE DEVELOPMENT
PMIST

Date: 27.10.2022- 28.10.2022

Table of content

S.No	Topic
1	Objectives of the Programme
2	Invitation
3	Brochure
4	Programme E-mail Circulation Copy
5	Resource Person E-mail Communication Copy
6	Programme Schedule
7	Attendance Report
8	List of Participants
9	Programme Report
10	Certificate Copy
11	Geotagged Photos of the Event
12	Google Registration Form
13	Feedback Form Compiled
14	Cumulative Feedback Report
15	Outcomes of the Programme

Objectives of the Programme

Centre for Human Resource Development organized Professional Development Programme for Non-Teaching Staff "Office Management" on 27th and 28th October 2022.

objectives of the programme were:

1. To learn how to manage time at workplace effectively.

2. To understand the email etiquettes, drafting of email, CC, BCC, Attachments,Do's and Don'ts of email writing.

3. To understand the nuances of reporting and documentation.

🔍 PDP Office Management   ✕   🎛   ● Active ⌄   ?   ⚙   ⠿   🏛 PERIYAR MANIAMMAI   C

✏ Compose

Mail   99+

Chat

Spaces

Meet

☐   Inbox   962
☆   Starred
🕓   Snoozed
▷   Sent
🗋   Drafts   12
⌄   More

Labels   +

🏷   Certificates   6

Two Day Professional Development Programme for Non Teaching Staff "Office Management"

⤡ 🖨 ↗

C   **Centre for Human Resource Development CHRD** <dirhrd@pmu.edu>   📎 Fri, Oct 21, 2022, 3:56 PM   ☆   ↩   ⋮

to pmiststaff ⌄

Dear Sir/Madam,

Centre for Human Resource Development is organizing a **Two Day Professional Development Programme for Non Teaching Staff "Office Management"** on **27th and 28th October 2022** between **2.30 P.M. - 4.30 P.M.**

The participants in the enclosed list are requested to be present at Marie Curie Hall, Technology Block - I on both the days without fail.

Thanking you

Encl: Poster and Participants List

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Dr. Sathyapriya J Ph.D
Director (i/c)

Centre for Human Resource Development

🏛 PERIYAR MANIAMMAI   👩‍🎓👩‍🎓   🎓 **MY UNIVERSITY**

PROFESSIONAL DEVELOPMENT PROGRAMME FOR NON-TEACHING STAFF

"Office Management"
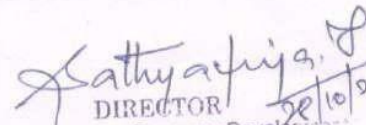
27th – 28th October 2022

Programme Schedule

Day 1	**2.30 P.M. – 3.30. P.M.**	Effectively Managing time at Workplace by Dr.P.Guru, Director (i/c) CIII
	3.30 P.M. – 3.40 P.M.	Refreshment Break
	3.40 P.M. – 4.30 P.M.	Email Ettiquette by Dr.Sathyapriya J, Director(i/c) CHRD
Day 2	**2.30 P.M. – 3.30. P.M.**	Report Writing and Documentation by Dr.K.Selvam, Director (i/c) Training (CIII)
	3.30 P.M. – 3.40 P.M.	Refreshment Break
	3.40 P.M. – 4.30 P.M.	Activity Based Learning

Centre for Human Resource Development
Two Day Professional Development Programme for Non-Teaching Staff
"Office Management"
27th and 28th October 2022

S. No	Participant Name	Department	Designation
1	MOHAMED SHAMEER N	SE	Editor and Designer
2	SABIRA BEGUM A	SA	Junior Assistant
3	SWETHA J	RO	Junior Assistant
4	RUSSYA K	STORE	Junior Assistant
5	MERCY I	RO	Junior Assistant
6	KAVITHA R	SE	Junior Assistant
7	STELLA MARGRET S	LIB	Junior Assistant
8	SOWMIYA R	DFCSEO	Junior Assistant
9	FEMINA T	CIII	Junior Assistant
10	DARTHY K	DFHSMO	Junior Assistant
11	KEERTHIGA V	DFHSMO	Junior Assistant
12	J.SOWMIYA	COE Office	Junior Assistant
13	ASARUDEEN A	CSE	Junior Programmer (Trainee)
14	PRAMILA G K	CSE	Junior Programmer (Trainee)
15	BHUVANESWARI S	CSE	Junior Programmer (Trainee)
16	AROKIA JHONSON S	CSE	Junior Programmer (Trainee)
17	PRIYADHARSHINI B	CSE	Junior Programmer (Trainee)
18	JAYANTHI K	CSE	Lab Assistant
19	VISHAL R	ARCH	Lab Assistant
20	GOWRI SHANKAR P	CSE	Lab Assistant
21	AKALYA R	EDU	Technical Assistant
22	FRIZIL KINSLY S	AERO	Technical Assistant
23	NAVANEETHA KRISHNAN E	CSE	Technical Assistant
24	MADHUMITHA R	PHYSICS	Technical Assistant
25	RAGAVI B	CHEMISTRY	Technical Assistant
26	SIVARANJANI M	EEE	Technical Assistant
27	NISHA T	CSE	Technical Assistant
28	BALASUBRAMANIAN .A	CSE	Technical Assistant
29	H. JAMEELA SEHAM	CIII	Management Trainee

DIRECTOR
Centre for Human Resource Development,
Periyar Maniammai Institute of
Science & Technology,
(Deemed to be University),
Thanjavur, Tamil Nadu.

Participant Count

Female	23
Male	06
Total	**29**

Programme Report

Centre for Human Resource Development organized Professional Development Programme for Non Teaching Staff "Office Management" on 27th and 28th October 2022. Dr.Sathyapriya J, Director (i/c), Centre for Human Resource Development delivered welcome address and introduction to the resource persons.

Session 1 was handled by Dr.P.Guru, Associate Professor in Management Studies and Director (i/c) Centre for Institute Industry Interaction. He demonstrated training on how to effectively manage time at workplace. Exercises were given to participants for better understanding on the time management strategies.

Session 2 was handled by Dr.Sathyapriya J, Associate Professor in Management Studies and Director (i/c) Centre for Human Resource Development. She highlighted on drafting e-mail, usage of CC and BCC, email attachments, do's and don'ts of email writing.

Session 3 was handled by Dr.K.Selvam, Associate Professor in Languages and Director (i/c) – Training, Centre for Institute Industry Interaction. He delivered session on reporting methods and documentation procedure.

Dr.Sathyapriya J, Director (i/c), Centre for Human Resource Development coordinated the programme. Twenty Nine participants attended the programme and were benefitted.

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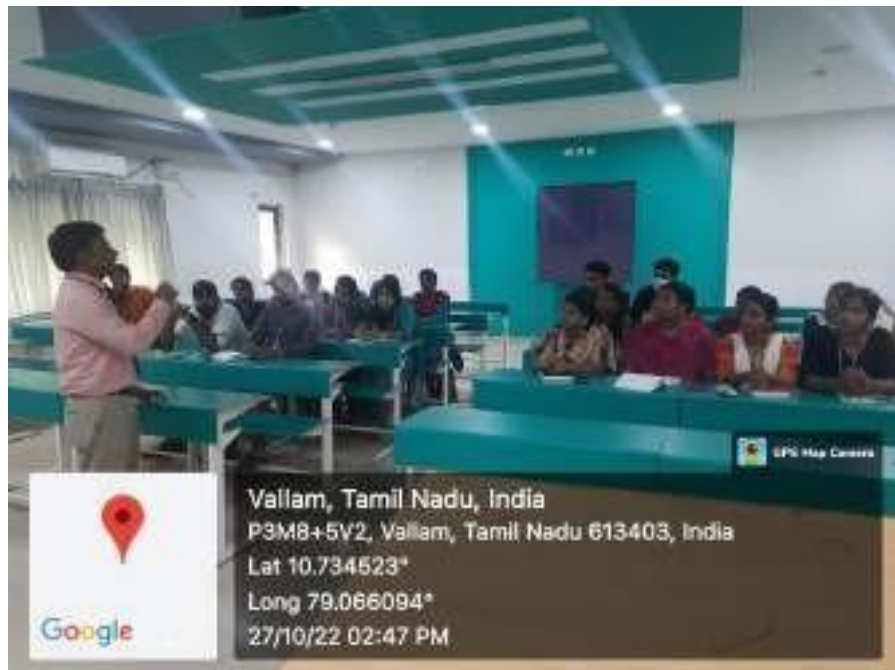
Dr.P.Guru delivering session on "Effectively managing time atworkplace" on 27th October 2022

Participants performing the activities

Dr.Sathyapriya J delivering session on Email Etiquettes

CENTRE FOR HUMAN RESOURCE DEVELOPMENT

Professional Development Programme for Non-Teaching Staff

"Office Management"

Date: 27th and 28th Oct 2022   **Venue: Smart Classroom No. 209**

FEEDBACK FORM

| S.No.	Feedback Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives of the programme were clearly defined					
2	The resource person demonstrated effectively					
3	The outcome of the programme was fruitful					
4	The programme was wellorganized					
5	Eager to attend such programmesin future					

Feedback Analysis

Professional Development Programme for Non-Teaching Staff

"Office Management"

Date: 27th and 28th Oct 2022   **Venue: Smart Classroom No. 209**
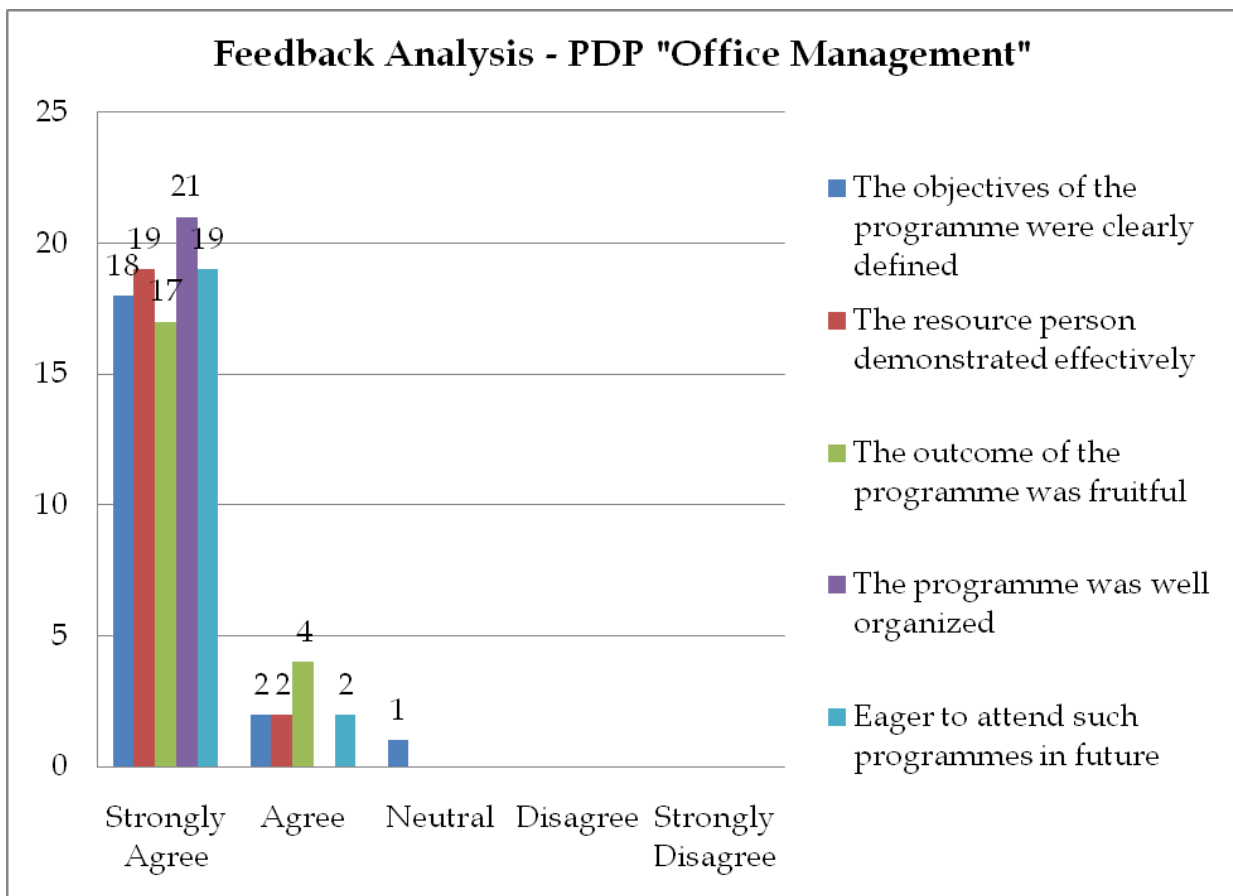
Outcomes of the Programme

1. Strategies for effective time management at workplace were learnt.

2. Able to draft email, CC, BCC, Attachments by following the do's and don'ts of email writing.

3. Understood the do's and don'ts of reporting and documentation.