

## Activity report (STC-2020)

5 days STC on “**Enhancing performance of staff**” (Non-teaching & Technical staff) held at NITTTR, Chandigarh from 24.2.20 to 28.02.20

**Day 1:** The course started with brief introduction of course content and need of communication skills and explain the importance of written communication and methods. At the end of day, expert told about digital initiatives and PFMS .

**Day 2:** On second day expert were discussed about non-verbal communication . Er. Amandeep kaur explained definition of positive attitude and types and also how it help in workplace. Another session focused on noting and drafting in office procedure.

**Day 3:** On this day Dr. S.D. told how do you develop self-motivation. Another session focused on computer application such as internet based activities email, mail merge, use of internet tools for office activities, ms office.

**Day 4:** This session based on yoga and meditation activities and some practice were organised task around the insitution for team building.

**Day 5:** This day expert discussed about team building and how we can overcome stress in our daily life. The course ended with valedication ceremony and feedback forms from the participants were collected after the ceremony.

There were 20 participants from different parts of country Ajmer, Chandigarh etc.

Overall this STC provided knowledge about both practical and theoretical skills for enhancing performance of the participants.

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