



Seeking Faculty Support- IDBI ZTC Bhubaneswar

1 message

Balaji Das <balaji.das@idbi.co.in>
 To: secretary@asthaeducation.in
 Cc: principal@asthaeducation.in, asthaschoolmgm@gmail.com, paresh.mahana@idbi.co.in, jyotshna.sahoo@idbi.co.in

23 May 2022 at 11:34 AM

Respected Madam,

Warm Greetings from IDBI Bank, ZTC, Bhubaneswar..

Please be informed that, we at ZTC Bhubaneswar, are going to host a three day Offline training program on "Essential Management Skills for high Performance" during 2nd June to 4th June 2022. We have requested our CGM & Zonal Head Sir to address the participant during the inaugural session on 2nd June 2022. Hence we would like you to address some of the topics of your expertise from our existing training schedule during the inaugural session, in order to guide our able participants.

However as some of the topics may be addressed by our Internal faculties also from JNIBF on virtual mode, we would like to have your (Personal) session details initially followed by those of our In-house faculties.

Session details are as follows. We can modify the timings as well as session slots as per your convenience during inauguration event.

Essential Management Skills for High Performance (OTH-44)

Duration : June 02-04, 2022

PROGRAMME SCHEDULE

Target Group: Grade A & B officers.

Programme Objective: To understand the importance & relevance of verbal / non verbal communication skills, To imbibe the participants with the necessary soft skill for becoming more effective and make them better team member.

SESSION DATE	Session I [1000-1130]	Session II[1145-1315]	Session III[1400-1530]	Session IV[1545-1715]
02-06-2022 (THURSDAY)	Team Dynamics – Stages of Team Development, Basics of Team Dynamics (Great Leaders are first great followers), Focus on Functioning of a Team		Effective communication Skill : Why & how we do ; Listening Skills - gate to effective communication; Persuasive Team communication	
03-06-2022 (FRIDAY)	Negotiation Skills		Conflict Management, People Management	
04-06-2022 (SATURDAY)	Emotional Intelligence at Work		Stress Management	

We are flexible with the session slots and the timings also. Hence please let us know about the topics you are willing to address during inauguration so that we can assign rest of the sessions to our In-House faculties as well as to your team also.

Seeking your kind co-operation and necessary updation in this regard, Please.

With Thanks & Regards,

Balaji Prasad Das

AGM-Program Director

Zonal Training Centre, Bhubaneswar

Landline:0674-2549044

Mob : 8249318592



Disclaimer



Astha School of Management

(Managed by : Shree Panchamukhi Educational & Charitable Trust)

Approved by : AICTE, Under Ministry of HRD, Govt. of India & Affiliated to Biju Patnaik University of Technology, Odisha

Ref. No.: ASM/6928/22

Date: 06/06/2022

INVOICE

IDBI BANK LTD.
ZONAL TRAINING CENTRE
BOMIKHAL, BHUBANESWAR

Invoice No.: ASM/6928/22
Date: 06/06/2022

Sr. No	Description	Period		No. of Sessions	Amount
		From	To		
1	Training Charge for faculty support (@ Rs. 3500/- per session including all tax) Name of the Training Program: Essential Management Skills for High Performance (OTH-44) Date: 2/06/2022 Session - I & II : Team Dynamics- Stages of a Team (Dr. Sharmila Subramanian)	2/6/2022	4/6/2022	2	Rs. 7000/-
2	Training Charge for faculty support (@ Rs. 2500/- per session including all tax) Name of the Training Program: Essential Management Skills for High Performance (OTH-44) Date: 2/06/2022 Session - III & IV : Effective Communication Team communication (Prof. Jinasis Mohanty)	2/6/2022	4/6/2022	2	Rs. 5000/-
3	Training Charge for faculty support (@ Rs. 2500/- per session including all tax) Name of the Training Program: Essential Management Skills for High Performance (OTH-44) Date: 3/06/2022 Session - I & II : Negotiation Skills (Prof. Jinasis Mohanty) Session - III & IV : Conflict Management, People	2/6/2022	4/6/2022	4	Rs. 10000/-

Campus : # 261, Panchamukhi Vihar, Pitara, Bhubaneswar

Telephone : (0674) 2474138 / 2474148, Fax.: (0674) 2474128

E-mail : asthaschoolmgm@gmail.com, Visit us at : www.asthaeducation.in





Astha School of Management

(Managed by : Shree Panchamukhi Educational & Charitable Trust)

Approved by : AICTE, Under Ministry of HRD, Govt. of India & Affiliated to Biju Patnaik University of Technology, Odisha

Ref. No. : ASM/1928/22

Date. : 06/06/2022

4	Training Charge for faculty support (@ Rs. 3500/- per session including all tax) Name of the Training Program: Essential Management Skills for High Performance (OTH-44) Date: 4/06/2022 Session - I & II : Emotional Intelligence at Work (Dr. Sharmila Subramanian)	2/6/2022	4/6/2022	2	Rs. 7000/-
5	Training Charge for faculty support (@ Rs. 2500/- per session including all tax) Name of the Training Program: Essential Management Skills for High Performance (OTH-44) Date: 4/06/2022 Session - III & IV : Stress Management (Prof. Nandita Mohapatra)	2/6/2022	4/6/2022	2	Rs. 5000/-
Rupees Thity Four Thousand Only				Total	12 Rs. 34000/-

PAN No.: AAHTS1875L
Name : Astha School of Management
A/c No: 30473321126
Bank Name: State Bank of India
Branch: Athal
FSC :SBIN0017951
GSTIN : NA (Since ASTHA School of Management is an educational institute)

Signature of Faculty

1. Sharmila

Name: Dr. Sharmila Subramanian

2. Mohanty

Name: Prof. Jinasis Mohanty

3. Mohapatra

Name: Prof. Nandita Mohapatra

For
M/s. Astha School of Management



Campus : # 261, Panchamukhi Vihar, Bhubaneswar

Telephone : (0674) 2474138 / 2474148, Fax.: (0674) 2474128

E-mail : asthaschoolmgm@gmail.com, Visit us at : www.asthaeducation.in