

M E S ASMABI COLLEGE, P. VEMBALLUR -680671



**REPORT OF ADMINISTRATIVE TRAINING PROGRAMME
FOR NON-TEACHING STAFF
ON
PERFORMANCE IMPROVEMENT PROGRAMME FOR
ADMINISTRATIVE STAFF**

2019 - 2020



**Performance Improvement Programme for
Administrative Staff**

Resource Person

Anson Francis
Guest Faculty
Institute of management
in government (IMG)
Trivandrum

July/2/2019
to
July/ 8 /2019

Venue:
Seminar hall

Day 1

Date: 2/07/2019

Inevitability of a Performance Improvement Plan

Day 2

Date: 3/07/2019

What Should a Performance Improvement Plan Include: Goals, Evaluation, Timelines, Resources, and Training

Day 3

Date: 4/07/2019

Setting Clear Expectations for an Administrative Staff: Covering Specific Areas of Performance Deficiencies

Day 4

Date: 5/07/2019

Performance Improvement Plan: Benefits, Process, and Examples

Day 5

Date: 8/07/2019

How to Present a PIP (Performance Improvement Programme)





HIGHLIGHTS:

Date: July 2, 2019 to July 8, 2019

Total number of participants: 30

Resource Person: Anson Francis

**Guest Faculty
Institute of Management in Government
Trivandrum**

OVERVIEW OF THE TRAINING PROGRAMME

The Internal Quality Assurance Cell (IQAC) organized a 5 day online Administrative Training Programme for non-teaching staff, titled “Performance Improvement Programme for Administrative Staff”. This training program has provided a comprehensive understanding of the significance of Performance Improvement Plans and equipped non-teaching staff with the knowledge and skills to enhance their performance in the administrative sector. The varied topics and expert speakers ensured that participants left with valuable insights and practical tools to implement PIPs effectively.

Day 1 : 2nd July 2019

Inevitability of a Performance Improvement Plan

The training program commenced on July 2nd at 2:00 PM. Welcome speech delivered by Shafeer P. S IQAC Coordinator, Principal Dr. Ajims P Mohammed , felicitated the participants and speaker.

The program started with a discussion on the importance of a Performance Improvement Plan (PIP) for administrative staff. The session focused on the necessity of such plans to enhance the performance of non-teaching staff. The speaker emphasized the significance of identifying areas for improvement and how a PIP can help in achieving these objectives. Attendees left with a clear understanding of why PIPs are essential in the administrative sector.

The event concluded with a heartfelt vote of thanks delivered by Dr.Sanand C Sadanandan (Joint Coordinator, IQAC).In his speech, Dr.Sanand expressed gratitude to all the participants.



What Should a Performance Improvement Plan Include: Goals, Evaluation, Timelines, Resources, and Training

Dr. Shafeer P S, the IQAC Coordinator, set the tone for the training program's second day, July 3rd, which was beginning with a question "What Should a Performance Improvement Plan Include". Starting at 10:00 AM, the second day of the training program commenced with a detailed discussion on the components of an effective Performance Improvement Plan (PIP). The attendees learned about setting clear goals, conducting evaluations, establishing realistic timelines, allocating necessary resources, and providing relevant training to improve performance. This session provided participants with a comprehensive understanding of the key elements that should be incorporated into their PIPs.

The event concluded with a heartfelt vote of thanks delivered by Dr Amitha P Mani (Joint Coordinator, IQAC).

Day 3 : 4th July 2019

Setting Clear Expectations for an Administrative Staff: Covering Specific Areas of Performance Deficiencies

On the third day of the program, July 4th, participants were greeted with a welcome speech by Dr. Shafeer P S, the IQAC Coordinator, setting the stage for a crucial session on setting clear expectations for an Administrative Staff, covering specific areas of performance deficiencies that commenced at 10:00 AM.

On the third day, the focus shifted to the importance of setting clear expectations for administrative staff, particularly in addressing areas of performance deficiencies. Attendees gained insights into the specifics of identifying and addressing performance gaps, ensuring that staff members understand what is expected of them, and how these expectations tie into the overall goals of the institution. This session aimed to equip the administrative staff with the tools to manage performance issues effectively.

The event concluded with a vote of thanks delivered by Dr Jisha K S (Joint Coordinator, IQAC) who expressed gratitude to all the participants.

Day 4 : 5th July 2019



Performance Improvement Plan: Benefits, Process, and Examples

Day 4, July 5th, was dedicated to Performance Improvement Plan: Benefits, Process, and Examples. The session, which began at 1:30 PM, welcome speech by Dr Shafeer P S . The training program delved into the benefits of Performance Improvement Plans (PIPs), the process of implementing them, and provided real-world examples. Participants gained a comprehensive understanding of the positive outcomes associated with implementing a PIP and practical insights into the steps involved in crafting and executing one. Real-life examples were used to illustrate how PIPs can bring about positive changes in performance. The event concluded with Dr Amitha P Mani (Joint Coordinator, IQAC) expressing gratitude to all the participants.

Day 5 : 8th July 2019

How to Present a PIP (Performance Improvement Programme)

The concluding session on July 8th, focused on the critical subject of how to present a PIP. Commencing at 9:30 AM, by the welcome speech by Dr Shafeer P S, IQAC Coordinator, the final day of the training program focused on the practical aspect of presenting a Performance Improvement Programme (PIP). Attendees learned how to communicate a PIP effectively to the staff and stakeholders. This session provided valuable tips and techniques for ensuring that the PIP is well-received and that the team is motivated to work towards its goals. It served as a culmination of the entire program, equipping participants with the skills to implement PIPs successfully within their administrative roles.

The event concluded with a heartfelt vote of thanks delivered by Dr.Sanand C Sadanandan (Joint Coordinator, IQAC).In his speech, Dr.Sanand expressed gratitude to all the participants. Participants left the training program with improved capabilities, ready to contribute more effectively to the institution's administrative operations.