



**MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR JUDICIAL OFFICERS**

**JOP34**

**PROGRAMME SCHEDULE**

**Date: 25<sup>th</sup> February - 2<sup>nd</sup> March, 2013**

| S.NO.   | TOPIC   | SESSION/ TIME             | FACULTY INSTRUCTOR                           |
|---|---|---------------------------|--|
| <b>Registration – 9:30 am-9:50 am</b><br><b>Briefing by Programme Incharge – 9:50 am- 10:00 am</b><br><b>Welcome address by Dr. A. Pathak, Director – AIMT, Gr. Noida – 10:00 am</b><br><b>Faculty Introduction: 10:15 am- 10:30 am</b><br><b>Ice breaking – 10:30 am-11:30 am – Dr. Shruti Gupta &amp; Prof. Shikha Bhardwaj</b><br><b>Tea Break – 11:30 am – 11:45 am</b> |   |                           |  |
| <b>DAY ONE</b>  |   |                           |  |
| <b>Management Skills Orientation &amp; Strategic Planning for Judicial Officers</b>   |   |                           |  |
| 1   | Management Practices in Judiciary – An Introduction   | Forenoon<br>11:45-1:10 pm | Dr. Ashok Pathak                             |
| <b>GROUP PHOTOGRAPH – 1:10 PM</b>   |   |                           |  |
| 2   | Application of Strategic Planning for Judicial Officers   | Afternoon<br>2:00-3:30 pm | Dr. Parul Gupta                              |
| 3   | Formulation of action plans, Implementation and monitoring<br>Briefing by Faculty for Next day preparations and Feedback session  | Evening<br>3:45 – 5:15 pm | Dr. Parul Gupta<br><br>Prof. Shikha Bhardwaj |
| <b>DAY TWO</b>  |   |                           |  |
| <b>Fundamentals of HRM &amp; Modern Court Room for Judicial Officers</b>  |   |                           |  |
| 4   | Motivation  | Morning<br>10:00-11:30 am | Prof. Shikha Bhardwaj                        |
| 5   | Work Life Balance   | Forenoon<br>11:45-1:15 pm | Prof. Shikha Bhardwaj                        |
| 6   | Modern Court Room - Applications of IT  | Afternoon<br>2:00-3:30 pm | Prof. S. Mohanty & Prof. Pawan Kumar         |
| 7   | Applications of HRM for judicial officers – with special emphasis on training & development of judicial staff<br>Briefing by Faculty for Next day preparations and Feedback session | Evening<br>3:45 – 5:15 pm | Dr. Shruti Gupta<br><br>Dr. Sudhir Sakhuja   |
| <b>DAY THREE</b>  |   |                           |  |
| <b>Fundamentals of Effective Communication &amp; Stress Management for Judicial Officers</b>  |   |                           |  |
| 8   | Judicial Communication  | Morning<br>10:00-11:30 am | Dr. Sudhir Sakhuja                           |
| 9   | Effective Public Speaking   | Forenoon<br>11:45-1:15 pm | Dr. Sudhir Sakhuja                           |
| 6   | Stress Management   | Afternoon<br>2:00-3:30 pm | Dr. Uma Luthra                               |

**MOVIE SHOW AT 4:00 PM ONWARDS IN SEMINAR HALL****DAY FOUR****Fundamentals of Computer Applications for Judicial Officers**

|           |  |                           |   |
|-----------|--|---------------------------|---|
| <b>10</b> | Application of CMS in case management<br>Basics of Web page  | Morning<br>10:00-11:30 am | Prof. S. Mohanty  |
| <b>11</b> | Knowledge of technology to store, index and access archival and active court records and Cyber Crimes  | Forenoon<br>11:45-1:15 pm | Prof. Pawan Kumar   |
| <b>12</b> | Practice Exercise – Report Generation/<br>Internet access & online information   | Afternoon<br>2:00-3:30 pm | Prof. S. Mohanty & Prof.<br>Pawan Kumar                         |
| <b>13</b> | Practice Exercise – Report Generation/<br>Internet access & online information<br>Briefing by Faculty for Next day preparations and Feedback session | Evening<br>3:45 – 5:15 pm | Prof. S. Mohanty & Prof.<br>Pawan Kumar<br><br>Dr. Shruti Gupta |

**DAY FIVE****Fundamentals of Organisational Behaviour & HRM for Judicial Officers**

|           |  |                           |   |
|-----------|--|---------------------------|---|
| <b>14</b> | Team Building  | Morning<br>10:00-11:30 am | Dr. Shruti Gupta                            |
| <b>15</b> | Team Management  | Forenoon<br>11:45-1:15 pm | Dr. Shruti Gupta                            |
| <b>16</b> | Leadership and Decision making at Court Room   | Afternoon<br>2:00-3:30 pm | Dr. Ashok Pathak                            |
| <b>17</b> | Performance Management, Monitoring and Appraisal<br>Briefing by Faculty for Next day preparations and Feedback session | Evening<br>3:45 – 5:15 pm | Prof. Shikha Bhardwaj<br>Dr. Sudhir Sakhuja |

**DAY SIX****Practice Effective Public Speaking**

|           |   |                           |                    |
|-----------|---|---------------------------|--------------------|
| <b>18</b> | Mass communication and judiciary-<br>Challenges and opportunities | Morning<br>10:00-11:30 am | Dr. Sudhir Sakhuja |
| <b>19</b> | Practice Public Speaking  | Forenoon<br>11:45-1:15 pm | Dr. Sudhir Sakhuja |

**Valedictory Session****1:20 pm****Departure of Participants****2:30 pm Onwards**