

## Enhancing Efficiency and Behavioural Skills for Personal Staff of ICAR – NAARM

The six-day Training program on “Enhancing Efficiency and Behavioural Skills for Stenographers Grade-III, PA, PS and PPS of ICAR Institutes/HQs” was organized by ICAR – National Academy of Agricultural Research Management (ICAR – NAARM), Hyderabad at the Academy during February 24-29, 2020.

During the training programme, important topics were covered viz., Rules and Bye Laws; Conduct Rules; GeM; Official Language; Team Building; Inter Personal Relationship; Changing role of PA, PS, PPS; Motivation; RTI; MIS/FMS; Organizational Behaviour and Positive Thinking.

In his valedictory address, Dr. Ch. Srinivasa Rao, Director, ICAR – NAARM urged the participants for continuing the practice of implementing their acquired knowledge in discharging their duties at the respective Institutes.

A total of 35 participants representing 12 States of the country participated in the programme. Shri P.G. Kohad and Shri M. Dinesh, Assistant Administrative Officers were Course Directors.

