

Online Training of Centre Manager on Centre  
Management  
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## 1. Need for Training Program

Training Centre Managers are the fulcrum of DDU-GKY programme. They are responsible for the day-to-day operations of the training center and have a challenging role to fulfil. They are required to run the training center according to the standard operating procedures of DDU-GKY. This calls for knowledge of the SOP, people management skills and positive attitude to ensure successful outcomes of each batch. This training provides 16 the Centre Manager with an insight into the knowledge, skills and attitude required of Centre Managers.

## 2. Objective

At the end of the session, participants will be able to:

- Describe the key performance of center.
- Follow the tenets of center management according to the SOP.
- Demonstrate compliance according to the parameters in Standard Forms.
- Adopt the right skills to handle different situations in the center as a leader. Demonstrate the right attitude with various stakeholders who engage with the Centre

## 3. Content

- Program overview and objectives
- Pre-Assessment of the participants
- Introduction to Learning Path of DDUGKY
- Due Diligence of Training Centre.
- Daily Activities to be carried out by the Centre Manager
  - Interactive Exercise
  - Standard forms of DDUGKY
- e-SOP Certification and Registration
- Training Centre Inspection
- Post Assessment
  - Interactive Exercise
  - Training Feedback

## 4. Target Group

PIAs PAN India

## 5. Training Mode & Duration

Online Training for 3 hours.

## 6. Registration link and joining link have been shared with nominated PIAs.