

Buses from various places to Extension Education Institute

Secunderabad Railway Station : 7/94H, 7/94R,
7/95R, 5/92,
Hyderabad Railway Station, Nampally : 92R,
Kachiguda Railway Station : 2/94R,
Mahatma Gandhi Bus Station (Imlibun) : 94R, 94H, 95A,
(Reach Koti, Opp. Osmania MedAical : 95P, 94/95R
College gate by auto and catch bus)
Rajiv Gandhi International Airport, : Taxi/RTC Bus/
Shamshabad AeroExpress

Land marks:

Extension bus stop located on the Rajendranagar road which is at a distance of 15 km. from Koti, 25 km from Secunderabad, 15 km from Nampally, 18 km from Kachiguda and 10 km from Rajiv Gandhi International Airport. The participants may also hire private taxi or cab or auto directly from the Railway Station. Drop Location for Private cabs or Taxis: Extension Education Institute, Rajendranagar road.

Participants are advised to make their return journey reservations at their end before leaving to Hyderabad.

Further Information can be obtained from

Dr. K. Madhu Babu, Director

Phone: 040 24015368 (O), +918008808024

Email: madhu5.karra@gmail.com

Dr. I. S. Rao,

Professor and Officer- in-charge (Training)

Phone: 040 24015368 (O), +9196a18231626

Email: illuris@gmail.com

Dr. P. Vijaya Lakshmi,

Professor and Officer- in-charge (Training)

Phone: 040 24015368 (O), +918121668586

Email: pvlagr98@gmail.com

Edited and compiled by

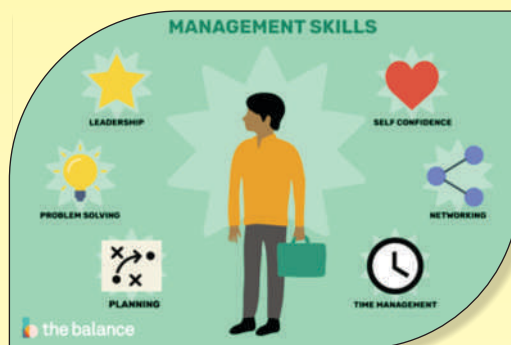
Dr. D. Shireesha, Asst. Professor, EEI.

Warden : **Dr. S. Chandra Shekar** : +91 78 93 33 20 39

Care Taker : **O. Bhasker Rao** : +91 90 00 52 06 87

TRAINING PROGRAMME ON Managerial Skills for Effective Extension Delivery

3rd to 7th December, 2018 (5 days)



Course Coordinator

Dr. D.SHIREESHA

Asst. Professor, EEI, Hyderabad



EXTENSION EDUCATION INSTITUTE
(Southern Region)

**Dept. of Agriculture, Cooperation & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare, Govt. of India**

Professor Jayashankar Telangana State Agricultural University
Rajendranagar, Hyderabad-500 030

Phone No: 040-24015368; Fax No: 040-24016367
e-mail: eei1962@yahoo.in; Web: www.eeihyd.org

Back Ground

The existence of human life cannot be visualized in the absence of modern day organizations. The destiny of human kind is always linked with the destiny of organization. The effectiveness and efficiency with which the organization is managed determines the quality of human life. Management is defined as art of getting things done through the effort of others. Management skills implies an ability which can be develop, not necessarily in born and which is manifested in performance, not merely in potential.

Management is universal in the modern industrial world. Every organization requires making of decisions, coordination of activates, handling of people and the evaluation of performance directed towards the objectives. Numerous managerial activates have their own particular approach to specific types of problem such a farm management, health management, home management, college management, Government management, marketing management, production management, and above all extension management. Technological development has continually created new challenges. The complexities of human relationships constantly challenge those who perform managerial functions. Therefore dynamics of management should be the characteristics of any study of its theory and practice.

While one act in the technical role one engages in to the activity and create the results and the outcome of effort is quite often visible in nature. The managerial role is quite different from the technical roles. Managerial role is concerned with taking work from other. An attempt has been made by Extension Education Institute (EEI) to organize a 5 day training programme to improve the knowledge and skill in the area of 'Managerial skills for Effective Extension delivery'.

Objectives of training:

- To assess the different skills required for effective management of extension organization
- To apply the various Managerial skills for personal and organizational excellence.

Course contents:

Managerial skills for Effective Extension delivery – An over view, Communication skills and Interpersonal skills, Leadership development skills, Team building skills,

Time management skills, Negotiation and Conflict management skills, Decision making and Problem solving skills, Motivational skills, Delegating skills, Administrative and supervising skills, Entrepreneurial skills, soft skills, Gender mainstreaming and Institutional visits.

Benefits :

1. Training on Managerial skills for Effective Extension Delivery will help in planning and implementation.
2. The training will provide comprehensive knowledge on various management skills and techniques for professional excellence.
3. Training will help to improve the once own management capabilities.

Who can attend? Officials from departments of Agriculture, Horticulture, Animal husbandry, Fisheries, Soil conservation and soil survey, Forestry and industries department of Andaman and Nicobar islands, Sericulture and allied sectors, all development professionals from client states of EEI, Assistant Professors / Scientists / KVK professionals / DAATT centre Professionals, personnel from Non Government Organisations and any others who want to build or improve their Managerial skills for Effective Extension Delivery.

Duration: 3rd to 7th November, 2018 (both days inclusive). Participants are expected to arrive at least by 8 AM on the morning of 3rd November and can leave after 1600 hrs. on 7th November, 2018

Boarding and Lodging: The programme is fully residential. Participants will be accommodated in the Hostels at EEI campus and will be provided free board and lodging. With regards to travel expenses, for all the client department officials as per their eligibility shall be met by EEI, Hyderabad except for officials from NGOs.

Pedagogy: Various techniques and pedagogy are adopted in this course to help participants to feel the best touch of reality. The techniques like hands on experience, visit to institutions to enhance various management skills, finally with soft skills for efficient job performance.

Travel: Greater Hyderabad is well connected by Air, Rail and Road with all parts of the country. Participants travelling by train should alight at Secunderabad or Hyderabad railway station. City transport service is available to reach the EEI.