

Late Shri Vishnu Waman Thakur Charitable Trust's

VIVA INSTITUTE OF TECHNOLOGY

Shirgaon, Virar (E), Palghar, Maharashtra.



**Report on
ISTE Approved one
week**

Short Term Training Program on

“BUILDING ORGANISATIONAL WORK CULTURE”

(From 27th June 2016 to 1st July 2016)

INTRODUCTION:

VIVA Institute of Technology, Virar conducted a short term training program for faculties approved by Indian Society of Technical Education . The theme for the STTP program was “**Building Organisational work Culture**”. The program was of 1 week duration from 27th June 2016 to 1st July 2016. Every day there was two sessions conducted in morning and other in afternoon. All the sessions were taken by the guest faculties from training & corporate domain.

The main objective behind this program is to emphasize to build a more comprehensive approach for building work culture which can have a more profound impact on the faculties and their day to day behavior in the organization. The Program aims to help the teaching professionals to work & enhance their skills in planning, time management & work ethics. The program also helps to understand the concept of Collaborative teaching learning process. Thus in all the STTP program was very much useful to all the teaching professionals in building working culture in the organization

STTP SCHEDULE:

SR. NO.	DAY/DATE	TOPICS & SESSION TIME
1	27/06/2016 Monday	▪ Inauguration (9:45 to 10:00)
		▪ Leadership (10:00 to 12:00)
		▪ Motivation (1:30 to 3:30)
2	28/06/2016 Tuesday	▪ Relation Building (10:00 to 12:00)
		▪ Positive work Management (1:30 to 3:30)
3	29/06/2016 Wednesday	▪ Work ethics (10:00 to 12:00)
		▪ Change Management (1:30 to 3:30)
4	30/06/2016 Thursday	▪ Importance of planning (10:00 to 12:00)
		▪ Time Management (1:30 to 3:30)
5	1/07/2016 Friday	▪ Collaborative Teaching Learning Process (10:00 to 12:00)
		▪ Valedictory & Certificate Distribution (1:30 to 3:00)

GUEST SPEAKERS:

Sr. no	Name	Topics delivered	Institution
1	Swami Nirbhayananda Saraswati	1) Leadership 2) Motivation	Chinmaya Mission
2	Mr. Ashok Asawle	1)Relation Building 2)Positive work Management	Vice President, Corporate IT – BPM Mahindra & Mahindra Worli, Mumbai, Group CIO office.
3	Mr.Suresh Nair	1)Work ethics 2)Change Management	Now How Consulting
4	Mr. Ravi Raman	1)Importance of Planning 2)Time Management 3) Collaborative Teaching Learning process	Professional Trainer