

Training on Centre Management for Jammu & Kashmir
PIAs
(23rd March, 2022)



NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND
PANCHAYATI RAJ
(Ministry of Rural Development, Government of India)
RAJENDRANAGAR, HYDERABAD - 500 030

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 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
- Daily Activities to be carried out by the Centre Manager
 - Interactive Exercise
 - Standard forms of DDU-GKY

4. Target Group

Center Managers of the J&K PIAs

5. Training Mode & Duration

The training will be conducted online for about 3 hours

6. Registration link and joining link have been shared with SRLM to be shared with nominated PIAs.

DDU-GKY Team
NIRD&PR