

MANAGEMENT TRAINING PROGRAMME FOR COURT MANAGERS CMP02

PROGRAMME SCHEDULE

Date: $7^{th} - 12^{th}$ MAY, 2012

S.NO	TOPIC	SESSION/ TIME	FACULTY
•			INSTRUCTOR
	9	n – 9:00-9:30 am	
	Briefing by Programme Inche	0	
	Welcome address by Dr. A. Pathak,		
		tion: 10:15-10:20 am	
	Ice breaking – 10:15-11:15 – Prof. S	5nruti Gupta & Prof. 1 11:15 – 11:30 am	Snikna Bhardwaj
		Y ONE	
	Management Skills Orientation		Management
1	Management skills for court	Forenoon	Dr. Parul Gupta
_	managers – An orientation	11:30-1:10 pm	
		OGRAPH – 1:15 PM	
2	Conflict management at	Afternoon	Prof. Shikha Bhardwaj
	workplace	2:00-4:00 pm	
3	Exercise – Transaction Analysis	Evening	Prof. Shikha Bhardwaj
		4:15 pm Onwards	
	Briefing by Faculty for Next day		D 0 11 0 11 1
	preparations and Feedback		Dr. Sudhir Sakhuja
	session	Y TWO	
	Organisational Communica		velopment
4	Organisational communication	Morning	Dr. Sudhir Sakhuja
	process	9:00-11:00 am	J
5	Barriers to effective	Forenoon	Dr. Sudhir Sakhuja
	communication	11:15-1:15 pm	
-		A 0.	D 01 : 0
6	Training needs identification and	Afternoon	Dr. Shruti Gupta
	human resource development in	2:00-4:00 pm	
7	organisation Exercise – Stress management	Evening	Dr. Ashok Pathak
'	Exercise – puress management	4:15 pm Onwards	DI, ASHUK I AHIAK
	Briefing by Faculty for Next day	1-10 pin Onwarus	
	preparations and Feedback		Dr. Parul Gupta/ Prof.
	session		Pratibha Jha
		THREE	
		ategic Planning & IC	
8	Applications of strategic planning	Morning	Dr. Parul Gupta
	process in Court Development	9:00-11:00 am	
0	Plans (CDP)	T	D., D., 1.C
9	Visioning and goal setting	Forenoon	Dr. Parul Gupta

Applications of Information Technology for Judicial Database Management
Applications of Information Technology for Judicial Database Management 11 Strategic use of ICT in courts Strategic use of ICT in courts Morning 9:00-11:00 am Prof. Pratibha Jha 12 Latest developments & ICT trends and their application in judiciary 13 Database management system & Afternoon 2:00-4:00 pm 14 Information flow management – Case information system (CIS) Briefing by Faculty for Next day preparations and Feedback session DAY FIVE Organisational Behaviour & Leadership 15 Group dynamics & behaviour Day FIVE Organisational Behaviour & Forenoon 1:15-1:15 pm 9:00-11:00 am Prof. Shruti Gupta/ Prof. Shikha Bhardwaj Dr. Shruti Gupta 9:00-11:00 am Prof. Shruti Gupta/ Prof. Shikha Bhardwaj Dr. Shruti Gupta 9:00-11:00 am Prof. Shikha Bhardwaj Dr. Shruti Gupta 9:00-11:00 am Prof. Shikha Bhardwaj Dr. Shruti Gupta 9:00-11:00 am Dr. Ashok Pathak 2:00-4:00 pm
11 Strategic use of ICT in courts Morning 9:00-11:00 am
9:00-11:00 am 12 Latest developments & ICT Forenoon 11:15-1:15 pm judiciary 13 Database management system & Afternoon 2:00-4:00 pm Prof. Surabhi Pandey Afternoon 2:00-4:00 pm Prof. Surabhi Pandey Afternoon 2:00-4:00 pm Prof. Surabhi Pandey Prof. Surabhi Pandey Prof. Surabhi Pandey Afternoon Prof. Surabhi Pandey Prof. Surabhi Pandey Afternoon Prof. Surabhi Pandey Prof. Surabhi Pandey Prof. Surabhi Pandey Prof. Surabhi Pandey Afternoon Prof. Surabhi Pandey Prof. Surabhi Pandey Prof. Surabhi Pandey Afternoon Prof. Surabhi Pandey Prof. Surabhi Pandey Prof. Surabhi Pandey Afternoon Prof. Surabhi Pandey Prof. Surabhi Pandey Prof. Surabhi Pandey Afternoon Prof. Surabhi Pandey Prof. Surabhi Pandey Prof. Shikha Bhardwaj Prof. Shikha Bh
12 Latest developments & ICT Forenoon 11:15-1:15 pm
trends and their application in judiciary 13 Database management system & Afternoon 2:00-4:00 pm 14 Information flow management — Case information system (CIS) Briefing by Faculty for Next day preparations and Feedback session 15 Group dynamics & behaviour 16 Performance management & Forenoon 11:15-1:15 pm Tansformational leadership 17 Transformational leadership 18 Afternoon 2:00-4:00 pm 19 Prof. Surabhi Pandey Prof. Surabhi Pandey Prof. S. Mohanty Prof. Shruti Gupta/Prof. Shikha Bhardwaj Prof. Shruti Gupta Prof. Shruti Gupta/Prof. Shikha Bhardwaj Prof. Shikha Bhardwaj
Judiciary Afternoon Prof. Surabhi Pandey
Database management system & Afternoon 2:00-4:00 pm Prof. Surabhi Pandey
its applications in the maintenance of judicial database 14 Information flow management — Case information system (CIS) Briefing by Faculty for Next day preparations and Feedback session DAY FIVE Organisational Behaviour & Leadership 15 Group dynamics & behaviour Prof. Shruti Gupta/ Prof. Shikha Bhardwaj DAY FIVE Organisational Behaviour & Leadership 16 Performance management & Forenoon retention of competent staff Transformational leadership Afternoon 2:00-4:00 pm Dr. Ashok Pathak 2:00-4:00 pm
maintenance of judicial database 14 Information flow management — Case information system (CIS) Briefing by Faculty for Next day preparations and Feedback session DAY FIVE Organisational Behaviour & Leadership 15 Group dynamics & behaviour Prof. Shruti Gupta/ Prof. Shikha Bhardwaj DAY FIVE Organisational Behaviour & Leadership 16 Performance management & Forenoon 11:15-1:15 pm Prof. Shruti Gupta Prof. Shruti Gupta Organisational Behaviour & Dr. Shruti Gupta Forenoon 11:15-1:15 pm Dr. Shikha Bhardwaj Prof. Shikha Bhardwaj Prof. Shikha Bhardwaj
Case information system (CIS) Briefing by Faculty for Next day preparations and Feedback session DAY FIVE Organisational Behaviour & Leadership 15 Group dynamics & behaviour Behaviour & Forenoon pretention of competent staff Transformational leadership Afternoon 2:00-4:00 pm Prof. Shruti Gupta Prof. Shikha Bhardwaj Dr. Shruti Gupta Prof. Shikha Bhardwaj
Briefing by Faculty for Next day preparations and Feedback session DAY FIVE Organisational Behaviour & Leadership 15 Group dynamics & behaviour Briefing by Faculty for Next day preparations and Feedback Shikha Bhardwaj Organisational Behaviour & Leadership Morning 9:00-11:00 am Forenoon 11:15-1:15 pm Prof. Shikha Bhardwaj Prof. Shikha Bhardwaj Afternoon 2:00-4:00 pm Prof. Shikha Bhardwaj
preparations and Feedback session DAY FIVE Organisational Behaviour & Leadership 15 Group dynamics & behaviour Morning 9:00-11:00 am 16 Performance management & Forenoon retention of competent staff 17 Transformational leadership Afternoon 2:00-4:00 pm Shikha Bhardwaj Dr. Shruti Gupta 9:00-11:05 am Prof. Shikha Bhardwaj
preparations and Feedback session DAY FIVE Organisational Behaviour & Leadership 15 Group dynamics & behaviour Morning 9:00-11:00 am 16 Performance management & Forenoon retention of competent staff 17 Transformational leadership Afternoon 2:00-4:00 pm Shikha Bhardwaj Dr. Shruti Gupta 9:00-11:05 am Prof. Shikha Bhardwaj
DAY FIVE Organisational Behaviour & Leadership 15 Group dynamics & behaviour 16 Performance management & Forenoon retention of competent staff 17 Transformational leadership Afternoon 2:00-4:00 pm Dr. Shruti Gupta Forenoon Prof. Shikha Bhardwaj
DAY FIVE Organisational Behaviour & Leadership 15 Group dynamics & behaviour Morning 9:00-11:00 am 16 Performance management & Forenoon 11:15-1:15 pm 17 Transformational leadership Afternoon 2:00-4:00 pm Dr. Shruti Gupta 9:00-11:00 am For each Prof. Shikha Bhardwaj 11:15-1:15 pm
15 Group dynamics & behaviour 16 Performance management & Forenoon retention of competent staff 17 Transformational leadership 2:00-4:00 pm Transformational leadership Afternoon 2:00-4:00 pm Dr. Shruti Gupta Forenoon 11:15-1:15 pm Dr. Ashok Pathak
9:00-11:00 am Performance management & Forenoon 11:15-1:15 pm Transformational leadership Afternoon 2:00-4:00 pm Prof. Shikha Bhardwaj Dr. Ashok Pathak
16Performance management & retention of competent staffForenoon 11:15-1:15 pmProf. Shikha Bhardwaj17Transformational leadershipAfternoon 2:00-4:00 pmDr. Ashok Pathak
retention of competent staff 11:15-1:15 pm 17 Transformational leadership 2:00-4:00 pm Dr. Ashok Pathak
17 Transformational leadership Afternoon Dr. Ashok Pathak 2:00-4:00 pm
2:00-4:00 pm
2:00-4:00 pm
18 Exercise – Team work in planning Evening Dr. Parul Gupta
4:15pm onwards
Briefing by Faculty for Next day Dr. Sanjeev Tandon
preparations and Feedback /Prof. A. K. Rai session
DAY SIX
Time Management & Financial Resource Allocation
19 Effective time management Morning Dr. Sanjeev Tandon
9:00-11:00 am
20 Financial budgeting & resource Forenoon Prof. A. K. Rai
allocation 11:15-1:15 pm
Valedictory Session 1:20 pm
Departure of Participants
3:00 pm