

Enhancing Effectiveness at Workplace

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Overview

The increasing competitiveness at workplace has led to shifting of focus towards enhancing the effectiveness at workplace which can play a critical in increasing workplace efficiency – individual, team and organizational. That apart, the focus is on reorienting self and also focusing on better people relationships, both within and outside the team. The issues of effectiveness ranging broadly from individual self, learning, team, performance, positivity, handling emotions, raising performance bar, stress management, etc. The Programme, '*Enhancing Effectiveness at Workplace*' is designed to address those issues at workplace.

Programme Objectives

The programme is aimed at increasing the productivity and performance levels of the individual employees at both personal and professional level. Some of the objectives of the programme include the following:

- Understand the importance of job and productivity
- Motivating self and others
- Managing downturn effectively
- Handling emotions positively
- Better management of intrapersonal and interpersonal relationships

Programme Content

The programme aims dwell upon the topics of personality development, perspective development, and interpersonal communication skills, raising the learning and performance bar.

Target Group

The target audience for the programme is junior and middle level executives who intend to enhance their effectiveness at workplace.