



## MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR JUDICIAL OFFICERS

**JOP15**

### **PROGRAMME SCHEDULE**

**Date: 27<sup>th</sup> February – 3<sup>rd</sup> March, 2012**

| S.NO.  | TOPIC   | SESSION/<br>TIME          | FACULTY<br>INSTRUCTOR  |
|--|---|---------------------------|--|
| <b>Registration – 9:00-9:15 am</b>   |   |                           |  |
| <b>Briefing by Programme Incharge &amp; Adam. officer – 9:15-9:30 am</b>               |   |                           |  |
| <b>DAY ONE</b>   |   |                           |  |
| <b>Management Skills Orientation &amp; Computer Applications for Judicial Officers</b> |   |                           |  |
| <b>1</b>   | Management Practices in Judiciary – An Introduction   | Forenoon<br>9:30-11:00 pm | Dr. Parul Gupta  |
| <b>Tea Break – 11:00 – 11:15 am</b>  |   |                           |  |
| <b>2</b>   | Application of CMS in case management<br>Basics of Web page   | Forenoon<br>11:15-1:00 pm | Prof. Pratibha Jha   |
| <b>3</b>   | Knowledge of technology to store, index and access archival and active court records and Cyber Crimes                                 | Afternoon<br>2:00-4:00 pm | Prof. Surabhi Pandey   |
| <b>4.</b>  | Management Exercise on HRM/OB<br><br>Briefing by Faculty for Next day preparations and Feedback session                               | Evening<br>4:15- 5:15 pm  | Prof. Shruti Gupta &<br>Prof. Shikha Bhardwaj                          |
| <b>DAY TWO</b>   |   |                           |  |
| <b>Time management &amp; Strategic Planning &amp; Fundamentals of HRM</b>              |   |                           |  |
| <b>4</b>   | Application of Time Management for Judicial Officers  | Morning<br>9:00-11:00 am  | Dr. Parul Gupta  |
| <b>5</b>   | Strategic Planning ,Formulation of action plans, Implementation and monitoring  | Forenoon<br>11:15-1:15 pm | Dr. Parul Gupta  |
| <b>GROUP PHOTOGRPH - 1:15PM</b>  |   |                           |  |
| <b>6</b>   | Performance Management, Monitoring and Appraisal  | Afternoon<br>2:00-4:00 pm | Prof. Shikha Bhardwaj  |
| <b>7</b>   | Practice Exercise – E mail account generation and operation<br><br>Briefing by Faculty for Next day preparations and Feedback session | Evening<br>4:15- 5:15 pm  | Prof. Surabhi Pandey /<br>Prof. Pratibha Jha<br><br>Dr. Sudhir Sakhuja |
| <b>DAY THREE</b>   |   |                           |  |
| <b>Fundamentals of Effective Communication</b>   |   |                           |  |
| <b>8</b>   | Judicial Communication  | Morning<br>9:00-11:00 am  | Dr. Sudhir Sakhuja   |
| <b>9</b>   | Effective Public Speaking   | Forenoon<br>11:15-1:15 pm | Dr. Sudhir Sakhuja   |
| <b>10</b>  | Practice Exercise – Report Generation and   | Afternoon                 | Prof. Surabhi Pandey /   |

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|--|--|---------------------------|--|
|  | Database Mgt.<br>Briefing by Faculty for Next day preparations and Feedback session  | 2:00-4:00 pm              | Prof. Pratibha Jha<br>Prof. Shikha Bhardwaj                        |
| <b>GROUP OUTING 4:15 PM ONWARDS</b>  |  |                           |  |
| <b>DAY FOUR</b><br><b>Fundamentals of HRM &amp; Organisational Behaviour for Judicial Officers</b>             |  |                           |  |
| <b>11</b>  | Motivation   | Morning<br>9:00-11:00 am  | Prof. Shikha Bhardwaj  |
| <b>12</b>  | Work Life Balance  | Forenoon<br>11:15-1:15 pm | Prof. Shikha Bhardwaj  |
| <b>13</b>  | Applications of HRM for judicial officers – with special emphasis on training & development of judicial staff                          | Afternoon<br>2:00-4:00 pm | Prof. Shruti Gupta   |
| <b>14</b>  | Practice Exercise – Online surfing and online information access<br>Briefing by Faculty for Next day preparations and Feedback session | Evening<br>4:15 Onwards   | Prof. Surabhi Pandey /<br>Prof. Pratibha Jha<br>Prof. Shruti Gupta |
| <b>DAY FIVE</b><br><b>Fundamentals of Organizational Behaviour &amp; Public Speaking for Judicial Officers</b> |  |                           |  |
| <b>15</b>  | Team Building  | Morning<br>9:00-11:00 am  | Prof. Shruti Gupta   |
| <b>16</b>  | Team Management  | Forenoon<br>11:15-1:15 pm | Prof. Shruti Gupta   |
| <b>17</b>  | Stress management at workplace   | Afternoon<br>2:00-4:00 pm | Dr. Ashok Pathak   |
| <b>18</b>  | Leadership and Decision making at Court Room<br>Briefing by Faculty for Next day preparations and Feedback session                     | Evening<br>4:15pm onwards | Dr. Ashok Pathak   |
| <b>DAY SIX</b><br><b>Fundamentals of Organizational Behaviour for Judicial Officers</b>                        |  |                           |  |
| <b>19</b>  | Practice Public Speaking   | Morning<br>9:00-11:00 am  | Dr. Sudhir Sakhuja   |
| <b>20</b>  | Mass Communication & Media – Opportunities & Challenges  | Forenoon<br>11:15-1:15 pm | Dr. Sudhir Sakhuja   |
| <b>Valedictory Session</b><br><b>1:20 pm</b><br><b>Departure of Participants</b><br><b>3:00 pm</b>             |  |                           |  |