



Staff Development Cell
Guru Gobind Singh Indraprastha University
Organizes

One Week Workshop on
**Boosting Employee Productivity Using
IT Tools**

March 20th – 24th, 2023

Details of the Workshop

1	Title of Workshop	Boosting Employee Productivity Using IT Tools
2	Duration of Workshop	20-03-2023 – 24-03-2023 (5 Days)
3	Eligibility	Administrative Staff from GGSIP University
4	Mode of delivery	Offline Mode

It is recommended that participants carry their own laptops for a better understanding of the IT tools and for hands on sessions.

Objectives of the Workshop

- Providing an overview of the use of technology and adoption of IT tools for management
- Identifying components of IT tools useful in office work
- Designing documents using IT tools and adopting innovative IT tools for better management of office work
- Mapping technologies for people management, presentation skills, problem solving & decision making, strategic planning, and time management
- Providing a hands on experience in using IT tools for boosting productivity

About the Workshop: Experienced resource persons from Industry and

Academia will be handling the sessions.

- The participants must be regular/ contractual employee of GGSIP University.
- Participants will be given the opportunity to interact with the experts
- The resource person will also be sharing their knowledge through case studies.
- Each session will be an opportunity for learning, experiencing and sharing knowledge with the experts & co-participants.
- Maximum 40 participants on first come first serve basis
- Certificate will be given by Staff Development Cell, GGSIP University.

Workshop Registration Details (Registration is FREE)

Interested participants should fill up the attached form and send it through proper channel at the following address by 18th March 2023.

The Chairperson, Staff Development Cell, Room number: 206, E Block, GGSIP University

Applicants are also requested to fill the following form in Google link (Mandatory)

<https://forms.gle/dCCUig7Mmefr672m9>

List of selected participants will be displayed on the website on 19th March 2023.

Patrons:

Prof Mahesh Verma, Vice-Chancellor, GGSIP University

Workshop Co-ordinator:

Prof Arvinder Kaur, Chairperson, Staff Development Cell, GGSIP University

Workshop Convener:

Dr. Anuradha Chug, Member, Staff Development Cell, GGSIP University

Organizing Committee:

Prof Meenakshi Handa, Member, Staff Development Cell, GGSIP University

Ms. Shikha Agarwal, Member, Staff Development Cell, GGSIP University

Mr. Kushpreet Singh Chhatwal, Member, Staff Development Cell, GGSIP University

Mr. Pradeep Kumar Vegian

Contact Details:
sdcc@ipu.ac.in

Program Schedule (March 20th – 24th, 2023)

Registration: 10.00 am to 10.30 am, 20th March 2023

Inauguration: 10.30 am, 20th March 2023

Venue: Seminar Hall, Academic Block

Detailed Contents & Schedule

20-03-2023	21-03-2023	22-03-2023	23-03-2023	24-03-2023
11.00 am -1.00 pm Session 1 IT Tools for better office management	10.00 am -12.00 pm Session 1 Advanced features of MS Word and Power Point	10.00 am-12.00 pm Session 1 Collection of data using Google forms, conducting online meetings, recording and attendance	10.00 am-12.00 pm Session 1 Hands-on session of Advance features of MS Excel (what-if analysis, pivot, VLookup, conditional formatting)	10.00 am-12.00 pm Session 1 Future trends in office and demonstration of e-office for management
Break from 12.00 pm to 3.00 pm for lunch and for routine office work of respective departments of the employees				
3.00 – 5.00 PM (Session 2) Demonstration of Creation of Web pages and various online tools for digital transformation	3.00 – 5.00 PM (Session 2) Hands-on session on the advance features of MS Word (mail merge) and Power Point (animation and video creation)	3.00 – 5.00 PM (Session 2) Hands-on session on using IT tools such as Google meet, Google forms, Google drive, WebEx meetings, recording, uploading on clouds	3.00 – 5.00 PM (Session 2) Judicious use of social media and prevention from hacking and hands on session for various social media sites, profile creation, public and private settings	3.00 – 4.30 PM (Session 2) Future Trends in office automation and Demonstration of online processing of claims and billings of employees Offline Test: 4.00 pm Feedback session: 4.30 pm Valedictory and Certificate Distribution: 5.00 pm

Workshop on
“Boosting Employee Productivity Using IT Tools”
(Application Form)
Staff Development Cell,
Guru Gobind Singh Indraprastha University,
New Delhi, India

Name of the employee	
Designation	
Employee Department/ School	
Employee Code	
Date of Birth	
Employee type (Regular/ Contractual/ Adhoc)	
Date of Joining in the university	
Mobile number	
Email id	

Signature of the employee
(Name and Designation)

The candidate will be permitted to attend the above course, if selected.

Signature of the forwarding authority
(Name and Designation)



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka Delhi - 110078

STAFF DEVELOPMENT CELL

NOTICE

Staff Development Cell is organizing **One-Day Workshop on "Boosting Employee Productivity Using IT Tools during March 20th – 24th, 2023.** The details of the proposed Workshop are given below:

S.No.	Date and Time	Details	Proposed no. of participants
1.	March 20th – 24th 2023, Timing 10.00 am to 5.00 pm	<ul style="list-style-type: none">• Providing an overview of the use of technology and adoption of IT tools for management• Identifying components of IT tools useful in office work• Designing documents using IT tools and adopting innovative IT tools for better management of office work	Maximum 50 participants on first come first serve basis (Target Group : The workshop is open to administrative staff of the University)

Interested participants should fill up the attached form and send it through proper channel at the following address by 18th March 2023.

The Chairperson, Staff Development Cell, Room number: 206, E Block, GGSIP University

Applicants are also requested to fill the following form in Google link (mandatory)

<https://forms.gle/dCCUig7Mmefr672m9>

List of selected participants will be displayed on the website on 19th March 2023.

Arvinder Kaur

**Prof Arvinder Kaur
Chairperson (SDC Cell)**

Copy to:

1. All Deans/Directors/Branch Heads/Librarian of GGSIPU.
2. AR to Hon'ble Vice Chancellor for kind information of the Hon'ble Vice Chancellor.
3. AR to Registrar for kind information of the Registrar.
4. In-Charge UITS with a request to upload this notice on the University website.