<table>
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<tr>
<th>Session</th>
<th>Content</th>
<th>Methodology</th>
<th>Duration</th>
<th>Resource Person</th>
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<tr>
<td><strong>DAY 1: 23-04-2018 Monday</strong></td>
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<tr>
<td>Registration</td>
<td>Registration</td>
<td>Filling up and submission of the prescribed format of registration and Distribution of lots</td>
<td>09.00 AM-10.00AM</td>
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</tr>
<tr>
<td>Inauguration &amp; About the Induction Training Programme</td>
<td>Introduction about the Training Programme: a) Objective of the Training; b) Expectation from Training by the organization &amp; participants c) Training schedule &amp; Daily activities</td>
<td>Eminent Guests: Nodal Officer, Master Trainers etc.,</td>
<td>10.00 AM-10.15AM</td>
<td>Sri P Janardhan Reddy, SP Jails(Retd.)</td>
</tr>
<tr>
<td><strong>Module 1:</strong> Define Motivation</td>
<td>Motivational Films, Stories, PPT &amp; Videos.</td>
<td></td>
<td>11.15 AM-01.00 PM</td>
<td>Sri Gunashekar, Health Education Officer, Kadapa</td>
</tr>
<tr>
<td>Personal and Organisational Values</td>
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<tr>
<td><strong>Module 2:</strong> Personal Effectiveness</td>
<td>Concept ‘Meta-Cognition/Self-reflection’ Process underlying the concept Skills for ‘Meta-Cognition/Self-reflection’ No Monitor Self Development</td>
<td>Questionnaire, PPT on Triangle of Success, Stories, Videos &amp; Group Discussions</td>
<td>02.00 PM-3.15PM</td>
<td>Sri A Madhu Kumar Reddy, Lecturer, SGOs Arts College, Tirupathi</td>
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<tr>
<td>Verbal and Non Verbal Communication</td>
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<tr>
<td><strong>Module 3:</strong> Verbal and Non Verbal Communication</td>
<td>Concept Implications in handling citizens Demonstrate Verbal and Non Verbal Communication Skills</td>
<td>Group Exercise Listening Activity Question and Answers Discussion Videos</td>
<td>03.30PM-5.15PM</td>
<td>Dr M Pankaja, SVG Degree College, Lecturer</td>
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<tr>
<td>Recap Session</td>
<td>Review &amp; Discussions</td>
<td>Individual &amp; Group Presentations</td>
<td>09.00AM-9.30AM</td>
<td>Sri P Janardhan Reddy, SP Jails(Retd.)</td>
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<tr>
<td><strong>Module 4:</strong> Qualities of an Excellent Employee</td>
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<tr>
<td><strong>Module 5:</strong> Personal and Organisational Values</td>
<td>Define Values in Life Process of imbibing personal &amp; Organisational Values through Chain of Life.</td>
<td>PPT, Handouts, Videos, Case Studies.</td>
<td>11.30AM-1.00PM</td>
<td>Sri Gunashekar, Health Education Officer, Kadapa</td>
</tr>
<tr>
<td>Process of Emergence of Principles</td>
<td>Group Activity, PPT &amp; Group Discussion, Stories</td>
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<tr>
<td><strong>Module 6:</strong> Problem Solving and Decision Making</td>
<td>Process of Information sharing in teams Leadership, Cooperation And Conflict issues in teams Problem solving skills and team Building capabilities</td>
<td>Group Activity, PPT &amp; Group Discussion, Stories</td>
<td>02.00PM-3.30PM</td>
<td>Sri Dominc Reddy, Personality Development Trainer, Nellore</td>
</tr>
<tr>
<td><strong>Module 7:</strong> Managing Conflict</td>
<td>Process of Emergence of Principles</td>
<td>Group Exercise PPT on Negotiation Videos on Invictus</td>
<td>01.45PM-5.15PM</td>
<td>Sri Dominc Reddy, Personality Development Trainer, Nellore</td>
</tr>
<tr>
<td>Recap</td>
<td>Review &amp; Discussions</td>
<td>Individual &amp; Group Presentations</td>
<td>09.00AM-09.30AM</td>
<td>Sri P Janardhan Reddy, SP Jails(Retd.)</td>
</tr>
<tr>
<td><strong>Module 8:</strong> Concept of Time Management</td>
<td>PPT &amp; To do Today Chart</td>
<td></td>
<td>11.30AM-1.15PM</td>
<td>Sri Harsha Vardhan Reddy, Hod, Dept. of Management, Sri Institute</td>
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<tr>
<td><strong>Module 9:</strong> Role Efficacy</td>
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<tr>
<td><strong>Module 10:</strong> Change Management</td>
<td>PPT, Group Discussion, Experience Sharing</td>
<td></td>
<td>11.30AM-01.00PM</td>
<td>Sri B N Sudhakar Reddy, Motivational and Personality Development Trainer</td>
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<tr>
<td><strong>Module 11:</strong> E-Governance and ICT</td>
<td>Importance of e-Governance Role of ICT in Information society</td>
<td>Presentation on e-Governance and ICT</td>
<td>09.00AM-11.15AM</td>
<td>Sri Vaseesha, Professor, Narayana Engineering College, Nellore</td>
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<tr>
<td><strong>Module 12:</strong> Swatch Bharath</td>
<td>Activities Leading to ‘Swachh Bharath’ Steps to be undertaken under the Mission</td>
<td>Videos on ‘Swachh Bharath’ ‘Swachh bharath mission and Pledge’</td>
<td>11.30AM-02.00PM</td>
<td>Dr Karunakar, Retd IAS</td>
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<tr>
<td>Lunch Break</td>
<td></td>
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<td>01.00PM-02.00PM</td>
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<td><strong>Module 13:</strong> IT Enabled Services in A.P.</td>
<td>E-Office</td>
<td>PPT, Group Discussion, Experience Sharing</td>
<td>02.00PM-03.00PM</td>
<td>Sri Kola vittal</td>
</tr>
<tr>
<td><strong>Module 14:</strong> Change Management</td>
<td>PPT, Group Discussion, Experience Sharing</td>
<td></td>
<td>03.30PM-5.15PM</td>
<td>Sri B N Sudhakar Reddy, Motivational and Personality Development Trainer</td>
</tr>
<tr>
<td><strong>Module 15:</strong> Managing Conflict</td>
<td>Process of Emergence of Principles</td>
<td>Group Exercise PPT on Negotiation Videos on Invictus</td>
<td>01.45PM-5.15PM</td>
<td>Sri Dominc Reddy, Personality Development Trainer, Nellore</td>
</tr>
<tr>
<td>Recap</td>
<td>Review &amp; Discussions</td>
<td>Individual &amp; Group Presentations</td>
<td>09.00AM-09.30AM</td>
<td>Sri P Janardhan Reddy, SP Jails(Retd.)</td>
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<tr>
<td><strong>Module 16:</strong> Concept of Time Management</td>
<td>PPT &amp; To do Today Chart</td>
<td></td>
<td>11.30AM-1.15PM</td>
<td>Sri Harsha Vardhan Reddy, Hod, Dept. of Management, Sri Institute</td>
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<tr>
<td><strong>Module 9:</strong> Role Efficacy</td>
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<tr>
<td><strong>Module 10:</strong> Change Management</td>
<td>PPT, Group Discussion, Experience Sharing</td>
<td></td>
<td>11.30AM-01.00PM</td>
<td>Sri B N Sudhakar Reddy, Motivational and Personality Development Trainer</td>
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<tr>
<td><strong>Module 11:</strong> E-Governance and ICT</td>
<td>Importance of e-Governance Role of ICT in Information society</td>
<td>Presentation on e-Governance and ICT</td>
<td>09.00AM-11.15AM</td>
<td>Sri Vaseesha, Professor, Narayana Engineering College, Nellore</td>
</tr>
<tr>
<td><strong>Module 12:</strong> Swatch Bharath</td>
<td>Activities Leading to ‘Swachh Bharath’ Steps to be undertaken under the Mission</td>
<td>Videos on ‘Swachh Bharath’ ‘Swachh bharath mission and Pledge’</td>
<td>11.30AM-02.00PM</td>
<td>Dr Karunakar, Retd IAS</td>
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<td>Lunch Break</td>
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<td>01.00PM-02.00PM</td>
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<tr>
<td><strong>Module 13:</strong> IT Enabled Services in A.P.</td>
<td>E-Office</td>
<td>PPT, Group Discussion, Experience Sharing</td>
<td>02.00PM-03.00PM</td>
<td>Sri Kola vittal</td>
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<tr>
<td>Date</td>
<td>Session</td>
<td>Speaker(s)</td>
<td>Venue</td>
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<td>27-04-2018</td>
<td>Day 5: 09.30AM-11.15AM PPT, Group Discussion, Experience Sharing</td>
<td>Sri Ramana Reddy, Senior Accountant, DTO, Kadapa</td>
<td>SV University</td>
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<td>Day 5: 11.30AM-01.00PM PPT, Group Discussion, Experience Sharing</td>
<td>Sri Alapati Srinagesh, PPT, Group Discussion, Experience Sharing</td>
<td>SV University</td>
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<tr>
<td>28-04-2018</td>
<td>Day 6: 09.00AM – 09.30 AM PPT and Live Demo</td>
<td>Sri Ramana Reddy, Senior Accountant, DTO, Kadapa</td>
<td>SV University</td>
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<td>Day 6: 11.30AM-1.00PM PPT, Group Discussion, Experience Sharing</td>
<td>Sri Alapati Srinagesh, PPT, Group Discussion, Experience Sharing</td>
<td>SV University</td>
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<tr>
<td>29-04-2018</td>
<td>Day 7: 09.30AM-11.15AM PPT, Group Discussion, Experience Sharing</td>
<td>Sri Alapati Srinagesh, PPT, Group Discussion, Experience Sharing</td>
<td>SV University</td>
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<tr>
<td>02-05-2018</td>
<td>Day 8: 09.30AM-11.15AM PPT, Group Discussion, Experience Sharing</td>
<td>Sri Alapati Srinagesh, PPT, Group Discussion, Experience Sharing</td>
<td>SV University</td>
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<tr>
<td>03-05-2018</td>
<td>Day 9: 09.30AM-11.15AM PPT, Group Discussion, Experience Sharing</td>
<td>Sri Alapati Srinagesh, PPT, Group Discussion, Experience Sharing</td>
<td>SV University</td>
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</table>

**Day 5: 27-04-2018 Friday**

- **Module 13**: IT Enabled Services in A.P.
  - **Review & Discussions**
  - **PPT, Group Discussion, Experience Sharing**
  - **Tea Break**

- **Module 14**: Sexual Abuse, Violence against Women, Discrimination in Office & empowerment of Victims on Good Day
  - **Videos on Good Day**
  - **Tea Break**

- **Module 15**: Verbal and Non-Verbal Communication Behavior
  - **Behaviours Group Exercise Handouts**
  - **PPT on Listening and Active Listening**
  - **Handling telephone calls and handle visitors**

- **Module 16**: Evolution of RTI Act
  - **Salient Feature of RTI**
  - **PPT on RTI**
  - **Case Studies Success Stories**

- **Module 17**: Leadership and Team Building
  - **Presentation on hare and tortoise**

- **Module 18**: Definition & Factors Responsible for Developing Emotion in Pictures
  - **PPT on Emotional on**
  - **Tea Break**

- **Module 19**: Define Stress, Including its positive and Negative aspects
  - **PPT Questionnaire & Case Study**
  - **Tea Break**

- **Module 20**: Define Goals SMART Goals
  - **PPT on setting smart goals**
  - **PPT on Goal setting Checklist**

- **Module 21**: Fundamentals of Management
  - **PPT, Group Discussion, Experience Sharing**

- **Module 22**: Mandate of Sub-ordinate Service Rules
  - **PPT, Group Discussion, Experience Sharing**

- **Module 23**: Retd Senior Accountant, Kadapa, Cell: 9440242953

- **Module 24**: Retd STO, Chittor, Cell: 9032341937

- **Module 25**: Retd STO, Chittor, Cell: 9440242953

- **Module 26**: Retd STO, Chittor, Cell: 9440242953

- **Module 27**: Retd STO, Chittor, Cell: 9440242953

- **Module 28**: Retd STO, Chittor, Cell: 9440242953

- **Module 29**: Duties & responsibilities of Staff, Bills Preparation
  - **PPT, Group Discussion, Experience Sharing**

**Day 6: 28-04-2018 Saturday**

- **Module 20**: Review & Discussions
  - **Individual & Group Presentations**
  - **Tea Break**

- **Module 17**: Leadership and Team Building
  - **Presentation on hare and tortoise**

- **Module 18**: Definition & Factors Responsible for Developing Emotion in Pictures
  - **PPT on Emotional on**

- **Module 19**: Define Stress, Including its positive and Negative aspects
  - **PPT Questionnaire & Case Study**

- **Module 20**: Define Goals SMART Goals
  - **PPT on setting smart goals**
  - **PPT on Goal setting Checklist**

- **Module 21**: Fundamentals of Management
  - **PPT, Group Discussion, Experience Sharing**

- **Module 22**: Mandate of Sub-ordinate Service Rules
  - **PPT, Group Discussion, Experience Sharing**

- **Module 23**: Retd Senior Accountant, Kadapa, Cell: 9440242953

- **Module 24**: Retd STO, Chittor, Cell: 9032341937

- **Module 25**: Retd STO, Chittor, Cell: 9440242953

- **Module 26**: Retd STO, Chittor, Cell: 9440242953

- **Module 27**: Retd STO, Chittor, Cell: 9440242953

- **Module 28**: Retd STO, Chittor, Cell: 9440242953

- **Module 29**: Duties & responsibilities of Staff, Bills Preparation
  - **PPT, Group Discussion, Experience Sharing**

**Day 7: 29-04-2018 Sunday**

- **Module 20**: Review & Discussions
  - **Individual & Group Presentations**
  - **Tea Break**

- **Module 21**: Fundamentals of Management
  - **PPT, Group Discussion, Experience Sharing**

- **Module 22**: Mandate of Sub-ordinate Service Rules
  - **PPT, Group Discussion, Experience Sharing**

- **Module 23**: Retd Senior Accountant, Kadapa, Cell: 9440242953

- **Module 24**: Retd STO, Chittor, Cell: 9032341937

- **Module 25**: Retd STO, Chittor, Cell: 9440242953

- **Module 26**: Retd STO, Chittor, Cell: 9440242953

- **Module 27**: Retd STO, Chittor, Cell: 9440242953

- **Module 28**: Retd STO, Chittor, Cell: 9440242953

- **Module 29**: Duties & responsibilities of Staff, Bills Preparation
  - **PPT, Group Discussion, Experience Sharing**

**Day 8: 30-04-2018 Monday**: Field Visit: Golagamudi Ashram

**Day 9: 01-05-2018 Tuesday**: Field Visit: Swarna Bharath Trust

**Day 10: 02-05-2018 Wednesday**

- **Briefing of Field Visit**
  - **Review & Discussions**
  - **Individual & Group Presentations**

- **Module 24**: Office Procedures
  - **Functions of an Office, Registers & Files management.**
  - **PPT, Group Discussion, Experience Sharing**

- **Module 25**: Disciplinary Procedures
  - **GDA rules 1991**
  - **PPT, Group Discussion, Experience Sharing**

- **Module 26**: Financial Management
  - **AP loan Rules and Procedure Rules**
  - **PPT, Group Discussion, Experience Sharing**

- **Module 27**: CFMS
  - **PPT and Live Demo**
  - **Tea Break**

- **Module 28**: Records Management
  - **PPT, Group Discussion, Experience Sharing**

- **Module 29**: Office Procedures
  - **Duties & responsibilities of Staff, Bills Preparation.**
  - **PPT, Group Discussion, Experience Sharing**

**Day 11: 03-05-2018 Thursday**

- **Module 27**: CFMS
  - **PPT and Live Demo**

- **Module 26**: Financial Management
  - **AP loan Rules and Procedure Rules**
  - **PPT, Group Discussion, Experience Sharing**

- **Module 28**: Records Management
  - **PPT, Group Discussion, Experience Sharing**

- **Module 29**: Office Procedures
  - **Duties & responsibilities of Staff, Bills Preparation.**
  - **PPT, Group Discussion, Experience Sharing**

**SV University**
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<tr>
<th>Module</th>
<th>Financial Management</th>
<th>Conduct Rules 1964</th>
<th>PPT &amp; Group Discussion and Experience Sharing</th>
<th>Sri Srinivasulu, Retd Senior Accountant, Kadapa</th>
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<td>2.00PM-3.30PM</td>
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**Tea Break:** 03.30PM - 03.45PM

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<tr>
<th>Module</th>
<th>Records Management</th>
<th>Noting &amp; Drafting Skills</th>
<th>PPT, Group Discussion, Experience Sharing</th>
<th>Sri Jaya Chandrudu, Retd AO, Kadapa</th>
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<td>4.45PM-5.45PM</td>
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**Day 12: 04-05-2018 Friday**

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<tr>
<th>RECAP</th>
<th>Review &amp; Discussions</th>
<th>Individual &amp; Group Presentations</th>
<th>09.00AM - 09.30AM</th>
<th>Sri P Janardhan Reddy, SP Jails(Retd.)</th>
</tr>
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</table>

**Tea Break:** 11.15AM - 11.30AM

**Presentations by Participants**

**Lunch Break:** 11.15AM - 11.30AM

**Tea Break:** 3.15PM - 3.30PM

**Feedback and Valedictory**