



12 DAYS INDUCTION TRAINING PROGRAMME TO CUTTING EDGE GOVERNMENT FUNCTIONARIES of Nellore District
From 09-12-2019 To 20-12-2019

Objectives:

- To build capacity and competencies of State Government Functionaries at the cutting-edge level.
- To target attitudinal, motivation, upgrade knowledge and skills for untrained functionaries.
- To develop Generic and Domain-specific competencies.
- To improve public service delivery by targeting certain specified sectors.
- To bring about a significant positive change in values and culture of the organisations.
- To promote Good-Governance and citizen-centricity of administration.

DAY 1

Date: 09-12-2019

Session	Content	Methodology	Duration	Resource Person
Registration	Registration	Filling up and submission of the prescribed format of registration and Distribution of kits	09.00 AM-10.00AM	
Inauguration & About the Induction Training Programme	Introduction about the Training Programme: a) Objective of the Training. b) Expectation from Training by the organization & participants c) Training schedule & Daily activities	Eminent Guests : Nodal Officer, Master Trainers etc.,	10.00 AM -11.00AM	Sri D.Chakrapani,IAS(retd.,) Former Director General AP HRDI
TEA BREAK			11.00 AM-11:30AM	
Module 01: Emotional Intelligence	Definition & Factors Responsible for Developing Emotional Intelligence	❖ PPT on Emotion in Pictures ❖ PPT on Emotional on intelligence	11.30 AM- 01.00 PM	Prof. E Srinivasa Reddy Professor, Dean and Head Computer Science & Engineering Acharya Nagarjuna University
LUNCH			01.00 PM-02.00PM	
Module 2: Problem Solving and Decision Making	❖ Process of Information sharing in teams ❖ Leadership, Cooperation	❖ Group Activity ❖ PPT & Group Discussion, Stories	02.00 PM-3.30PM	Sri.G.Raja Kumar Lecturer in English

	<ul style="list-style-type: none"> ❖ And Conflict Issues in teams ❖ Problem solving skills and team Building capabilities 			Govt. Institute of Ceramic Technology Gudur, Nellore District
Module 03: Personal and Organisational Values	<ul style="list-style-type: none"> ❖ Define Values in Life ❖ Process of imbibing personal & Organisational Values through Chain of Life. 	<ul style="list-style-type: none"> ❖ PPT, Handouts, Videos, Case Studies. 	04.00PM – 05.30PM	Sri.G.Raja Kumar Lecturer in English Govt. Institute of Ceramic Technology Gudur, Nellore District

FEEDBACK

05.30PM-06.00PM

DAY 2
Date:10-12-2019

Session	Content	Methodology	Duration	Resource Person
RECAP	Review & Discussions	<ul style="list-style-type: none"> ❖ Individual & Group Presentations 	09.00AM-9.30AM	
Module 4: Verbal and Non Verbal Communication	<ul style="list-style-type: none"> ❖ Verbal and Non Verbal Communication Concept ❖ Implications in handling citizens ❖ Demonstrate Verbal and Non Verbal Communication Skills 	<ul style="list-style-type: none"> ❖ Group Exercise ❖ Listening Activity ❖ Question and Answers Discussion Videos 	09.30 AM-11.00AM	Smt.B.Padmasri, M.A,M.Phil Professor Dept.,of English Guntur Mobile : 9440766062
TEA BREAK			11.00AM-11.30AM	
Module 5: Citizen Centric Behaviour	<ul style="list-style-type: none"> ❖ Verbal and Non Verbal Communication Behaviour ❖ Implication in fostering relationships ❖ Hearing and Listening ❖ Listening and Active Listening ❖ Handling telephone calls and handle visitors 	<ul style="list-style-type: none"> ❖ Behaviour Group Exercise ❖ Handouts ❖ PPT on Listening and Active Listening 	11.30AM-01.00PM	Smt.B.Padmasri, M.A,M.Phil Professor Dept.,of English Guntur
LUNCH			01.00PM-2.00PM	
Module 06: Time Management	<ul style="list-style-type: none"> ❖ Concept of Time Management ❖ Time Management techniques 	PPT & To do Today Chart Videos	02.00PM-03.30PM	Sri M.Yashwanth Srinivas Soft Skill Trainer Guntur

	❖ Spent Time Matrix			
Module 07: Stress Management	<ul style="list-style-type: none"> ❖ Define Stress, Including its positive and Negative aspects ❖ Source and Consequences of stress ❖ Stress management strategies ❖ Group learning and peer support 	<ul style="list-style-type: none"> ❖ PPT Questionnaire & Case Study ❖ Building positive energies 	04.00PM- 05.30PM	Sri M.Yashwanth Srinivas Soft Skill Trainer Guntur
Feedback			05.30PM-06.00PM	
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Day 3 Date:11-12-2019				
Session	Content	Methodology	Duration	Resource Persons
RECAP	Review & Discussions	❖ Individual & Group Presentations	09.00AM – 09.30 AM	
Module 8: Leadership and Team Building	<ul style="list-style-type: none"> ❖ Concept of Team ❖ Team Building Skills ❖ Aspects of cooperation in Team work ❖ Behaviours that help or hinder Team Work ❖ Leadership Skills 	<ul style="list-style-type: none"> ❖ Presentation on hare and tortoise ❖ Video on TEAM & Knitted Mouse ❖ Group Discussions 	09.30 AM- 11.00 AM	Dr.Devulapalli Raghava Professor & HOD Department of MBA QIS college of Engineering & Technology(Autonomous) Ongole
TEA BREAK			11.00AM-11.30AM	
Module 9: Qualities of an Excellent Employee	<ul style="list-style-type: none"> <input type="checkbox"/> Qualities of an excellent Govt. Employee <input type="checkbox"/> Importance of these qualities Process of building these qualities by 'Self-Talk' ❖ 	<ul style="list-style-type: none"> <input type="checkbox"/> Presentations on Cracked pot <input type="checkbox"/> Circle of influence <input type="checkbox"/> Qualities of Good Government Employee analysis sheet ❖ <input type="checkbox"/> Group Discussions 	11.30PM-.01:00PM	Sri.A.Venu gopal Krishna Statlcal Officer Director of Adult Education Inbrahimpatnam
LUNCH			01.00PM-2.00PM	

Module 10: Role Efficacy		❖ PPT, Group Discussion, Experience Sharing	2.00 PM – 3.30PM	P.Charan Assistant Professor Department of CSE ANU,Guntur
TEA BREAK			03.30PM- 04.00PM	
Module 11: E-Governance and ICT	<ul style="list-style-type: none"> ❖ Importance of e-Governance ❖ Role of ICT in information society ❖ Relationship between innovative solutions through e-Governance and Citizen centric issues 	<ul style="list-style-type: none"> ❖ Presentation on e-Governance and ICT ❖ Success Stories ❖ Case Studies 	04.00 PM-5.30PM	P.Charan Assistant Professor Department of CSE ANU,Guntur
Day 4 Date:12-12-2019				
RECAP	Review & Discussions	❖ Individual & Group Presentations	09.00AM –09.30AM	
Module :12 Overview of the Department RTGS	History, Organisation Chart, Main Activities, Schemes, Annual report of the Department.	PPT, Group Discussion, Experience Sharing	09.30AM – 11.00A.M	Sri.R.K.Anantha Krishnan Director Real Time Governance Society Dept.of Real Time Governance A.P.Secretariate
TEA BREAK			11.00AM- 11.30AM	
Module 13: RTI	<ul style="list-style-type: none"> ❖ Evolution of RTI Act ❖ Salient Feature of RTI ❖ Transparency in administrations ❖ As stipulated in RTI Act ❖ Accountability in Service Delivery System 	<ul style="list-style-type: none"> ❖ PPT on RTI ❖ Case Studies ❖ Success Stories 	11.30PM – 01.00PM	Sri Y. Jaganmohan Rao RTI Activist

LUNCH		1.00 PM -2.00PM		
Module :14 Overview of the Department CM Dash Board	History, Organisation Chart, Main Activities, Schemes, Annual report of the Department.	PPT, Group Discussion, Experience Sharing	02.00P.M -03.00P.M	Smt. K Madhuri Latha Project Manager e Pragati authority, Vijayawada
TEA BREAK			03.30PM-4.00PM	
Module 22: Swatch Bharat Abhiyan	<ul style="list-style-type: none"> ❖ Activities Leading to 'Swachh Bharath' ❖ Steps to be undertaken under the Mission ❖ Pledge of 'Swachh Bharath' Mission 	<ul style="list-style-type: none"> ❖ Videos on 'Swachh Bharath' ❖ 'Swachh bharath mission and Pledge' ❖ My Personal Pledge 	04.00PM-05.30PM	Sri Sripathi.K Assistant Professor Soft Skills Trainer Department of management Studies Vignan University
FEEDBACK			30 Mins	
Day 5				
Date : 13.12.2019				
Field Visit				
Day 6				
Date:14-12-2019				
Session	Content	Methodology	Duration	Resource Persons
RECAP	Review & Discussions	<ul style="list-style-type: none"> ❖ Individual & Group Presentations 	09.00AM – 09.30 AM	
Module 16 Change Management		PPT, Group Discussion, Experience Sharing	09.30AM-11.00AM	Dr.V.L.V.N.Narendra Kumar Lecture in English Govt., Polytechnic College Nellore Mail : narendravrl@gmail.com Mobile : 9848744354
TEA BREAK			11.00AM- 11.30AM	
Module 17: GOAL Setting	<ul style="list-style-type: none"> ❖ Define Goals ❖ SMART Goals ❖ Step for setting Smart Goals ❖ Benefits of Goal Setting 	<ul style="list-style-type: none"> ❖ PPT on setting smart goals ❖ PPT on Goals setting Checklist ❖ PPT on Review Sheet 	11.30AM- 01.00 PM	Dr.David Raj Lecture in English Govt., Polytechnic College Adanki

				Prakasam Mail : rdvds91@gmail.com Mobile : 9440613009
LUNCH			01.00PM-02.00PM	
Module 18: Motivation	Define Motivation Self Motivation Process of Motivation	❖ Motivational Films, Stories, PPT & Videos.	02.00PM-3.30PM	Dr.V.L.V.N.Narendra Kumar Lecture in English Govt., Polytechnic College Nellore Mail : narendrav1@gmail.com Mobile : 9848744354
TEA BREAK			03.30PM-04.00PM	
Module 19: Personal Effectiveness	<ul style="list-style-type: none"> ❖ Concept 'Meta-Cognition/Self-Reflection' ❖ Process underlying the concept ❖ Skills for Meta-Cognition/Self-Reflection' ❖ No Monitor-Self Development 	<ul style="list-style-type: none"> ❖ Questionnaire, PPT on Triangle of Success, Stories Videos& Group Discussions ❖ 	04.00PM-5.30PM	Dr.David Raj Lecture in English Govt., Polytechnic College Adanki Prakasam Mail : rdvds91@gmail.com Mobile : 9440613009

Day 7
Date: 15-12-2019
Blood Donation Camp

Day 8**Date: 16-12-2019****Domain Specific Modules**

Session	Content	Methodology	Duration	Resource Person
Module 20: Managing Conflict	<ul style="list-style-type: none"> ❖ Process of Emergence of Principles ❖ Merit of Collaboration ❖ Dialogue Skills ❖ Negotiation Skills ❖ 	<ul style="list-style-type: none"> ❖ Group Exercise ❖ PPT on Negotiation ❖ Videos on invictus ❖ 	09.30AM – 11.00AM	Sri. Fredrick Christenson Master Trainer Soft Skills VVIT-College
TEA BREAK			11.00 AM- 11.30AM	
Module :21 Overview of the Department AP Secretariat	History, Organisation Chart, Main Activities, Schemes, Annual report of the Department.	PPT, Group Discussion, Experience Sharing	11.30AM-01.00AM	Sri.K.V.S.K.S Papa Rao Additional Secretary to Govt,Retd Finance Department AP Secretariat
LUNCH			1.00 PM -2.00PM	
Module :20 IT Enabled Services in A.P.	Bio Metric	PPT, Group Discussion, Experience Sharing	02.00PM-03.30PM	Dr. B. S. Naga Kishore Associate Professor Department of IT ANU, Guntur Acharya Nagarjuna University
TEA BREAK			03.30PM- 04.00PM	
Module :20 IT Enabled Services in A.P.	Different APPs	PPT, Group Discussion, Experience Sharing	04.00PM-05.30PM	Dr. B. S. Naga Kishore Associate Professor Department of IT ANU, Guntur Acharya Nagarjuna University

Day 9 :**Date: 17-12-2019**

Session	Content	Methodology	Duration	Resource Persons
RECAP	Review & Discussions	Experience Sharing	09.00AM -9.30AM	
Module:21 Financial Management	HRMS Package, GPF Act, Automatic Advancement Scheme	PPT, Group Discussion, Experience Sharing	09.30 AM – 11.00A.M	Sri Jayanth Uppuluri Chartered Accountant Social Welfare Department Vijayawada
TEA BREAK			11.00AM-11.30AM	
Module:21 Financial Management	HRMS Package, GPF Act, Automatic Advancement Scheme	PPT, Group Discussion, Experience Sharing	11.30AM-01.00PM	Sri Jayanth Uppuluri Chartered Accountant Social Welfare Department Vijayawada
LUNCH			01.00PM-02.00PM	
Module: 24 Office Procedures	Functions of an Office, Registers & Files management.	PPT, Group Discussion, Experience Sharing	02.00PM-03.30PM	Sri G Ramakrishna Assistant Director (Retd.) M & H Dept. Guntur
TEA BREAK			03.30PM-04.00PM	
Module: 24 Office Procedures	Functions of an Office, Registers & Files management.	PPT, Group Discussion, Experience Sharing	04.00PM-05.30PM	Sri G Ramakrishna Assistant Director (Retd.) M & H Dept. Guntur

Day 10**Date: 18-12-2019**

Session	Content	Methodology	Duration	Resource Person
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RECAP	Review & Discussions	❖ Individual & Group Presentations	09.00 AM -9.30AM	
Module:25 Records Management	Noting & Drafting skills	PPT, Group Discussion, Experience Sharing	02.00 PM-03.30PM	Sri Narsimha Murthy Senior Accountant ICDS, Guntur
TEA BREAK			11.00 AM- 11.30 AM	
Module:25 Records Management	Noting & Drafting skills	PPT, Group Discussion, Experience Sharing	11.30PM-01.00PM	Sri Narsimha Murthy Senior Accountant ICDS, Guntur
LUNCH			01.00PM-02.00PM	
Module: 23 Disciplinary Procedures	Conduct Rules 1964	PPT, Group Discussion, Experience Sharing	02.00PM-03.30PM	Sri T Ramakrishna, AO, AMRC, Vijayawada
TEA BREAK			11.00AM-11.30AM	
Module: 23 Disciplinary Procedures	CCA Rules 1991	PPT, Group Discussion Experience Sharing	04.00PM-05.30PM	Sri T Ramakrishna, AO, AMRC, Vijayawada

Day 11

Date: 19-12-2019

RECAP	Review & Discussions	❖ Individual & Group Presentations	09.00 AM -9.30AM	
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Session	Content	Methodology	Duration	Resource Persons
Module :27 Gender Concern	Sexual Abuse, Violence against Women, Discrimination in Office & empowerment of Women	Videos on Good Day	09.30AM – 11.30A.M	Mrs. Sarala Legal Counsellor Project Director Office Women Development & Child Welfare Department Ongole Mail: dvact.prk@gmail.com M: 9440591634
	TEA BREAK	11.00 AM- 11.30AM		

Module :28 Central & State Govt. Schemes	Present Scenario of Central & State Govt. System & Relations	PPT, Group Discussion Experience Sharing	11.30AM-01.00PM	Sri Sitapathi Rao Joint Director Planning Department
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				Secretariat, Velagapudi
LUNCH BREAK			01.00PM-02.00PM	
Feed Back & Sharing Sessions				

Date: 20-12-2019

Session	Content	Methodology	Duration	Resource Person
RECAP	Review & Discussions	❖ Individual & Group Presentations	9.00AM-9.30AM	
TEA BREAK			11.00AM -11.30AM	
LUNCH			01.00PM-02.00PM	
FEEDBACK			02.00Pm-03.30Pm	
TEA BREAK			03.30PM -04.00PM	
Valedictory and Distribution of Certificates	Eminent Guests: APHRDI Official, Dist Officials , Dist Training Centre Manager, Nodal Officer, Master Trainers etc.,		04.00PM-05.30PM	