

### 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 Medical 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

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## TRAINING PROGRAMME ON **Management Development Programme**

**23<sup>rd</sup> -27<sup>th</sup> October, 2018**



### Course Coordinator

**Dr. M. Preethi**

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**EXTENSION EDUCATION INSTITUTE**  
**(Southern Region)**

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## Back Ground

Management Development Programmes are designed to provide working field officers with state-of-art concepts and practices in management. They are designed with the objective of providing insights into managerial concepts and techniques relevant for formulating and implementing strategies in various functional areas. Participants gain an overall perspective for decision making by integrating functional and general management approaches.

The Management Development Programme (MDP) is a fast-paced and concentrated 5 days programme focusing on the advancements in management philosophies and practice. The focus is to augment the managerial skills of trainees and facilitate them to face new challenges and practices of the changing world. It creates, promotes and fosters individual and organizational effectiveness by developing and offering an array of innovative and diverse programmes for middle level functionaries of all development departments in 6 states of Southern India and 3 Union Territories. The Programme always strives to enhance the learning quotient of the trainees and help them to continuously update their learning curve all through their career path.

The starting sessions include ice breaking and warm up exercises. Ice breakers help participants to release the initial tensed atmosphere and break inhibitions while warm up exercises make them agile and provide readiness to participate in the programme. This is followed by need assessment of the programme where 10-20% of sessions can be included based on trainee preferences. The programme will include discussion and interactive sessions coupled with field visits.

### Objectives of training:

- To improve the managerial skills among trainees.
- To introduce the concept of Organizational change to trainees
- To enhance Creativity and Innovative skills among trainees.
- To enable Decision making and initiate Problem solving skills among trainees.
- To make the trainees strike a work life balance by applying the learned concepts.

### Course contents:

Skills on Managerial effectiveness; Team building; Management of organizational change; Creativity & innovation organizational performance; Leadership skills & Emotional intelligence; Leading change & change management; Human resource development; Revisiting evolving management; Leadership & personal effectiveness; Strategies for conflict management & effective negotiation; Managing self & others through work life balance; Business communication; Decision making & problem solving skills; Gender mainstreaming and field visits.

## Benefits :

1. Management Development Programme (MDP) directly impacts the morale of the participants as they feel more confident on job and would create enjoyable work environment.
2. MDP helps the employees work through team dynamics. This course would teach the tips and tricks to build a productive team and set standards of communication.
3. MDP would enable the trainees emerge as leaders and develop strategies to implement new changes. This will have a dramatic impact on individual and organizational success.
4. MDP gives the trainees an edge over others in creating higher chances of obtaining and holding top managerial positions. A wide and varied range of roles and careers are known which gives motivation and enterprise needed to boost ones career.
5. MDP creates an opportunity to start new modules at work place. Programme also induces entrepreneurial skills through proven methods and techniques that will usher in Life style management changes.

**Who can attend? :** Officials from departments of Agriculture, Horticulture, Animal husbandry, Fisheries, Soil conservation and soil survey, Forestry, Industries, Sericulture and other 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 enhance their skills related to Management Development Programme.

**Duration:** 23<sup>rd</sup> to 27<sup>th</sup> October 2018 (both days inclusive). Participants are expected to arrive at least by 8 am on the morning of October 23<sup>rd</sup> and can leave after 1600 hrs on October 27<sup>th</sup> 2018.

**Boarding and Lodging:** The programme is fully residential. Participants will be accommodated in the Hostels at EEI campus and will be provided free boarding 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 Management games, hands on experience, visit to institutions related to disaster management, 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.