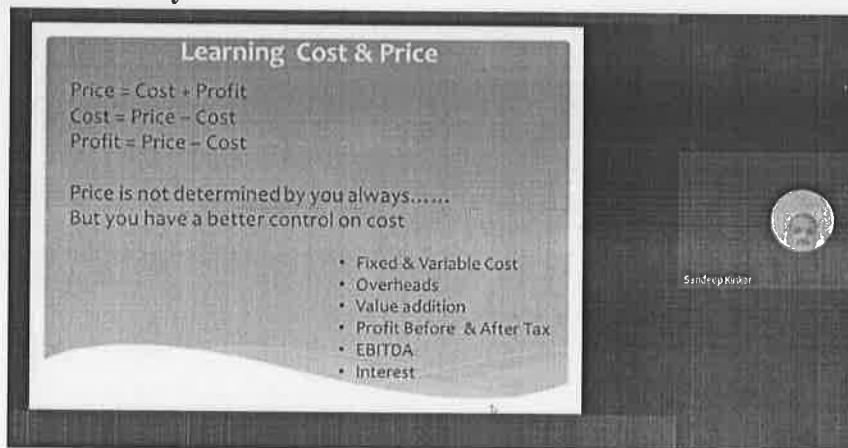


Report on FDP on “Improving Productivity in office”

Organized by

Department of Electronics and Telecommunication

1. **Program type: FDP**
2. **Dates: 25th May 2020**
3. **Venue: Google Meet Online, I²IT, Campus**
4. **Total No. of Participants registered: 12**
5. **Technical Contents:-**
 - Office Protocol
 - Office Efficiency
 - Cost Aspect
 - Behavioral Changes
 - Email and Meetings
 - Organizational Policies
6. **Objectives:**
 - To rehearse and practice professional office protocol
 - To enhance office performance efficiency and improve effectiveness
 - To improve conducive working environment
7. **Outcomes:**
 - Understand the basics of office protocol and organizational behavior
 - Develop the attitude and mindset for improving office efficiency
 - Catalyze and ignite behavioral change and align with organizational policy
8. **Target Audience:**
 - Internal Faculty members
9. **Students participation: No**
10. **Photo Gallery:**





Innovation & Leadership
www.i2it.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

Behavioral change

- Never be a backbencher: Move to front seat
- Learning is updating
- More accountability More responsibility
- Be a Team player: Never be isolated & obstacle
- Proactive in communication
- Always say things that you shan't regret
- Accept failures openly... it improves you
- Critique but never criticize..... accept it positively
- Commit what you can do and do what is committed
- See the end result from beginning
- Never Assume..... it leads to failures



Sandeep Kintar

Meetings

Invites:

- Call meetings thru invite.
- Share agenda and outcome
- Clear idea of participant names, venue and time.
- Inform if cancelled/rescheduled

Attend:

- Reach at least 2 minutes before time.
- Request time duration of meeting to chairperson.
- Huge amount of man-hours are invested in meeting: Never use mobiles, crosstalks
- Participate in meetings for a meaning. You are not watching a tennis match
- Raise hands when you wish to speak
- Do not interrupt.
- Argue to highest level if you are not convinced but after the meeting dedicate yourself to the decision outcome of meeting religiously
- Minutes of meeting are having columns of responsibility and target date. Else it is not a meeting.
- If the meeting is periodic then first review completion status of last MQM.
- If issues are not getting in worst conflict then suggest to park them.



Sandeep Kintar

Coping up with Competition

- If you are performing, you will surely grow. If you aren't you shan't.
- Introspect, introspect & introspect.
- You can be a leader, a hero.
- Don't be a manager or supervisor
- Performance must be comprehensive: PQCDISM
- Short term Vs Long term approach
- Trap of deviations
- Challenge yourself always
- Urgency is the key
- Experience = Failures Hence Failure = Experience... Provided you learn
- Process is important than people and problems.
- Express candidly, never eat back: Being human is thinking differently
- Never lose hopes.
- Keep your plan B & Plan C ready. If plan A fails then find plan D..
- Being tentativeness is an excuse... Be strong in predictability: Say 25 and never say 20-25



Sandeep Kintar

R. Hatekar

Coordinator and HOD