



Workshop for Non- Teaching Staff

On

Personality and Overall Development.

From

29th November 2021 to 4th December 2021



POORNIMA
INSTITUTE OF ENGINEERING & TECHNOLOGY

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ISI-2, RIICO INSTITUTIONAL AREA, SITAPURA,

JAIPUR – 302022RAJASTHAN, INDIA

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PRINCIPAL

**Poornima Institute of Engineering
& Technology
ISI-2, RIICO Institutional Area
Goner Road, Sitapura Jaipur-302022**

Poornima Institute of Engineering and Technology organized one-week workshop for supporting staff on “Personality and Overall Development”. There were 20 participants attended the workshop. This workshop was arranged to serve one of the objective that is enhancing institutional and system management effectiveness. The objective of this workshop was to develop the staffs spiritually and build self-confidence, enhance self-esteem and improve overall personality. The programme aimed at grooming the staffs through sensitizing them about proper behaviour, socially and professionally in both formal and informal circumstances.

Contents:

1. Communication and Presentation Skill
2. Work Ethics and Etiquettes
3. Managerial Skills
4. Leadership and Motivation
5. Personality Development
6. Health Management and Safety at work Place
7. Stress Management and Causes of Stress

Day 1: Monday, November 29, 2021

Time: 9:30am – 12:3pm

Trainer: Dr. Ritu Soryan, Professor, PIET, Jaipur

Contents:

- Welcome and Inauguration
- Communication and presentation skill
- Work ethics and etiquettes

The programme commenced with the lighting of the Ceremonial lamp by the Dr. Dinesh Goyal Principal/ Director PIET, Dr. Gautam Singh, Registrar, and All HoDs and coordinators. Dr. Dinesh Goyal delivered Inaugural speech lectures to all participants, he emphasized that this workshop is very important to have a impressive personality and also to inculcate leadershipskills, communication and inter personal skills. After Inaugural ceremony, Dr. Ritu Soryan conducted a highly interactive session on communication, presentation skills and team building, who also gave examples for goal setting and achieving them. Second session of work ethics and etiquettes was delivered by Dr. Ritu Soryan. The session covered the conversational model of learning, which emphasized the participation of people in a dialogue that generates knowledge. Dr. Ritu Soryan also explained the importance of professional discipline in every aspect of life in order to be successful.

It also allows one to have power and control in life. A disciplined person is free of the chaos that people with-out the skill experience. A disciplined person adheres to and abides by certain rules and

norms. The session was wonderful, full of knowledge and feedback from participants was very good.

Day 2: Tuesday, November 30, 2021

Time: 9:30am – 12:3pm

Trainer: Dr. Sama Jain, Professor, PIET, Jaipur

Contents:

- Right to service
- Leadership and motivation

On Second day November 30, 2021, workshop began with the session on right to service by Dr. Sama Jain in which he described several points on Right to Service, which will be meant to reduce corruption among the all staff members and to increase transparency and public accountability. Dr. Sama Jain explained further about managerial skills and self-development, she advised that we should break our long-term goals into smaller ones and complete them in parts. The Session was full of knowledge and important for overall development, participants gave their feedback at the end of session. Feedback was very good. This session enabled the participants to develop an appreciation for the changing roles and responsibilities to prepare for the same.

Day 3: Wednesday, December 1, 2021

Time: 9:30am – 12:3pm

Trainer: Dr. Gautam Singh, Professor, PIET, Jaipur

Contents: Personality development

The session began to start with warm welcome of session trainer Dr. Gautam Singh. Dr. Gautam Singh explained personality development, which was followed by a discussion about The “Self”, one’s desires, dreams, passions and motivations. Participants were explained about importance of their dreams and desires for developing the personality. It was stressed that they need to have a passion in life. Participants were also given tips on how to increase their self-esteem. They were also encouraged to be optimistic and to have a positive approach about everything in life. He emphasized that they should love themselves and never lose confidence. The session was wonderful, motivational and full of knowledge; feedback of the session was very good.

Day 4: Thursday, December 1, 2021

Time: 9:30am – 12:3pm

Trainer: Mr. Mohit Bajpai, Assistant Professor, PIET, Jaipur

Contents: Health Management and Safety at work Place

This session taken by Mr. Mohit Bajpai on Health Management and Safety at work Place. He said that a healthy workplace is vital for the sustainable social and economic development on global, National and local level. He explained that classic approach to ensuring occupational health, safety,

hygiene in the workplace depends mainly on the enactment of legislation and inspection of workplace to ensure compliance with safety, health, and hygiene standard and this approach will be effective in controlling many occupational hazards. The session was wonderful, motivational and full of knowledge; feedback of the session was very good.

Day 5: Friday, December 1, 2021

Time: 9:30am – 12:3pm

Trainer: Dr. Ritu Soryan, Professor, PIET, Jaipur

Contents: Stress Management and Causes of Stress

In this session, Dr. Ritu Soryan emphasized on Stress Management and Causes of Stress, which comprised of general awareness and self-help on stress issues. She said that Effective stress management helps you break the hold stress has on your life, so you can be happier, healthier, and more productive. She suggested to create ultimate goal is a balanced life, with time for work, relationships, relaxation, and fun and the resilience to hold up under pressure and meet challenges head on. She also said that stress management is not one-size-fits-all. She focused on Identify the sources of stress in your life. The session was wonderful, helpful, motivational and full of knowledge; feedback of the session was very good.

Day 6: Saturday, December 2, 2021

Time: 9:30am – 12:30pm

Trainer: Dr. Sama Jain, Professor, Piet, Jaipur

Contents: Development of Attitude towards Social Responsibility and Valedictory Function

On last day of workshop began with the session on Development of Attitude towards Social Responsibility by Dr. Sama Jain in which he described several points on the empirical findings, this study has been able to provide a better understanding on the impact of personal moral philosophies and imminent attitude towards social responsibilities. She said about implication of the study to future leaders is important as current moral values may lead to whether the present young generations will behave ethically or otherwise in the future.

At the end of the Workshop, the Valedictory session was held at 11:30 am. Which was chaired by Dr. Dinesh Goyal Director/Principal, PIET, Jaipur and Dr. Gautam Singh, Registrar and all HoDs nad Coordinators. Dr. Goyal expressed his trust that the Participants would follow the factors that shape up our personality, environment and various situations that we face while growing up. Dr. Goyal concluded the workshop with an interactive feedback session with participants. Dr. Gautam Singh congratulated all the participants for successful completion of workshop.



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