

PKM COLLEGE OF EDUCATION MADAMPAM



REPORT

Capacity Training Programme For Ministerial Staff



Organizers: IQAC and Staff Association

Time: 4:00 PM

Venue: Seminar Hall (PKM College of Education, Madampam)

Introduction

The Capacity Training Programme for Ministerial Staff, organized by the Internal Quality Assurance Cell (IQAC) and Staff Association, was held at the seminar hall of PKM College of Education, Madapam, on 14 November 2019. The aim of this program was to enhance the skills and capabilities of ministerial staff through targeted training sessions, ultimately contributing to the overall efficiency of administrative processes within the institution.

Objectives:

- To equip ministerial staff with the latest tools and techniques relevant to their roles.
- To foster a collaborative and efficient work environment among the ministerial staff.
- To enhance communication and interpersonal skills among the participants.
- To update participants on any new policies or procedures relevant to their responsibilities.

Planning:

The planning phase involved a collaborative effort between the IQAC and the Staff Association. The topics covered included time management, communication skills, software training, and updates on institutional policies. The schedule was structured to ensure a balance between informative sessions, interactive workshops, and networking opportunities. Resource person Ms. Minimol Simon Junior Supernatant PKM College Of education Madampam , an expert in the field, was invited to deliver key sessions and share valuable insights with the participants.

Execution:

The Capacity Training Programme commenced at 4:00 PM at the designated seminar hall (PKM College of education Madampam) . The event began with an inaugural address by Dr. Jessy .N C principal PKM college of education Madampam , providing an overview of the program and its significance. The subsequent sessions were led by our resource person Ms. Minimol Simon , who engaged the participants through dynamic presentations and hands-on activities. The organizers ensured that all logistics, including audio-visual equipment and training materials, were in place for the smooth execution of the program.

Outcome:

The Capacity Training Programme yielded positive outcomes for the ministerial staff and the institution as a whole. Participants reported a significant improvement in their understanding of relevant tools and procedures, leading to increased confidence in their roles. The collaborative atmosphere promoted networking and the exchange of ideas among staff members. The successful execution of the program underscored the commitment of PKM College of Education to the continuous professional development of its staff. The collaborative effort of the IQAC, Staff Association, and resource person Minimol ensured the success of this endeavor.