



RAAK

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)

RAAKCET/PRINCIPAL/CIR/JAN 2021

Date: 11.01.2021

CIRCULAR


I am pleased to inform you that our esteemed college is organizing an Administrative Training Program on "Leadership and Team Management for Administrative Officers" will be held from 18.01.2021 to 20.01.2021. All non-teaching staffs are asked to participate in the training program.

Circulation to:

1. All Faculty and Staff Members
2. All HODs

Copy to:

1. All HODs
2. Office


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SCHEDULE FOR ADMINISTRATIVE TRAINING PROGRAMME – NON TEACHING

LEADERSHIP AND TEAM MANAGEMENT FOR ADMINISTRATIVE OFFICERS

18th Jan 2021 to 20th Jan 2021

Program Schedule:

S.No	Date	Topic	Session	Speaker	Venue
Day 1	18.01.2021	Building and Leading High-Performing Teams	I	Dr. J. Jayakrishanan	RAAKCET Seminar Hall
			II	Dr. J. Jayakrishanan	
		Conflict Resolution Techniques	III	Dr. A. Ananth	
Day 2	19.01.2021	Motivating and Engaging Team Members	I	Dr. A. Ananth	
			II	Mr. A. Raguram	
		Performance Management Strategies	III	Mr. A. Raguram	
Day 3	20.01.2021	Navigating Change in the Workplace	I	Dr. J. Jayakrishanan	



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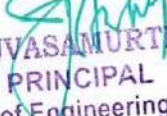
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			II	Dr. J. Jayakrishanan	RAAKCET Seminar Hall
		Developing a Positive Team Culture	III	Dr. A. Ananth	

Schedule of the Day : First Session : 09.00 AM – 11.00 AM; Tea Break : 11.00 AM – 11.15 AM
Second Session : 11.15 AM – 1.15 PM; Lunch Break : 1.15 PM – 2.00 PM; Third Session : 2.00 PM – 4.00 PM.


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FDP Report on Leadership and Team Management for Administrative Officers

Institution Name	RAAK College of Engineering and Technology
Date of Event	18 th Jan 2021 to 20 th Jan 2021
Event Category	Administrative Training Program – Non Teaching Staff
Topic	Leadership and Team Management for Administrative Officers
Guest Name	<ul style="list-style-type: none">• Dr.J.Jayakrishanan• Dr.A. Ananth• Mr. A. Raguram

Brief Report :

Overview

The Faculty Development Program (FDP) on Leadership and Team Management for Administrative Officers aimed to enhance the skills and competencies necessary for effective leadership within academic institutions. This program focused on practical strategies for building high-performing teams, fostering a positive workplace culture, and navigating the complexities of team dynamics. Participants engaged in interactive sessions, workshops, and role-playing exercises, aimed at equipping them with essential tools for leading and managing teams effectively.

Objectives of the FDP

1. To develop effective leadership skills tailored for administrative officers.
2. To provide practical techniques for team building and management.
3. To enhance conflict resolution and motivational strategies.
4. To promote the development of a positive team culture within the organization.



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Topics Discussed

- **Building and Leading High-Performing Teams:** Explored the characteristics of high-performing teams and the leadership qualities necessary to cultivate such teams. Discussed strategies for setting clear goals, defining roles, and establishing trust among team members.
- **Conflict Resolution Techniques:** Introduced various conflict resolution strategies, including negotiation, mediation, and collaborative problem-solving. Participants learned how to identify the root causes of conflict and effectively address them to maintain team cohesion.
- **Motivating and Engaging Team Members:** Discussed methods for motivating team members, including recognition, rewards, and fostering intrinsic motivation. Emphasized the importance of understanding individual motivators and aligning them with organizational goals.
- **Performance Management Strategies:** Covered effective performance management techniques, including goal setting, feedback, and performance reviews. Participants learned how to provide constructive feedback and support team members in their professional development.
- **Navigating Change in the Workplace:** Addressed the challenges associated with organizational change and the role of leaders in guiding teams through transitions. Discussed strategies for communicating change effectively and fostering resilience among team members.




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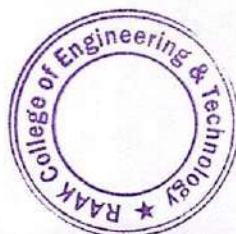
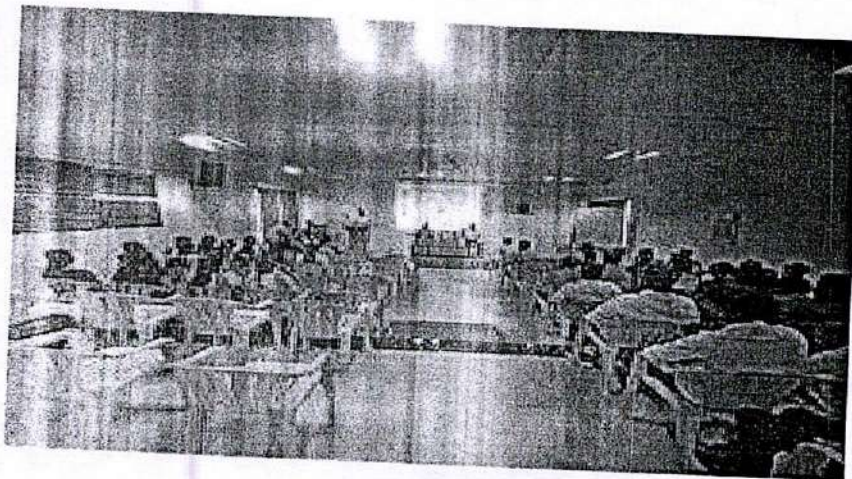
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- **Developing a Positive Team Culture:** Explored the elements that contribute to a positive team culture, including communication, inclusivity, and shared values. Participants learned how to create an environment that encourages collaboration, innovation, and mutual respect.

Outcomes of the FDP

Participants reported significant improvements in their understanding of leadership and team management principles. Faculty members expressed increased confidence in their ability to lead teams effectively and navigate workplace challenges. The program facilitated networking opportunities among administrative officers, encouraging the sharing of best practices and strategies. Additionally, discussions on conflict resolution and team culture underscored the importance of fostering a collaborative and supportive work environment. Participants were enthusiastic about implementing the techniques learned into their administrative roles, ultimately enhancing team performance and organizational effectiveness.




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Conclusion

The FDP was a valuable investment in the professional development of administrative officers at RAAK College of Engineering and Technology. It emphasized the critical role of effective leadership and team management in achieving organizational goals and set the foundation for future initiatives aimed at enhancing leadership capabilities within the institution.


COORDINATOR


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ADMINISTRATIVE TRAINING PROGRAMME ATTENDANCE
TOPIC: Leadership and Team Management for Administrative Officers

S.NO	NAME OF THE FACULTY	DESIGNATION	18.1.2021	19.1.2021	20.1.2021
1	Mr. SYED MOHDEEN. S	OFFICE SUPERINTENDENT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	Ms. NIRMALA. S	ADMIN. OFFICE ASST.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	Mrs. AZEERA BANU. M	ADMIN. OFFICE ASST.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	Mr. SETHU. M	ATTENDER	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	Mr. GNANAVEL. M	LAB TECHNICIAN	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	Mr. M. MARIMUTHU	LIBRARIAN	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	Mr. ANANDA BASKARAN S	PHYSICAL DIRECTOR	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	Mrs. SIVAGAMI D	ACCOUNTANT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	Mrs. ANITHA B	OFFICE ASSISTANT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	Mrs. ALAMELUS S	GARDENER	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	Mrs. MOOGAMBIGAI B	TECHNICAL ASSISTANT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	Mr. SARAVANAVEL. G	OFFICE ASSISTANT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	Mr. PRASANNA MOORTHY K	LAB ASSISTANT/EEE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	Mr. MARK S	LAB ASSISTANT/CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	Mr. ILIYAHATHALI C	LAB ASSISTANT/CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
16	Mr. ARUNKUMAR T	LAB ASSISTANT/EEE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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 HOD

PROGRAM COORDINATOR

[Signature]





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CERTIFICATE OF PARTICIPATION

This is to certify that **Mr.GNANAVEL. M, LAB TECHNICIAN** has actively participated in three day Administrative Training Program on **"Leadership and Team Management for Administrative Officers"** Organized by RAAK College of Engineering and Technology from 18.1.2021 to 20.1.2021.

d. Regad.
CO COORDINATOR

[Signature]
DR. S. SEENUVASAMURTHI,

PRINCIPAL

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COORDINATOR

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr.M.MARIMUTHU, LIBRARIAN has actively participated in three day Administrative Training Program on "Leadership and Team Management for Administrative Officers" Organized by RAAK College of Engineering and Technology from 18.1.2021 to 20.1.2021.

d. Redd.

CO COORDINATOR

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This is to certify that Mrs. SIVAGAMI D, ACCOUNTANT has actively participated in three day Administrative Training Program on "Leadership and Team Management for Administrative Officers" Organized by RAAK College of Engineering and Technology from 18.1.2021 to 20.1.2021.

J. Raval
CO COORDINATOR

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This is to certify that Mr. ANANDA BASKARAN S, PHYSICAL DIRECTOR has actively participated in three day Administrative Training Program on **"Leadership and Team Management for Administrative Officers"** Organized by RAAK College of Engineering and Technology from 18.1.2021 to 20.1.2021.

d. Ragothar
CO COORDINATOR

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