

Competency Enhancement Programme on 'Building Text and Data Organization and Management Skills using Computers'

February 17-21, 2020

Programme Co-ordinator: Prof. Gaurav Mishra

Introduction

In the digital era, it is necessary to consistently update ourselves in IT skillsets. It is well known that technology is changing at an exponential rate. However, organizations, employees, individuals and others are able to change themselves incrementally. Hence, the gap between individual IT skillsets and the contemporary technology is growing. To address this gap, Development Management Institute has introduced a five day Competency Enhancement Program (CEP) on building an employee's IT skills (Text and Data Organization, Presentation and Management skills) for better productivity and efficiency in organizations. The CEP will help organizations to transform themselves into a digital firm which saves time and cost by efficient text and data management. In addition, this CEP may be beneficial for managers who aspire to increase their value in the workplace.

Note: For hands-on session, we would use the organizational data so that the participants are familiar with the data/content context and, thereby, see immediate application of skills in their domain.

Learning Objectives

1. To enhance the data management skill sets of the participants so that they are able work on data efficiently and effectively.
2. To provide hands-on use of MS Word so that the participants are able to enhance their word skills for better visual appeal and quality of the content.
3. To enhance the presentation skills of the participants using MS PowerPoint so that they are able to present visually appealing, concise and meaningful content to an audience.

Programme Content

The CEP has three components i.e. 'Text Organization and Management' using MS Word, 'Creating Professional Presentations' using MS PowerPoint and 'Data Management Techniques' using MS Excel.

Text Organization and Management

The participants will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics, use document templates, manage document revisions, and work with Web features. In addition, they will learn how to use document references such as indexes, and tables of contents.

Creating Professional Presentations

The participants would learn the essentials of developing professional presentations using text, graphics, objects, and pictures as well as providing presentations tips.

Data Management Techniques

The participants can hone their data management skills by creating and editing basic worksheets and workbooks. In this module, they would learn the necessary skills to create, edit, format, and print basic worksheets. In addition, they will be in a position to audit and analyze worksheet data, utilize data tools and collaborate with others

Pedagogy

Hands-on sessions using the client data so that the participants are familiar with the data/content context and, thereby, see immediate application of skills in their domain.

Who Will Benefit?

State/District Project Functionaries of State Rural Livelihood Missions (SRLMs)/INGOs/NGOs working in the State offices or heading the district project units will benefit immensely from the learning experience.

Programme Fee

The programme is fully residential and fee per participants is INR 20,000/- per person. The fee is inclusive of GST (current rate), boarding, tuition fee, reading material, stationery, etc. Accommodation cost* will be chargeable on actual basis as per the choice of participant.

*Accommodation Cost (checkout 12:00 Noon)

#	Components	Amount (INR)
1	Single Occupancy	Rs 4,500 /-
2	Double occupancy	Rs 3,500 /-

Faculty Profile for the Program

<https://dmi.ac.in/about-faculty/17/Gaurav>

Deadline for the Confirmation of Participation: January 25, 2019

Contact Details

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