



MANAGEMENT TRAINING PROGRAMME FOR COURT MANAGERS CMP02

PROGRAMME SCHEDULE

Date: 7th – 12th MAY, 2012

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

		11:15 – 1:15 pm	
10	GROUP OUTING		
DAY FOUR			
Applications of Information Technology for Judicial Database Management			
11	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	Forenoon 11:15-1:15 pm	Prof. Pawan Kumar
13	Database management system & its applications in the maintenance of judicial database	Afternoon 2:00-4:00 pm	Prof. Surabhi Pandey
14	Information flow management – Case information system (CIS) Briefing by Faculty for Next day preparations and Feedback session	Evening 4:15pm onwards	Prof. S. Mohanty Prof. Shruti Gupta/ Prof. Shikha Bhardwaj
DAY FIVE			
Organisational Behaviour & Leadership			
15	Group dynamics & behaviour	Morning 9:00-11:00 am	Dr. Shruti Gupta
16	Performance management & retention of competent staff	Forenoon 11:15-1:15 pm	Prof. Shikha Bhardwaj
17	Transformational leadership	Afternoon 2:00-4:00 pm	Dr. Ashok Pathak
18	Exercise – Team work in planning Briefing by Faculty for Next day preparations and Feedback session	Evening 4:15pm onwards	Dr. Parul Gupta Dr. Sanjeev Tandon /Prof. A. K. Rai
DAY SIX			
Time Management & Financial Resource Allocation			
19	Effective time management	Morning 9:00-11:00 am	Dr. Sanjeev Tandon
20	Financial budgeting & resource allocation	Forenoon 11:15-1:15 pm	Prof. A. K. Rai
Valedictory Session			
1:20 pm			
Departure of Participants			
3:00 pm			