

GOVERNMENT OF TELANGANA

**OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
TELANGANA :: HYDERABAD**

Cir. Memo. No. T1/11195/ 2015

Dt:-18-11-2016

Sub:- TECHNICAL EDUCATION – The Training Programme on
“**Conflict Management**” Scheduled from **21.12.2016** to
23.12.2016 and “**Personal Effectiveness Skills**” Scheduled
from **28.12.2016** to **30.12.2016** Nominations called for
Dr. MCRHRDI, Hyderabad – Reg.

Ref:- 1. Lr.No.T2/CMBS/OVS/653/2016, Dt: 07.11.2016 received from
Dr. MCRHRDI, Hyderabad.

2. Lr.No.T2/CMBS/OVS/652/2016, Dt: 07.11.2016 received from
Dr. MCRHRDI, Hyderabad.

With reference to above letter cited, In this connection, Secretary SBTET, RJD and the all the Principals of Govt. Polytechnics of Telangana state are hereby informed that Dr. MCRHRDI, Hyderabad is conducting Training Programme on “**Conflict Management**” from **21.12.2016** to **23.12.2016(03 days)** and “**Personal Effectiveness Skills**” from **28.12.2016** to **30.12.2016 (03 days)**. They have requested to circulate the same among the Gazetted officers and above send nominations for the training programme, of those who are interested and have not undergone this programme earlier in the proforma enclosed office to take further action in the matter. They may send the nominations to adtrg.ts@gmail.com to “**Conflict Management**” from **21.12.2016** to **23.12.2016** on or before **08.12.2016** and “**Personal Effectiveness Skills**” from **28.12.2016** to **30.12.2016** on or before **14.12.2016** in order to submit for Dr. MCRHRDI, Hyderabad.

Encl: As above

Sd/- U.V.S.N. MURTHY
DIRECTOR (I/c)

To

✓ The Principals of All Govt. Polytechnics under control
of Department of Technical Education.

Copy to Secretary, SBTET, TS, Hyderabad.

Copy to RJD of Technical Education.

Copy to Stock File / Spare.

//F.B.O//

Approved
SUPERINTENDENT
18/11/16

Flag 'A'

Annexure - I

- Programme Title** : **Training Programme on "Conflict Management"**
- Venue** : **Dr MCR HRD Institute, Road No.25 Jubilee Hills, Hyderabad 500 033**
- Duration** : **3-Days**
21 - 23 December 2016
- Aim** : **Conflict is inevitable at workplace, which if not addressed and resolved properly can lead to bad consequences and result in personal animosity. When resolved effectively it not only eliminates various hidden problems but also results in many benefits. Hence, this program aims at building awareness and knowledge about various causes of conflicts at work place and different methods to manage conflicts in different situations to ensure higher productivity.**
- Level and type of participant** : **Gazetted Officers and above**
- Methodology** : **Lecture, Group activities / Discussions, Interactions, Psychological instruments, Exercises & Films**
- Last date of receipt of Nominations** : **8th December, 2016**
- The list of nominations to be sent to** : **Dr.O.Vijayasree, Professor, CMBS,
Dr. MCR HRD Institute,
Road No.25, Jubilee Hills, Hyderabad 500 033
M: 9248032101
Email: vijayasreeo@yahoo.com**
-

NOMINATION FORM

1. Programme title : Training Programme on
"Conflict Management"
2. Name of the Institute : Dr. MCR HRD INSTITUTE
3. Venue : Dr MCR HRD Institute, Road No.25
Jubilee Hills, Hyderabad 500 033
4. Programme Date : 21 - 23 December 2016

5. Name of the Candidate :
(in Capital letters)

6. SC/ST/OBC/OTHERS:

7. Date of Birth:

8. Designation:

9. Pay Scale:

10. Basic Pay:

11. Academic Qualification:

12. Professional Qualification:

13. Address for Communication:

14. Requirement for Accommodation:

FAX No:

Phone No (O):

Mobile No:

Email:

Brief description of duties of the officer:

SIGNATURE OF THE CANDIDATE

TO BE FILLED IN BY THE SPONSORING AUTHORITY:

Certified that:

- a. The particulars given above are correct
- b. Due care has been taken of the training needs of the officer nominated with reference to his present/future duties viz-a-viz the contents of the course
- c. The officer, if selected, will be relieved on full-time basis for attending the programme

ADDRESS FOR COMMUNICATION TO SPONSORING ORGANISATION

PIN:

PHONE:

FAX:

Signature of the sponsoring Authority with Seal)

Ref. No. of
Sponsoring Authority
Place:
Date:

Flag B

Annexure - I

- Programme Title** : **Training Programme on
"Personal Effectiveness Skills"**
- Venue** : **Dr MCR HRD Institute, Road No.25
Jubilee Hills, Hyderabad 500 033**
- Duration** : **3-Days
28 - 30 December, 2016**
- Aim** : **To achieve organizational goals, every officer has to obtain commitment of his / her subordinates and support from superiors, which requires abundant interpersonal skills. To become interpersonally effective one has to first be effective with self and then become effective with others that is from independence to interdependence. Hence, this program aims at exploring into self to develop an insight into ones strengths and weaknesses and then focus on building up various skills to increase ones effectiveness.**
- Level and type of participant** : **Gazetted Officers and above**
- Methodology** : **Lecture, Group activities / Discussions, Interactions, Psychological instruments, Exercises & Films**
- Last date of receipt of Nominations** : **14th December, 2016**
- The list of nominations to be sent to** : **Dr.O.Vijayasree, Professor, CMBS,
Dr. MCR HRD Institute,
Road No.25 Jubilee Hills, Hyderabad 500 033
M: 9248032101
Email: vijayasreeco@yahoo.com**

NOMINATION FORM

1. Programme title : Training Programme on
"Personal Effectiveness Skills"
2. Name of the Institute : DR. MCR HRD INSTITUTE
3. Venue : Dr MCR HRD Institute, Road No.25
Jubilee Hills, Hyderabad 500 033
4. Programme Date : 28 - 30 December, 2016

5. Name of the Candidate :
(in Capital letters)

6. SC/ST/OBC/OTHERS:

7. Date of Birth:

8. Designation:

9. Pay Scale:

10. Basic Pay:

11. Academic Qualification:

12. Professional Qualification:

13. Address for Communication:

14. Requirement for Accommodation:

FAX No:

Phone No (O):

Mobile No:

Email:

Brief description of duties of the officer:

SIGNATURE OF THE CANDIDATE

TO BE FILLED IN BY THE SPONSORING AUTHORITY:-

Certified that:

- a. The particulars given above are correct
- b. Due care has been taken of the training needs of the officer nominated with reference to his present/future duties viz-a-viz the contents of the course
- c. The officer, if selected, will be relieved on full-time basis for attending the programme

ADDRESS FOR COMMUNICATION TO SPONSORING ORGANISATION

PIN:

PHONE:

FAX:

Signature of the sponsoring Authority with Seal)

Ref. No. of
Sponsoring Authority
Place:
Date: