


**Professional development /administrative training programs organized by the institution for non-teaching staff during the year 2020-21**

Sl.No	Dates (from-to) (DD-MM-YYYY)	Title of the administrative training program organised for non-teaching staff	No. of participants
1	04.06.2020	Virtual Meeting - Apps, Usage & Etiquette	8
2	05.06.2020	Personal Effectiveness in Remote Working	6
3	06.06.2020	Advance Excel - (Part -1)	15
4	09.06.2020	Developing Effective PowerPoint Presentation	7
5	11.06.2020	Communication Skills - (Part -1)	16
6	12.06.2020	Advance Excel - (Part -2)	16
7	16.06.2020	Delivering Impactful presentation	6
8	18.06.2020	Communication Skills - (Part -2)	17
9	19.06.2020	Advance Excel - (Part -3)	15
10	22.06.2020	Email Etiquettes	6
11	23.06.2020	Time Management	15
12	24.06.2020	Managing Virtual Teams (Part-1 )	10
13	26.06.2020	Life of an Employee@Navyata	6
14	27.06.2020	Managing Virtual Teams (Part-2 )	9
15	29.06.2020	My GMR App	10
16	30.06.2020	MS Word - Features & Uses	15
17	09.07.2020	Life of an Employee @ Navyata	2
18	10.07.2020	Advanced Excel - Part 1	30
19	15.07.2020	Developing Effective PowerPoint Presentation	20
20	16.07.2020	Understanding GMR Business- Airport Operations	2
21	11.08.2020	5s journey and success story	6
22	13.08.2020	Productivity in Remote Working	6
23	21.08.2020	Webinar on Understanding GMR Business	4
24	25.08.2020	Labour Laws	2
25	26.08.2020	Introduction to Taxation	2
26	27.08.2020	Interpersonal Effectiveness -(Session 1 of 2)	22
27	29.08.2020	Excel - Basic Data Modeling	18
28	31.08.2020	Storytelling through Data- (Session 1 of 2)	5
29	01.09.2020	Finance for non Finance Executives	4

  
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30	12.09.2020	Motivational talk by JD Lakshmi Narayana	3
31	24.09.2020	Empathy	1
32	16.10.2020	Story Telling Through Data Session 3 of 4	9
33	20.10.2020	Webinar on NEP 2020	26
34	24.10.2020	Excel - Charts & Graphs Part-2	26
35	26.10.2020	GMR Code of Conduct & Business Ethics	1
36	30.10.2020	Art of Delegation	1
37	08.12.2020	Spoken Communication Skills Part 1	1
38	18.12.2020	Conducted a Webinar on Mental & Emotional Development, organized by Dept. of Mechanical Engineering, as a part of ATAL-FDP	1
39	23.12.2020	Spoken Communication Skills Part 3	1
40	08.01.2021	Nonviolent Communication Session 1 of 4	1
41	20.01.2021	Teamwork and relationships	4
42	22.01.2021	Nonviolent Communication Session 2 of 4	1
43	29.01.2021	Awareness Session on Policy Against Sexual Harassment (PASH)	1
44	26.02.2021	Teaching and learning after covid	8
45	10.03.2021	PASH Training Program	14
46	16.03.2021	GMR Group Values and Beliefs	6
47	18.03.2021	Corporate Social Responsibility	1
48	19.03.2021	Basic of Cloud computing Microsoft Azure Training	1
49	23.03.2021	SECURE WORKPLACE ACCESS WITH MICROSOFT	1
50	24.03.2021	Problem Solving & Decision Making Session 1 of 2	1
51	15.04.2021	NUTANIX-NUTATECH-TASHEE LINUX SERVICE	1
52	11.05.2021	HP E STORAGE DAY Virtual event unleash the power of data	3
53	13.05.2021	Understanding PMP Framework for Project Management	1
54	11.06.2021	Understanding pmi framework for project management	2
55	16.06.2021	GMR first Value : HUMILITY	21
56	21.06.2021	Belive in the Power of Prayer	2
57	23.06.2021	PASH Training Program	17
58	24.06.2021	Smarter Workspace Virtual Roadshow with Dell Technologies"	3

  
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