



**Andhra Pradesh Human Resource Development Institute**

**(Govt. of Andhra Pradesh)**

**Three Day Capacity Building for**

**Full Time Mentors of JKC**

**(in association with Collegiate Education )**

**6 – 8 June, 2019**

Venue: AP HRDI, Bapatla, Guntur Dist.

**Tentative Programme Schedule**

Prog.Code: APHRDI/JKC/3/19

<b>Thursday :: 06.06.2019</b>		
<b>Time (Hrs)</b>	<b>Speaker</b>	<b>Topic</b>
09:30 - 10:30	<b>Sri D Chakrapani, IAS (Retd.)</b> Director General & Ex-officio Secretary to GAD, AP HRDI, Bapatla	<b>Inaugural Address</b>  <b>Programme Over view</b>
10:30 – 11:45	<b>Dr. B V Pattabhiram</b> Prasanthi Counselling & HRD Centre, E-1, Samrat Complex, Opp. AG's Office, Secretariat Road, Hyderabad	India's Personality Development and HR Skills  <b>(Through Skype)</b>
<b>Coffee/Tea : 11:45 – 12:00</b>		
12:00 -13:30	<b>Dr. I. Vijaya Babu</b> Reader in English & ELF – Certified Trainer, Principal (FAC) Govt. Degree College Chodavaram	<b>Communication Skills-I (Business Correspondence</b> with focus on Formal Language, Report Writing, Telephone Etiquette and e-correspondence)
<b>Lunch: 13:30 – 14:00</b>		
14:00 – 15:00	<b>Sri P. Sreedhar</b> Lecturer in Academic Cell, O/o. CCE, Vijayawada	<b>Networking Problems &amp; Solutions</b> (Basics of Networking & System Administration, Trouble Shooting and Connectivity to Virtual and Digital Class Rooms)
15:00 -16:30	<b>Sri N.N. Sai Ganesh</b> Soft Skill Trainer English Language Management Guntur	<b>Soft Skills and Personality Development</b> (Professional Etiquette, Attire, Body Language)
<b>Coffee/Tea : 16:30 – 16:45</b>		
16:45 – 18:15	<b>Sri Sreedhar</b> Freelance Trainer Tenali Guntur District	<b>Analytical Skills</b> (Short-cut Techniques in Reasoning)

**Friday :: 07.06.2019**

<b>Time (Hrs)</b>	<b>Speaker</b>	<b>Topic</b>
09:30 – 11:00	<b>Smt. A. Rosalind</b> Lecturer & ELF – Certified Trainer, SRR & CVR Govt. Degree College (A), Vijayawada	<b>Communication Skills-II</b> (JAM, Role Play, Group Discussion & News Paper Activity)
<b>Coffee/Tea : 11:00 – 11:30</b>		
11.30 – 13.00	<b>Prof. V. Viswanadham</b> Retd. Professor Hyderabad	Leadership Qualities & Duties & Responsibilities of Mentors
<b>Lunch: 13:00 – 14:00</b>		
14:00– 15:30	<b>Sri G.D. Rajender</b> Lecturer in Comp. Science, GDC, Pattikonda	<b>Website Maintenance</b> (Uploading of Data, HTML Tags, Placing of youtube links)
<b>Coffee/Tea :15:30 – 16:00</b>		
16:00 – 19:30	<b>Sri J N V Somayajulu</b> Aptitude Trainer Amalapuram East Godavari Dist.	<b>Analytical Skills</b> (Short-cut Techniques in Aptitude)
<b>Saturday :: 08.06.2019</b>		
09:30 – 11:00	<b>Sri D. Sunil Kumar</b> Lecturer in Comp. Science, Govt. College (A), Rajahmahendravaram	<b>MOOCs</b> (Introduction, Creative Commons, MOOCs courses)
<b>Coffee/Tea : 11:00 – 11:30</b>		
11.30 – 13.00	<b>Sri D. Sunil Kumar</b> Lecturer in Comp. Science, Govt. College (A), Rajahmahendravaram	<b>G-SUITE</b> (Google Sheets, Docs, Google Class Room etc.)
<b>Lunch: 13:00 – 14:00</b>		
14:00 – 15:30	<b>Sri R.V. Satya Narayana</b> Lecturer in Comp. Science, Govt. College (A), Rajahmahendravaram	<b>MOODLE</b> (Presentation Tube and Moodle Account)
<b>Coffee/Tea :15:30 – 15:45</b>		
15:45 – 17:30	<b>Sri R.V. Satya Narayana</b> Lecturer in Comp. Science, Govt. College (A), Rajahmahendravaram	<b>HANDS-ON Training on MOOCs</b> <b>Course Development</b>
17:30 -18.00	<b>Academic Guidance</b> <b>Officer</b> , O/o CCE, Vijayawada	<b>Valedictory &amp;</b> <b>Feedback</b>