

Competence Enhancement Programme
on
**Soft Skills and Personality Development
for Technical Staff of ICAR**

June 15-24, 2017



Programme Directors

Dr N. Srinivasa Rao

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भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी

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ICAR-National Academy of Agricultural Research Management

Rajendranagar, Hyderabad-500030, Telangana, India

<https://naarm.org.in>



The ICAR-National Academy of Agricultural Research Management (NAARM), Hyderabad announces a "Competence Enhancement Programme on Soft Skills and Personality Development for Technical Staff of ICAR (Grade T-1 to T-5)" from June 15-24, 2017 at Hyderabad.

Background

One of the most critical problems faced by the organizations is the development of soft skills and efficiency for dealing with the demands of rapidly changing internal and external environment. Modern management skills, computer skills, personality development, adoption of modern technology for work simplification, automation have become essential components for providing constructive services by the technical staff in the ICAR system. These officers play a pivotal role in extending research support in the organization. Services offered by the technical staff help in collective planning and coordinating the management aspect of research which in turn help meeting the goals and improve productivity of research organizations. This training program is intended to enhance the capacity of technical staff through appropriate mode.

Objective

To improve skills and efficiency in discharging functions and providing constructive technical support in meeting the organizational goals and targets.

Methodology

The programme will consists of a blend of lectures, case analysis and hands on exercises.

Content

Personality development
Communication skills
Presentation skills
Time management
Stress management
Computer skills
Data Management
Open source tools
ICAR – ERP (MIS-FMS) system

Programme Duration

June 15-24, 2017 (10days). Participants are expected to arrive by the evening of June 14, 2017 and can leave after 17:00 hrs on June 24, 2017.

Last Date for sending nominations

May 15, 2017. Confirmation of nomination will be on first come first basis. However, 25% seats are reserved for Headquarters staff.

Programme Fee

There is no registration fee; however, the participants have to pay boarding and lodging charges around Rs. 600/- per day.

Eligible Participants

ICAR Technical Staff in Grades T-1 to T-5.

TA/DA, Boarding and Lodging

Travel TA, DA, Boarding and Lodging charges have to be met by the participants/sponsoring organizations. All participants are expected to stay in the well-furnished Halls of Residence or Scientists' Home on twin-sharing basis. Participants are requested not to bring any family member with them.

Travel

Participants are expected to make their own arrangements to reach the programme venue. Hyderabad is well connected by air, rail, and road. The Academy is located adjacent to the Professor Jayashankar Telangana State Agricultural University and National Institute of Rural Development (NIRD). It is at a distance of about 20 km from Hyderabad International Airport, 25 km from Secunderabad Railway Station, 16 km from Hyderabad (Nampally) Railway Station, and 16 km from Kachiguda Railway Station. On arrival, the participant can hire Auto or Prepaid taxi services to reach the NAARM Campus.

How to Apply?

Applicants are advised to fill the nomination form online after registration on Training Management Information System (<http://www.naarm.org.in/training>). Upload the filled, signed and scanned nomination form onto Training Management Information System or mail it to Academic Cell, NAARM (academiccell@naarm.ernet.in).

For programme specific queries if any, the interested participants may contact concerned Programme Directors.

Programme Directors

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For further information, please contact:

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