

### Activity Report (STC-2020)

Five day STC on "Enhancing Performance of Staff (Non-teaching & Technical Staff)" held at NITTTR, Chandigarh from 24.02.2020 to 28.02.2020.

#### **Day 1:**

The course started with the introduction followed by focus upon communication skills. Stress was not only on written communication but how communication to superiors, Subordinates and colleagues should be done. At the end of day one digital initiatives by the Govt. of India was discussed.

#### **Day 2:**

Sessions on this day were focused upon Nonverbal communication. Mr. Ranbir Singh gave an expert talk on Noting & Drafting which was very helpful for participants. Er. Amandeep Kaur focused on how to develop positive attitude at the work place.

#### **Day 3:**

Session on this day were focused upon computer applications such as MS Office, Excel, Internet based activities Email, Mail Merge, Use of internet tools for office activities.

#### **Day 4:**


This day was selected for activities. Yoga and Meditation was the 1<sup>st</sup> activity of the day. Then some practice tasks were organized around the institution for team building.

#### **Day 5:**

This day started with activities that were focused upon trust building and stress management. The course ended with valediction ceremony and the feedback forms from the participants were collected after this ceremony.

There were 20 participants in total.

Overall this STC provided an insight to both theoretical and practical knowledge for enhancing the performance of the participants.

  
02.03.2020  
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