



Gujarat Technological University

**Report
On**

Capacity Building and Skill Enhancement Program for Administrative Officers and Staff Members

**Date: 06th January 2024
Time: 2:30 pm to 5:30 pm
Venue: B-0 Hall Chandkheda Campus**

Capacity Building and Skill Enhancement Program
for Administrative Officers and Staff Members
On
6th January, 2024 (Saturday)
Venue: B-0 Hall, Chandkheda Campus

Welcome Address and Highlights of the Program By Dr. Sarika Srivastava



Dr. Sarika Srivastava, Assistant Professor, Graduate School of Management Studies (GSMS) and Program Coordinator, GTU delivered the Welcome Speech and gave some Highlights of the Program.

Felicitation of Guest

Felicitation of Dr. Dilip Ahir, Former Associate Dean by Dr. Sarika Srivastava



1st Session by Dr. Dilip Ahir
(Former Associate Dean, GTU)
on
'Mindfulness for Wellbeing and Peak Performance'



Participants of Awareness Program on
"Mindfulness for Wellbeing and Peak Performance"



2nd Session by Mr. Harshad Barot

(Sr. Specialist, HR Operation in Baxter Pharmaceuticals India Pvt. Ltd.)

on

'ICT (Information and Communication Technology) in Administration and Effective use of MS office'



Participants of "ICT (Information and Communication Technology) in Administration and Effective use of MS office"



Two experts were invited for the 'Capacity Building and Skill Enhancement Program'. The first session was about how to handle the workload and stressful situation at the workplace / home with a calm & peaceful mind and the second session focused on hands-on-training on using the advanced features of MS Word and MS Excel. Staff members enthusiastically participated in the program. Certificates were distributed to them for attending the sessions.