



Training Program on Managerial Skills for Non-Teaching Staff

**Organised by
Academic Staff College, KLEF**

28-03-2022 to 29-03-2022

A specialized training program on managerial skills has been organized for non-teaching staff, including Office Managers, Office Assistants, Accountants, Hostel Wardens, Lab Technicians, and Computer Programmers. Dr. M Kishore Babu, Dean of the Medicine and Health Sciences (MHS) department, will lead the program, which aims to enhance the participants' managerial competencies. The training will cover various aspects essential for effective non-teaching roles within the institution.

Additionally, the training will provide strategies for efficient time and task management, enabling participants to prioritize responsibilities and organize workflow effectively. Basic financial principles and techniques for budgeting, expense tracking, and financial reporting will also be covered to equip participants with the necessary skills for financial management in their respective roles.

In conclusion, the training program on managerial skills led by Dr. M Kishore Babu aims to empower non-teaching staff with the essential competencies required to excel in their roles within the institution. By enhancing leadership, communication, time management, financial management, problem-solving, and decision-making skills, the program seeks to contribute to the overall efficiency and effectiveness of non-teaching operations, ultimately supporting the institution's success and growth.

Total 197 faculty had attended the program

Dr A Srinath

Principal – Academic Staff College



KL Academic Staff College

CATEGORY 1 UNIVERSITY BY THE Govt of India

KL ACCREDITED BY NAAC WITH A++ GRADE

NAAC ACCREDITED

RANKED 35 AMONG ALL UNIVERSITIES

41 YEARS OF EDUCATIONAL LEADERSHIP

This is to certify that

KRISHNAKUMARI VALLEPALLI

Has participated in the

Two-days _____ Faculty Development Program on

Managerial Skills for Non-Teaching Staff

During **28-03-2022 to 29-03-2022** _____.



Principal
ASC

KONERU LAKSHMAIAH EDUCATION FOUNDATION
Guntur District, Andhra Pradesh, Pin - 522 582 | Ph: 08645-350 230 | www.koneru.ac.in



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