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Department of Physiotherapy & Paramedical Sciences



MALWANCHAL UNIVERSITY, INDORE

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City Office : 104, Trishul Apartment., 5, Sanghi Colony, A.B. Road, Indore M.P. -452008 (M.P.)

Ref: IDOPT/PO/2024/542(A)

Date: 10/10/2024

Circular

Index Department of Physiotherapy and Paramedical Sciences Malwanchal University is conducting 2-days Faculty Development Course on "**Improve job performance and productivity.**" the course will provide in depth knowledge on the given topic.

Topic: - Improve job performance and productivity.

Date: 14/10/2024 – 15/10/2024

Venue: - Index department of physiotherapy and paramedical sciences.

Resource Person: Mr. Ajay Dubey

You are expected to attend the above mentioned course to facilitate in-depth understanding of the topic and enhance the skills.

Faculties can enroll the names to Course Coordinator or before 12/10/2024

Course Coordinator
Mr. Durgesh Yadav

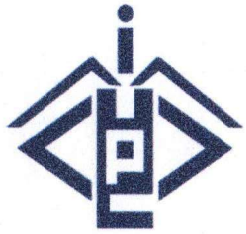
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- Registrar, MU
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Index Department of Physiotherapy & Paramedical Sciences

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"Improve job performance and
productivity"



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ABOUT

Prioritize tasks

Communication: Enhance verbal and written communication.

Module

1. **Prioritize tasks:** Focus on high-priority tasks first.
2. **Break tasks into smaller chunks:** Manageable tasks reduce overwhelm.
3. **Use calendars and schedules:** Organize time effectively.
4. **Avoid multitasking:** Focus on one task at a time.

Eligibility Criteria :

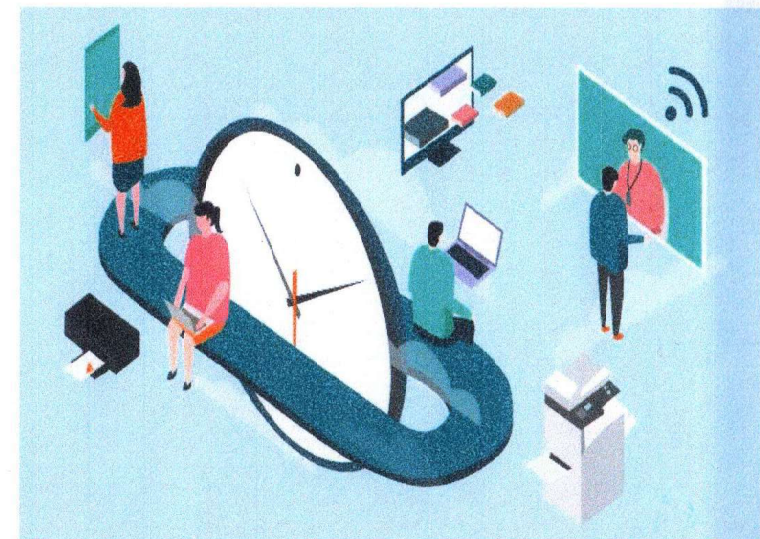
**For Non Teaching Staff
Resource Person**

Mr. Ajay Dubey

Registration Fees:- 0

Date:- 14/10/2024 – 15/10/2024

Schedule:- 09:00 To 10:00



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Indore (M.P.)**



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Department of Physiotherapy and Paramedical Sciences MALWANCHAL UNIVERSITY, INDORE

Ref. no. IDOPT/PO/2024/548

Date : 16/10/2024

Title: - Improve Job Performance and Productivity

Date: -14.10.2024 to 15.10.2024

Venue: - INDEX DEPARTMENT OF PHYSIOTHERAPY AND PARAMEDICAL SCIENCES, INDORE

Resource Person: -Mr. AjayDubey - Assistant Manager (L&D), Malwanchal University, Indore

Introduction: -

In colleges, non-teaching staff play a crucial role in ensuring smooth academic and administrative operations. Their contributions often go unnoticed, yet their efficiency directly impacts the institution's success. To enhance their effectiveness and productivity, a two-day training workshop on "Improve Job Performance & Productivity" under the faculty development program (FDP) was organized at Index Department of Physiotherapy and Paramedical Sciences, Malwanchal University, Indore in order to provide essential tools and strategies to foster better job performance and workplace satisfaction.

Target Audience: -

The program was specifically designed for non-teaching staff, including administrative personnel, library staff, technical support teams, and other auxiliary staff members. It aimed to address their unique challenges and provide tailored solutions to improve their work processes.

Learning Objectives: -

1. **Understanding Roles and Responsibilities:** To provide a clear understanding of individual roles within the institution and how they contribute to overall goals.
2. **Skill Development:** To enhance technical, organizational, and interpersonal skills required for day-to-day tasks.
3. **Time Management:** To teach effective time management techniques for prioritizing tasks and meeting deadlines.
4. **Stress Management:** To equip staff with strategies to manage workplace stress and maintain a healthy work-life balance.
5. **Team Collaboration:** To foster better communication and teamwork among staff members for smoother operations.

Day-1: -

The program adopted an interactive and practical approach to ensure active engagement and effective learning. The workshop included:

- **Workshop:** Facilitated session on key topics such as time management, communication skills, and stress management.
- **Hands-On Training:** Practical session for developing technical and organizational skills



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Day-2: -

- **Role-Playing Exercises:** Simulated scenarios to improve problem-solving and collaboration.
- **Peer Discussion:** Group discussion to share experiences and learn from one another.

Learning Outcomes: -

After the completion of program, participants were able to:

1. Have a clear understanding of their roles and responsibilities within the institution.
2. Demonstrate improved technical and interpersonal skills.
3. Apply effective time and stress management techniques in their daily tasks.
4. Work collaboratively with peers, fostering a more cohesive and efficient work environment.
5. Exhibit increased confidence and satisfaction in their professional roles.

Conclusion: -

A well-structured faculty development program for non-teaching staff was essential for improving job performance and productivity. By addressing their specific needs and equipping them with practical skills, the institution ensured a more effective support system. Ultimately, empowering non-teaching staff benefited the entire college community, paved the way for a more successful and harmonious academic environment. Finally, the certificates of appreciation were distributed to all the participants.

Report Prepared By
Mr. Durgesh Yadav

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Ref No. IDOPT/PO/2024/

Date : 16/10/2024

"Improve job performance and productivity"

Faculty Attendance Sheet

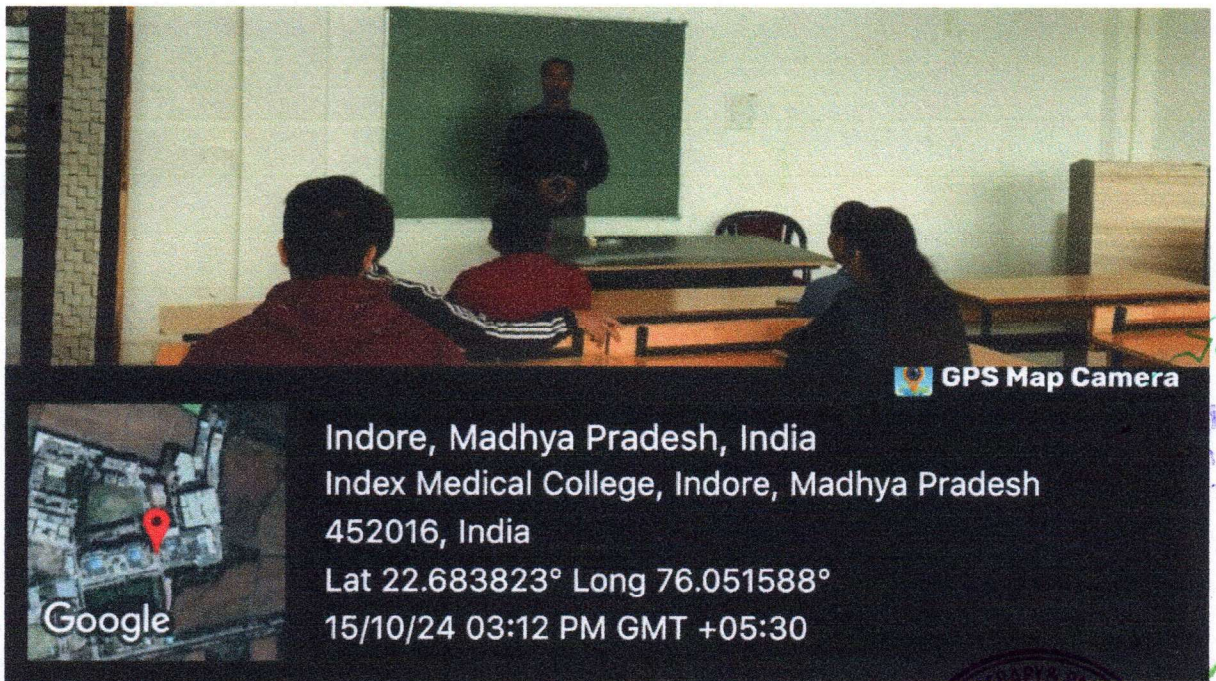
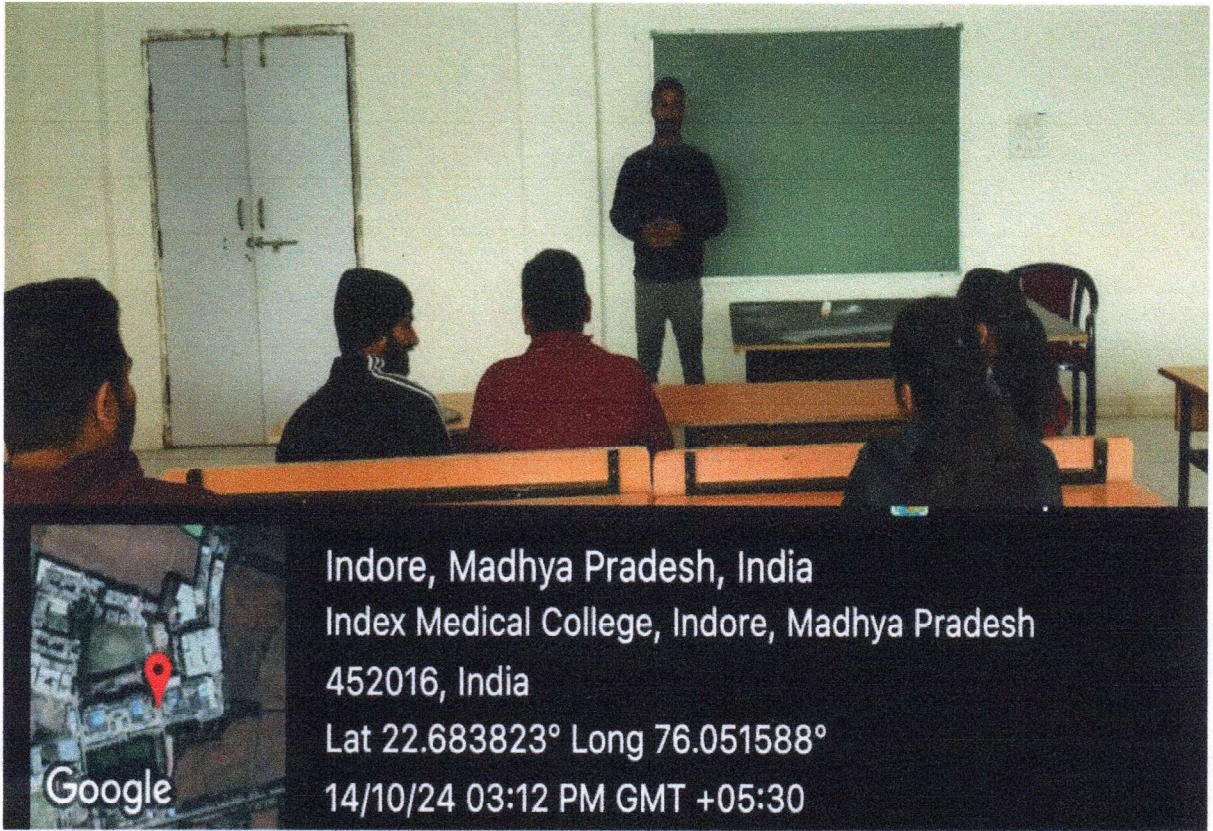
S.no	Year	Name of Teaching Staff	Course name	Resource Person	Date
1	2023-24	Mr. Amin Mansuri Mr. Lakhan Lodhi Mr. Rahul Sisodiya Ms. Sakshi Mehra	Faculty Development Program	Mr. Ajay Dubey	14/10/2024 To 15/10/2024

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Faculty development program :- session 2023-24 on Improve job performance and productivity. by Mr. Ajay Dubey



Faculty development session taken by Mr. Ajay Dubey



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Certificate of Participation

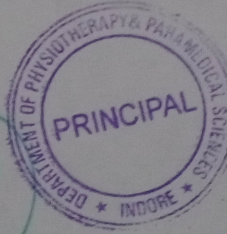
This is to certify that

Mr. Amin Mansuri

has participated in the Faculty Development Programme on
"Improve job performance and productivity"
from 14/10/2024 to 15/10/2024
Credit hours- 2 Hours

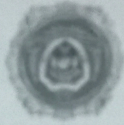
Ajey
Resource Person
Mr. Ajay Dubey

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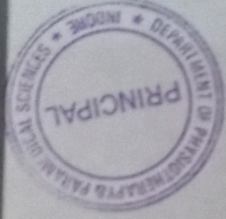


Certificate of Participation

This is to certify that

Mr. Sakshi Mehra

has participated in the Faculty Development Programme on
"Improve job performance and productivity"
from 14/10/2024 to 15/10/2024
Credit hours- 2 Hours



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Resource Person
Mr. Ajay Dubey



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Certificate of Participation

This is to certify that

Mr. Rahul Sisodiya

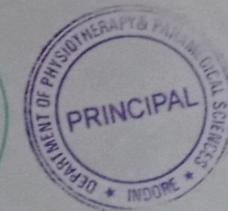
has participated in the Faculty Development Programme on

"Improve job performance and productivity"

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Credit hours- 2 Hours

Resource Person
Mr. Ajay Dubey



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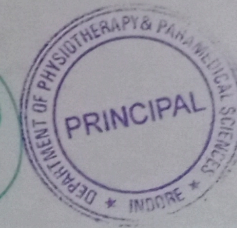
Certificate of Participation

This is to certify that

Mr. Lakhan Lodhi

has participated in the Faculty Development Programme on
"Improve job performance and productivity"
from 14/10/2024 to 15/10/2024
Credit hours- 2 Hours

Resource Person
Mr. Ajay Dubey



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