

**Report-13/2018-2019**

**Dated: 17.08.2018**

### **Two day workshop on “Self Management Skills”**

**Two day workshop on “Self Management Skills”** by M.Usha Rani, Asst. Professor, ASC was organised by Academic Staff College from 17.08.2018 to 18.08.2018 in Sun Flower Hall for nominated lab technicians of KL.

Though the self management skills workshop comprises of many soft skills related topics but for these two days workshop the following topics were discussed

- ❖ **MANAGE ONESELF EFFECTIVELY** helps one to gain skills toward the competency of: Manage self effectively as a committed and responsible human being who respects the rights of others.
- ❖ **PROBLEM SOLVING AND DECISION MAKING** helps the participants to refine problem solving and decision making skills by using specific, proven methods of getting results. The participants are given a framework for solving problems and practice alternative methods to develop this technique. Systematic and creative problem solving techniques are addressed and practiced.
- ❖ **SUCCESSFUL TIME MANAGEMENT** offers suggestions for personal organization, planning and prioritizing, eliminating time wasters, handling interruptions and crisis management. Cures for procrastination and enhanced use of discretionary time are key elements.
- ❖ **CONFLICT MANAGEMENT** helps the participants to understand the importance of conflict in one's own personal growth and as well the style of handling conflicts. They were also explained the importance of better style of handling conflicts.

The two day workshop came to an end with distribution of certificates to the participants.

Resource Person actively involving Participants in Discussions



Group Photo of the Participants & Certificates were given by Vice Principal





