



# **Management Development Programme for Development Professionals**



**H P Institute of Public Administration**

*Fairlawn, Shimla-171012.*

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## **Management Development Programme**

The ultimate objective of any development initiative made by Governmental agencies is to bring about improvement in the levels of living of the people. With this end in view, different programmes, mostly target oriented, are implemented from time to time. An understanding of the existing conditions in this context becomes necessary in order to make the formulation and implementation of programmes more purposive and meaningful. It is also necessary to explore the possibility of introducing innovations in programme implementation and to identify the factors of resistance from the primary stakeholders' side to absorption of development messages/changes initiated. This MDP is designed to help meet objectives of helping development professionals to build their skills and knowledge of developing necessary competencies for different programmes and also to enhance their capacity in terms of result orientation from the development programmes to execute them effectively for a higher impact on the life of people.

### **Objectives**

The programme aims at capacity development of the participants in terms their own personality development, working in teams and results orientation towards the programmes implemented by them for becoming more effective professionals. The specific objectives intend

- To help the participants to understand their personality and develop themselves to be more equipped with time management, communication skills, decision making and leadership.
- To developing the skills, knowledge and attitude of the participants to change management, motivation and working in teams.
- To build capacities for the schemes and programmes implemented by them with exposure on project management, performance management and result orientation.

### **Participants**

- Middle level officers in the development departments

### **Courses Scheduled**

<b>Sr. No.</b>	<b>Schedules dates</b>
1.	17 <sup>th</sup> April - 21 April, 2017
2.	12 <sup>th</sup> June- 16 <sup>th</sup> June, 2017
3.	31 <sup>st</sup> July- 4 <sup>th</sup> August, 2017
4.	30 <sup>th</sup> October – 3 <sup>rd</sup> November, 2017
5.	5 <sup>th</sup> February – 9 <sup>th</sup> February, 2018
6.	26 <sup>th</sup> March – 30 <sup>th</sup> March, 2018

### **Training Methods**

Participatory Training Techniques, Group activities, Exercises, Brain Storming etc.

## Contents

- Introduction to Communication Process and effective communication
- Self-esteem and motivation
- Change management and time management
- Leadership and competencies required
- Communication : managerial communication
- Working in teams
- Value, conflicts & Decision making
- Project Management
- Result Orientation and Performance Management
- Organizational Behaviour

## Fee

- There is no course fee for the participants sponsored by departments and other organizations of State Government.
- Nominal boarding and lodging charges will be paid by the participants as per the state course norms of the Institute.
- The cost of travel of the participants has to be borne by the sponsoring organization.

## Instructions

- The officer nominated for training, desirous of hostel facility may be communicate to the Course Director immediately to ensure the reservation well in time.
- No wards or family members will be allowed during the training programme.
- **Heavy construction activity is going on in the campus area which has reduced parking space, therefore, the participants may be advised strictly NOT to bring vehicles, official or personal, to the Institute.**
- The Institute plies its two buses in local Shimla area in morning and evening which service can be availed of. The bus time table is attached at Annexure II.

## Course Team

- 1. Direction & Guidance:** Ms. Madhu Bala Sharma, IAS, Director
- 2. Administration:** Mr. Ravinder Nath Sharma, HAS, Joint Director
- 3. Course Director:** Mr. Rajeev Bansal, Research Officer
- 4. Faculty:** Excellent Guest Faculty/Resource Persons in the respective subjects.

## Correspondence

Please send the nominations in the proforma enclosed at Annexure I to:

**Course Director (MDP Programme),  
H P Institute of Public Administration,  
Fairlawn, Shimla-171012  
Phone no: 0177-2734777, 0177-2734675, Fax: 0177-2734679  
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