



Andhra Pradesh Human Resource Development Institute
(Govt. of Andhra Pradesh)

3 Day Residential Training Programme for the

“Supporting Staff of the Sr. Functionaries”

**Venue: AP HRDI, Bapatla, Guntur Dist.
9 - 11 November, 2017
Programme Schedule**

Prog.Code: APHRDI/Progs.47/17

Thursday ::09.11.2017		
Time (Hrs)	Speaker	Topic
09:30 - 09:45	Sri D Chakrapani IAS (Retd.) Director General of APHRDI,Bapatla.	Welcome Address Programme Over view
09:45 -11:00	Prof E Srinivasa Reddy Head, Computer Science & Engineering Department, Acharya Nagarjuna University, Guntur	IT Awareness (Word processing , Excel, Power Point Presentation and Internet)
Coffee/Tea : 11:00 – 11:30		
11:30 -13:00	Sri G Ramakrishna Assistant Director (Retd.) M & H Dept., Guntur	Office Procedures & Financial Management
Lunch: 13:00 – 14:00		
14:00 -15:30	Sri Shaik Ismail Dy.Collector (Rtd) Guntur	Noting & Drafting
Coffee/Tea : 15:30 – 16:00		
16:00 -17 :30	Sri Shaik Ismail Dy.Collector (Rtd) Guntur	Noting & Drafting

Friday :: 10.11.207

<i>Time (Hrs)</i>	<i>Speaker</i>	<i>Topic</i>
09:30 - 11:00	Dr B Varalakshmi Reader (Retd) Government College for Women Guntur	Verbal and written skills, Effective Communication
Coffee/Tea : 11:00 – 11:30		
11:30 – 13:00	Dr B Varalakshmi Reader (Retd) Government College for Women Guntur	Verbal and written skills, Effective Communication
Lunch: 13:00 – 14:00		
14:00 – 15:30	Sri Baleswara Rao Kancherla Max Life Office Head ,Guntur	Collaboration- Team Work Creative Solutions
Coffee/Tea : 15:30 – 16:00		
16:00 - 17:30	Dr. MarrapuTrimurthi Rao Asst. Professor Sociology & Social Work Acharya Nagarjuna University, Guntur	Leadership Development & Positive Thinking

Saturday :: 11.11.17

<i>Time (Hrs)</i>	<i>Speaker</i>	<i>Topic</i>
09:30 – 11:00	Sri Koteswara Rao Project Director ANU University, Guntur	Role Perception
Coffee/Tea :11:00 – 11:30		
11:30 – 13:00	Sri Koteswara Rao Project Director ANU University, Guntur	Personality Development
Lunch: 13:00 – 14:00		
14:00 – 15:30	Dr Kiran Kumar Assistant Professor Department of Law, SV University Tirupathy, Chittoor	Excellence a way of life & Interpersonal Relationship
Coffee/Tea :15:30 – 16:00		
16:00 - 17:15	Sri P Chandramouli Additional General Manager NRI College, Tirupathi	Change Management & Time Management
17:30 – 17:45	Feedback & Valedictory Address	