



# MANAGEMENT TRAINING PROGRAMME FOR COURT MANAGERS CMP01

## PROGRAMME SCHEDULE

**Date: 7<sup>th</sup> – 12<sup>th</sup> MAY, 2012**

S.NO	TOPIC	SESSION/ TIME	FACULTY INSTRUCTOR
<b>Registration – 9:00-9:30 am</b> <b>Briefing by Programme Incharge &amp; Registrar – 9:30:-10:00 am</b> <b>Welcome address by Dr. A. Pathak, Director – AIMT, Gr. Noida – 10:00 am</b> <b>Faculty Introduction: 10:15- 10:20 am</b> <b>Ice breaking – 10:15-11:15 – Prof. Shruti Gupta &amp; Prof. Shikha Bhardwaj</b> <b>Tea Break – 11:15 – 11:30 am</b>			
<b>DAY ONE</b> <b>Management Skills Orientation &amp; Human Resource Management</b>			
1	Management skills for court managers – An orientation	Forenoon 11:30-1:10 pm	Dr. Parul Gupta
<b>GROUP PHOTOGRAPH – 1:15 PM</b>			
2	Training needs identification and human resource development in organisation	Afternoon 2:00-4:00 pm	Dr. Shruti Gupta
3	Exercise – Team Building  Briefing by Faculty for Next day preparations and Feedback session	Evening 4:15 pm Onwards	Dr. Shruti Gupta  Dr. Parul Gupta
<b>DAY TWO</b> <b>Applications Of Strategic Planning &amp; Time Management</b>			
4	Applications of strategic planning process in Court Development Plans (CDP)	Morning 9:00-11:00 am	Dr. Parul Gupta
5	Visioning and goal setting	Forenoon 11:15-1:15 pm	Dr. Parul Gupta
6	Effective time management	Afternoon 2:00-4:00 pm	Dr. Sanjeev Tandon
7	Exercise – Team work in planning  Briefing by Faculty for Next day preparations and Feedback session	Evening 4:15 pm Onwards	Dr. Parul Gupta  Dr. Sudhir Sakhuja
<b>DAY THREE</b> <b>Organisational Communication &amp; Performance Management</b>			
8	Organisational communication process	Morning 9:00-11:00 am	Dr. Sudhir Sakhuja
9	Barriers to effective communication	Forenoon 11:15-1:15 pm	Dr. Sudhir Sakhuja
10	<b>GROUP OUTING</b>		

<b>DAY FOUR</b>			
<b>Applications of Organisational Behaviour &amp; Information Technology</b>			
11	Group dynamics & behaviour	Morning 9:00-11:00 am	Dr. Shruti Gupta
12	Conflict management at workplace	Forenoon 11:15-1:15 pm	Prof. Shikha Bhardwaj
13	Strategic use of ICT in courts	Afternoon 2:00-4:00 pm	Prof. Pratibha Jha
14	Performance management & retention of competent staff  Briefing by Faculty for Next day preparations and Feedback session	Evening 4:15pm onwards	Prof. Shikha Bhardwaj  Prof. Surabhi Pandey/ Prof. S. Mohanty
<b>DAY FIVE</b>			
<b>Applications of Information Technology for Judicial Database Management</b>			
15	Latest developments & ICT trends and their application in judiciary	Morning 9:00-11:00 am	Prof. Pawan Kumar
16	Database management system & its applications in the maintenance of judicial database	Forenoon 11:15-1:15 pm	Prof. Surabhi Pandey
17	Information flow management – Case information system (CIS)	Afternoon 2:00-4:00 pm	Prof. S. Mohanty
18	Exercise – Stress Management  Briefing by Faculty for Next day preparations and Feedback session	Evening 4:15pm onwards	Dr. Ashok Pathak  Prof. A. K. Rai
<b>DAY SIX</b>			
<b>Financial Resource Allocation &amp; Effective Leadership</b>			
19	Financial budgeting & resource allocation	Morning 9:00-11:00 am	Prof. A. K. Rai
20	Transformational leadership	Forenoon 11:15-1:15 pm	Dr. Ashok Pathak
<b>Valedictory Session</b> <b>1:20 pm</b> <b>Departure of Participants</b> <b>3:00 pm</b>			