



Training program on MS Word and Excel for Non Teaching Staff

**Organised by
Academic Staff College, KLEF**

25-03-2022 to 26-03-2022

A specialized training program focusing on Microsoft Word and Excel is being conducted for non-teaching staff members including Office Assistants, Admin Assistants, and Office Managers. Led by Dr. Ch Radhika Rani and Dr. MV Naresh from the Computer Science and Engineering (CSE) Department, the training aims to enhance the participants' proficiency in using these essential software tools. The sessions will take place in the Computer Lab, providing participants with a hands-on learning experience.

Program Schedule:

Date	Topic	Speaker	Attendees
22 nd March 2022-	Tally	Mr. B V Mallikarjuna Prasad, Accounts Manager	All Accountants
23 rd and 24 th March 2022	Behavioral Skills and Etiquettes	Dr. N Siva Kumar HoD-Soft Skills	Security, Vigilance and Attenders, Office Managers, Office Assistants, Accountants, Hostel Wardens, Lab Technicians, Computer Programmers.
25 th and 26 th March 2022	Word and Excel	Dr Ch Radhika Rani/ Dr MV Naresh CSE Dept	Office Assistant, Admin Assistants and Office Managers,
28 th and 29 th March 2022	Managerial Skills	Dr M Kishore Babu, Dean (MHS) and Dr. P Vijay Kumar Reddy, HoD-MBA	Office Managers, Office Assistants, Accountants, Hostel Wardens, Lab Technicians, Computer Programmers.
30 th March 2022	Hospitality and Duties	Mr. N Siva Teja BHM	Hostel Wardens and Mess Staff

The training program will cover various aspects of Microsoft Word and Excel, including basic and advanced functionalities. Emphasis will be placed on practical applications relevant to the participants' roles, such as creating reports, managing databases, and generating presentations.

Dr. Ch Radhika Rani and Dr. MV Naresh will guide participants through interactive sessions, demonstrations, and hands-on exercises to ensure a comprehensive understanding of the software tools. Participants will have the opportunity to practice their skills in the Computer Lab under the guidance of experienced instructors, enabling them to apply their learning directly to their day-to-day tasks.

By the end of the training program, participants are expected to have gained confidence and proficiency in using Microsoft Word and Excel for various office-related tasks. The program aims to empower non-teaching staff members with the necessary skills to enhance their productivity, efficiency, and effectiveness in their respective roles within the institution. Through continuous learning and skill development initiatives like this, the institution is committed to fostering a culture of excellence and innovation among its staff members.

Dr A Srinath

Principal – Academic Staff College





This is to certify that

GOPINATH NAMATHOTI

Has participated in the

Two-days _____ Faculty Development Program on
Training program on MS Word and Excel for Non Teaching Staff

During **25-03-2022 to 26-03-2022** _____.


Principal
ASC