

Productivity E-Newsletter

EDITORIAL

Patent: A Goldmine

INSIDE THIS ISSUE:

Editorial	1
Details of webinars conducted by Agri Business group	2
Details of webinars conducted by Economic Services group	3
Details of webinars conducted by Regional Directorate Gandhinagar	4-5
Details of webinars conducted by Regional Directorate Kanpur	6
Details of Training conducted by Regional Directorate Kanpur.	7
Details of webinars conducted by Regional Directorate Patna	8
Details of webinars conducted by Regional Directorate Kolkata	9-10
Preparation of On-site Emergency Plan at PanchetHydel Power Station, DVC Panchet	11
Details of webinars conducted by Regional Directorate, Guwahati	12
Details of webinars conducted by Regional Directorate, Hyderabad	13-17

A patent (a form of intellectual property) is a set of exclusive rights granted by a sovereign state to an inventor or assignee for a limited period of time in exchange for detailed public disclosure of an invention. Patents provide incentives to the inventor or the assignee by offering them recognition and material reward for their inventions. The patents play an important role in company's commercial outlook and financial health of a company. Therefore, protecting the marketable inventions is becoming a strategic necessity in business.

Expenditures on knowledge, through investments in R&D or software, have grown at a higher rate than expenditures in tangible assets. Change in investment is reflected by more importance of intangible assets and patents in the companies. So, to know the value of a company it is essential to know the value of intellectual property (IP). Many of the established companies have built strong portfolios of thousands of patents and some of them license out parts of their portfolios to other companies for millions of dollars. Wealth of these companies is encapsulated in their intangible assets such as patents.

Patents offer many benefits. The patents can attract investors and deter competitors as they are protected by law. They can be used to raise development finance and can also be used to generate new income streams through licensing. In case of licensing a product to other company, patent owners retain their ownership and the patents function as valuable assets during negotiations and helps in deriving an economic benefit, usually in the form of royalty income. Further, the patents give the companies a confidence of not infringing on other patents even if they license a patented technology or product. Licensing-out of patents could also help companies to commercialize their technology or expand their current operations into new markets more effectively and with greater ease than on their own. Also, licensing of the patents may also provide a means for turning an infringer or competitor into an ally or partner by avoiding or settling IP litigation, which may have an uncertain outcome or may be costly and/or time consuming. There are licensing-in opportunities also that, when paired with a company's current technology portfolio can create new products, services and market opportunities. A valuable patent can help or can be used as a security for bank loans or to attract venture capitals.

The patents can also be used to create a business presence in different countries without incurring a large expenditure. Every patent has its own significance in particular area and can help in maximizing its market potential. Hence obtaining a patent could be smart business approach.

Details of webinars conducted by Agri Business group

Sl. No.	Webinar Title	Webinar Date	Background of the Webinar
1.	COVID-19: Challenges and Opportunities Before Indian Poultry Industry	22-07-2020	The webinar covers the important topics like Challenges to improve trust among consumers about safety of poultry protein.Challenges in poultry production including poultry feed and future opportunity,Need to ramp up processing of poultry,Formation of farmers producers organization among poultry farmers.
2.	Food Safety Implementation in Food Industry using Risk Based Approach	24-07-2020	The risk approach allows the food industries to focus assets on the most important controls to minimize the risk of end product that can cause a food safety incident. The preventive controls requirements help in the development of food safety plan. This plan replaces the traditional HACCP plan methodology with new risk based approach.
3.	Resource Productivity and Circular Economy: Opportunities for India - Post Covid	24.07.2020	The circular economy is a model of production and consumption which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. In this way, the life cycle of products is extended. Moving towards a more circular economy could deliver benefits such as reducing pressure on the environment, improving the security of the supply of raw materials, increasing competitiveness, stimulating innovation, boosting economic growth, creating jobs etc
4.	New Food Products Design Concept for Health & Diet: Challenges & Opportunities for the Industries	27-07-2020	New product development (NPD) is essential for success of business and growth of food industry.The adaptation of systematic NPD procedures, tools and appropriate decision has provided significant benefits in reducing the production cost and enhancing quality of the product.Consumer demand for more nutritious, low-calorie food and healthy diets is increasing rapidly.This has resulted in a proliferation of new varieties, types and shapes of food products that are constantly introduced
5.	ISO 22000:2018-What's new and how to implement ?	31.07.2020	The revised ISO 22000:2018 food safety management systems standard was issued in June, 2018. The webinar has been designed to update you with the new requirements and their implementation methodology
6.	Cleaning & Disinfection for Food Processing Industry under COVID 19 Regime	21-08-2020	COVID-19 is one of the most disrupting pandemic and Cleaning & Sanitization plays an important role to mitigate the risk of contact and transmission of COVID19 disease.
7.	Awareness Program on FSSC 22000	24.09.2020	FSSC 22000 certification Scheme for food and feed safety management systems. FSSC 22000 is recognized by the Global Food Safety Initiative (GFSI) and is based on existing ISO Standard
8.	Scientific Storage in Food Grains for minimizing Post Harvest Losses	25.09.2020	In India the post-harvest losses for food grains amounts to more than 20 million tons per year, approximately 10% of the total food grains produced. These losses have been largely attributed to poor infrastructural facility and unscientific methodologies followed for food grain storage in the country. In this background, AB Group has organized a webinar addressing the key issues and challenges in scientific storages in India. The deliberation would highlight the key concern areas and role of scientific storage in minimizing the post harvest losses.
9.	Food Fraud Vulnerability Assessment (FFVA) and Mitigation Plan	30.09.2020	Food Fraud is not new to this world but recently has been a challenge for global food and food ingredients sourcing. Food Fraud Mitigation Plan is the shield to every organization to minimize any potential food frauds.

Details of webinars conducted by Economic Services group

Sl. No.	Webinar Title	Webinar Date	Webinar Coverage
1.	Introduction & Insights of Patent Act	24-08-2020	Webinar will discuss what is patentable and what is not patentable in India. The expert speakers will explain in detail the guidelines of Patent Act and will make the participants understand the Inventions and Ideas that are patentable and non-patentable in India as per Patent Act. Webinar Participants will also gain knowledge about patent filing process in India.
2.	Forget to Forget- Memory Master Class	18-08-2020	<ul style="list-style-type: none"> • Do you go blank while making presentation and forget the Critical Point? • Do you ever feel like you are constantly forgetting things or misplacing objects that you use every day? • Do you find difficulty in remembering study materials? • Do you have a habit of forgetting the name of people? • Is it becoming difficult to remember list of products, sale pitch, sales script and your turnover? • Are you forgetting payment due dates? • Have you ever found yourself walking into a room only to realize that you can't remember why you went in there in the first place?
3.	LIFE SKILLS for EXCELLENCE in LIFE!	21-07-2020	Life' is one of the widest terms we have come across. Broadly, our life can be divided into three spheres, personal-social-& professional. Ideally, we all want to excel in all these three spheres. Life cannot be all satisfying but it is possible to live the life with near-excellence and the meaningful aspects of life that drive us to excellence are very easy to be associated with. We are all familiar with them, understand them, appreciate them and often practice them.
4	Enriching Productive Relationship Using Brain Communication	14-07-2020	The purpose of this workshop is to understand oneself at a deeper level and unleash greater potential in oneself and be a great team player and team leader in professional and personal front.

Details of webinars conducted by Industrial Engineering group

Sl. No.	Webinar Title	Webinar Date	Background of the Webinar
1.	Digitalization in Manufacturing	29.09.2020	Webinar discussed about how digitalization can help in all industrial processes viz. Utility, Quality, Supply chain, and Production and how digitalization will help industries to be leaner, greener and more efficient.
2.	Role of Analytics in Manufacturing Efficiency	30.09.2020	<p><u>Key Takeaways of the webinar were</u></p> <ul style="list-style-type: none"> ✓ Understanding Manufacturing Chain ✓ Type of analytics/ data needed to strengthen manufacturing ✓ Current level of analytics in manufacturing ✓ Limitation of current analytics ✓ Analytics tool that can help improve manufacturing Efficiency ✓ Effect of advanced analytics on manufacturing effectiveness and efficiency

Details of webinars conducted by Regional Directorate Gandhinagar

Sr. No.	Webinar Title	Date	About the Webinar
1.	Productivity Improvement Through 5S	03/7/2020	<ul style="list-style-type: none"> • 105 external participants along with other NPC officials across nation attended the webinar • Meaning and significance of 5 'S' • Explanation of each 'S' of 5 'S' with practical examples • Implementation of 5 'S'
2.	Value Stream Mapping	10/7/2020	<ul style="list-style-type: none"> • 33 external participants along with other NPC officials across nation attended the webinar • Meaning of Value Stream Mapping • Example of VSM with case study • Undertaking VSM for manufacturing industry with live examples
3.	Productivity Improvement Through line Balancing	17/7/2020	<ul style="list-style-type: none"> • 31 external participants along with other NPC officials across nation attended the webinar • Example of Line Balancing with case study • Undertaking Line Balancing for manufacturing industry with live examples
4.	Performance Monitoring & Evaluation	20/7/2020	<ul style="list-style-type: none"> • 47 external participants along with other NPC officials across nation attended the webinar • Various models and strategies were informed by esteemed faculties of IIM, Sr Government officials for effective monitoring and evaluation
5.	Electricity Act & Electrical Safety	21/7/2020	<ul style="list-style-type: none"> • 284 external participants along with other NPC officials across nation attended the webinar • Webinar covered prevalent Electricity Act and Electrical Safety • Dealing with safety challenges in industries and measures were addressed in the webinar
6	Energy Simulations for Energy Efficiency	22/7/2020	<ul style="list-style-type: none"> • 117 external participants along with other NPC officials across nation attended the webinar • Webinar covered application of technology based Simulations with Data Analytics for generating solutions for energy efficiency
7	Productivity Improvement Through Kaizen & Pokayoke	24/7/2020	<ul style="list-style-type: none"> • 97 external participants along with other NPC officials across nation attended the webinar • Practical examples and benefits derived through Kaizen and Pokayoke • Implementation of Kaizen and Pokayoke in organisations
8	Self Sustaining Behaviour Management Program Through Mindfulness	15/9/2020	<ul style="list-style-type: none"> • 11 external participants along with other NPC officials across nation attended the webinar • Webinar addressed Behavioural Management, its attributes, application • Webinar addressed the subject with real life examples and improving performance
9	Industry 4.0 : Impact on Industrial Productivity	25/9/2020	<ul style="list-style-type: none"> • 17 external participants along with other NPC officials across nation attended the webinar • Webinar covered meaning and application of Industry 4.0 • The impact of Industry 4.0 on productivity of operations in manufacturing systems were explained through real life examples • Webinar addressed the queries of participant on application on industry 4.0 solutions
10	Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff	30/9/2020	<ul style="list-style-type: none"> • 35 external participants along with other NPC officials across nation attended the webinar • Webinar addressed functions of ES, PPS, PA, and office staff • Tools and techniques of improving effectiveness of functions of ES PPS PA PS and office staff were explained including productivity, records management, retrieval, principles of 5 'S' • Webinar based training also addressed the queries of external participants along with other NPC officials across nation for improving effectiveness
11	Self Sustaining Behaviour Management Program Through Mindfulness	15/9/2020	<ul style="list-style-type: none"> • 11 external participants along with other NPC officials across nation attended the webinar • Webinar addressed Behavioural Management, its attributes, application • Webinar addressed the subject with real life examples and improving performance

Details of webinars conducted by Regional Directorate Gandhinagar

SL.No.	Title of Webinar	Date	Coverage
12	Managing Stress During Turbulent Times	30/7/2020	<ul style="list-style-type: none"> 30 external participants along with other NPC officials across nation attended the webinar Webinar sensitized external participants along with other NPC officials across nation on stress management Webinar acted as a motivational training for the external participants along with other NPC officials across nation for managing stress especially during pandemic COVID 19 Webinar also addressed how to deal with stress and live life with everlasting happiness defeating negativities, set-backs and stress.
13	Municipal Solid Waste Management	04/8/2020	<ul style="list-style-type: none"> 32 external participants along with other NPC officials across nation attended the webinar Webinar covered Municipal Solid Waste Management Rules Webinar exposed external participants along with other NPC officials across nation to waste management aspects, rules and practical issues dealing with Municipal Solid Waste Management Rules
14	PMP Examination and Fundamentals of Project Management Framework	10/8/2020	<ul style="list-style-type: none"> 36 external participants along with other NPC officials across nation attended the webinar Webinar covered Project Management Professional Examination, and strategies to gain expertise as PMP Webinar also discussed framework of managing projects, its components, and its evaluation
15	Life Skills for Excellence in Life	27/8/2020	<ul style="list-style-type: none"> 04 external participants along with other NPC officials across nation attended the webinar Webinar covered aspects of attributes of life skills for achieving Excellence in Life Webinar addressed practical day to day tips of managing relations, understanding relations and managing issues and challenges in daily life Improving skills for people management and achieving Excellence through behavioural Management
16	How to Identify Energy Saving Opportunities & Save Operating Cost	4/9/2020	<ul style="list-style-type: none"> 47 external participants along with other NPC officials across nation attended the webinar Webinar covered energy saving opportunities for saving operating cost especially in process industry Webinar covered sustainability for energy conservation in industries through implementing energy conservation solutions Webinar addressed the queries of industry external participants along with other NPC officials across nation on specific solutions
17	Customer Engagement	11/9/2020	<ul style="list-style-type: none"> 17 external participants along with other NPC officials across nation attended the webinar Webinar covered aspects, and strategies of managing customer engagement Webinar covered customer involvement through entire cycle of products Webinar covered customer engagement especially through technology application including data analytics features
18	How to Evaluate Improvement to the Performance of Boilers & Steam Turbines Systems	18/9/2020	<ul style="list-style-type: none"> 143 external participants along with other NPC officials across nation attended the webinar Webinar covered thermal energy efficiency through evaluating performance of boilers and steam turbines Webinar exposed external participants along with other NPC officials across nation with real life examples of thermal energy efficiency management in Boilers Webinar addressed the queries of industry external participants along with other NPC officials across nation on specific solutions

Details of webinars conducted by Regional Directorate Kanpur

SL.No.	Title of Webinar	Date	Coverage
1	GHG Emission Inventory and Carbon Neutrality At a Glance	11/07/2020	As the name suggest the Webinar is all about the Inventory emission of GHG & also to achieve the Carbon Neutrality. The total number of Participants are 18. The main takeaway is how to achieve carbon neutrality.
2	Equipment Oriented Management for World Class Manufacturing	15/07/2020	The objective is to achieve the best manufacturing process. Number of participants is 5.
3	Lubrication Management & Audit	07/08/2020	The Objective is for Lubrication management & Audit is for industries. The total number of participants are 09. The key takeaway is lubrication & its savings.
4	Barcoding Using GS1 Standards	19/08/2020	Using barcodes in industry for best practices. Total 6 participants attended the programme.
5	Wisdom in Electrical Energy Savings	06/09/2020	The objective is to achieve Energy savings in industry. Total 5 Participants
6	Webinar Title: "Industrial Water Treatment Professionals"	Webinar Date: 17th September & 20th September 2020	<ul style="list-style-type: none"> There were two on-line sessions on topics "Basics of Water Chemistry and Treatment" & "Installation of Water Processing Equipments" on 17th September, 2020. On 20th September, 2020, NPC Kanpur conducted another two on-line sessions on topics "Boiler Water Treatment" & "Water Treatment for Cooling Systems". Industrial water treatment systems meet a variety of purification and separation needs. They can range from relatively compact and straightforward to complex, multiunit processes that serve a variety of applications. Since industrial water treatment is a complex family of technologies and systems, This webinar focused on giving a high-level overview of the technologies that are typically used, helping operators to better understand the best possible solutions for facilities <p>Takeaways: - Information and Knowledge about the following.</p> <ul style="list-style-type: none"> Water treatment is used to optimize most water-based industrial processes, such as heating, cooling, processing, cleaning, and rinsing so that operating costs and risks are reduced. Poor water treatment lets water interact with the surfaces of pipes and vessels which contain it. Steam boilers can scale up or corrode, and these deposits will mean more fuel is needed to heat the same amount of water. Cooling towers can also scale up and corrode, but left untreated, the warm, dirty water they can contain will encourage bacteria to grow. Water treatment is also used to improve the quality of water contacting the manufactured product e.g. semiconductors, and/or can be part of the product e.g. beverages, pharmaceuticals, etc. In these instances, poor water treatment can cause defective products. No. of Participants:- 74
7	Oil & Wear Debris Analysis	23/09/2020	The objective is to improve the productivity by reducing the breakdown in industry. Total 19 participants attended the Webinar.
8	Vibration Monitoring & Analysis	30/09/2020	The objective is for how to do the vibration analysis. Total number of participants are 7
9	Customer Focused Principles, SMED	25/9/2020	<ul style="list-style-type: none"> Total number of participants are 8 About 16 no. Management by Principles Single Minute Exchange of Dies Case Examples
10	An Effective Contribution to Uplift the Portrayal of Mother Tongue - Hindi Bhasha	14.09.2020	<ul style="list-style-type: none"> Objective-राजभाषाहिंदीकाप्रचारप्रसार Coverage-हिन्दीएकमहानभाषाक्योंहै? औरइसकाउपयोगसभीकेलिएआवश्यकक्योंहै? हिन्दीकीछविक्योंधूमिलहोरहीहै? हिन्दीकेअधिकतमप्रयोगकोकैसेप्रोत्साहितकरे? हिन्दीकोअपनानेकेलिएसोचमेंबदलावकैसेकरें? हिन्दीअपनानेकेलिएकिसवर्गकाक्या-रयोगदानहोनाचाहिए? Takeaways-हिंदीभाषाकीबहुमूल्यजानकारी हिन्दीभाषाकेअधिकतमप्रयोगकोबढावादेनेकेतरीकेआदि No. Of participants-3

Details of Training conducted by Regional Directorate Kanpur

Sl. No.	Title of In-Company Training Programme; Name of Client, place	Date	No. of participants, Coverage, takeaways,
1.	Introduction to Industry 4.0; Small Arms Factory, Kanpur	11/11/2020	21 Group A/B Officers <u>Coverage</u> <ul style="list-style-type: none"> • Manufacturing Challenges which have led to Industry 4.0 technologies • RFID • Use of e-Kanban in JIT System • Additive Manufacturing • Case Examples • 2 short videos on IoT Sensors and NPC-APO Industry 4.0 Project in Chennai <u>Key Takeaways</u> <ul style="list-style-type: none"> • The training programme helped the participants in clearing a lot of doubts on I4.0 technologies and their deployment in the Factories • Case Examples of Additive Manufacturing in making weapons enthused the participants of the usage of Additive Manufacturing for specific areas
Speakers: <ol style="list-style-type: none"> 1. Additive Manufacturing: Professor J. Ramkumar, Department of Mechanical Engineering, IIT Kanpur (U.P.) 2. Introduction to Industry 4.0: Shri Alok Srivastava, Director (Grade-II), NPC, Regional Directorate, Kanpur (U.P.) 			

“DGQA Restructuring Study”, Jabalpur, MP.

Regional Directorate Kanpur, carried out a project on “DGQA Restructuring Study” at Jabalpur, M.P. The study included manpower assessment in various departments of SQA, Jabalpur along with suggestions for productivity improvement and automation.

The Role of Directorate General of Quality Assurance (DGQA) organization is to ensure that the entire range of Armaments, Stores and Equipment used by the Army and those stores of Navy and Air Force, for which DGQA is responsible, are of specified Quality and Reliability to enhance combat efficiency of the Armed Forces.

NPC recommended reorganization of DGQA to further promote government policies, goals and objectives; to recommend appropriate modifications in the extant organizational structure to maximize the output for users and also ensure long term flexibility to adapt to changing technology and standards.

NPC recommended measures of rationalization of organizational structure to increase effectiveness and enhance efficiency of DGQA by introducing the concept of benchmarking in various functions and operations of the working in DGQA and its field establishments to standardize in terms of infrastructure and manpower requirements.

Details of webinars conducted by Regional Directorate Patna

SL.No.	Title of Webinar	Date	Coverage
1	Managing Change for enhanced productivity	14.7.2020	Coverage of the webinar included Managing self- the reflective mindset, Managing organizations- the analytical mindset, Managing context- the worldly mindset, Managing relationships- the collaborative mindset, managing change- the action mindset.
2	Shop floor Productivity Concepts and Measurement	21.7.2020	Coverage of the webinar includes Productivity Concepts, Value Adding / Non- Value adding activities, Productivity Measurement, Productivity Indices, Tools and Techniques for Improving Shop floor Productivity

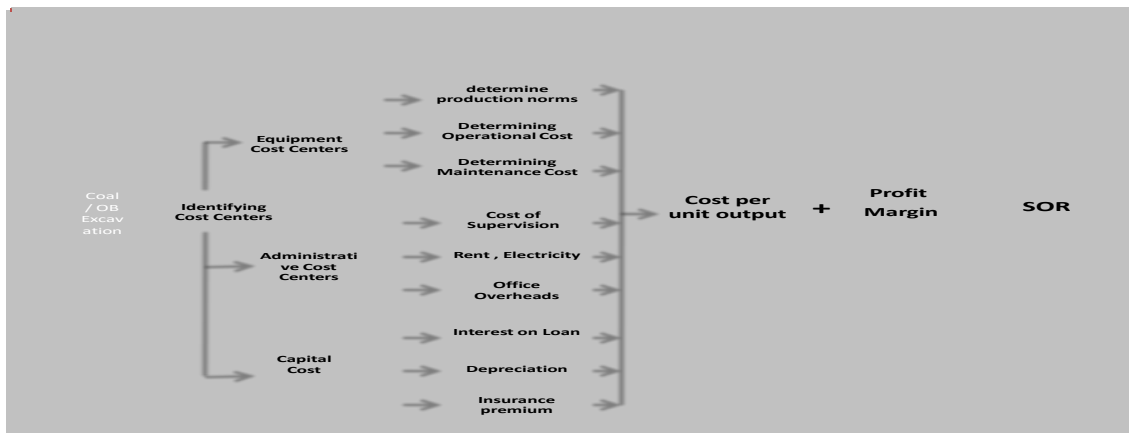
Details of webinars conducted by Regional Directorate Patna

SL.No.	Title of Webinar	Date	Coverage
1	Analytical and creative problem solving	24.7.2020	Webinar coverage includes Problem solving Concepts and Overview, Problem Solving Tools and Techniques, Creative Problem solving framework, Lateral Thinking, Inculcating Problem solving attitudes / skills
2	Productivity linked Incentive Scheme	28.7.2002	Coverage of the webinar includes Employee Motivation and sharing the gains of productivity, Financial and non financial incentives, Wage system and linking wages to productivity, Normal Productivity Norms and design of incentive scheme, Developing Productivity Indices, Slabs of incentive payments, datum limit etc.
3	Effective Spare Parts Management	4.8.2020	Coverage includes Spare Parts Management- concepts, Classification of Spare parts inventory, Spare Parts Life Cycle and Demand Characteristics, Effective Standardisation and Codification system, Music 3D Concept, Effective Strategies to minimise spare parts inventory
4	5S implementation, Audit and Certification Process	24.8.2020	Coverage of the webinar includes 5S concept and productivity culture, Workplace management and good housekeeping, 5S Implementation , Visual Management and Workplace Standardization, National 5S Certification Scheme, Audit and Certification process., Experience sharing of implementing organisations
5	Personality Development	31.8.2020	Coverage of the webinar includes Components of Personality, Exploring Your Personality, Corporate Grooming, Business Etiquettes and Manners, Communicating Clearly: Understanding and Overcoming barriers, Active Listening; Persuasive Speaking
6	Leadership and Organisational Strategies for Positive Work-Culture	28-9-2020	Coverage of the webinar includes What is Work culture, Key characteristics of a positive work culture, Leadership styles, Influence of leadership, Organizational Strategies for building positive work culture
7	Importance of OEE - Overall Equipment Effectiveness (KPI to improve productivity)	30.9.2020	Coverage includes What is OEE & significant to production, How do we calculate OEE, Why OEE is important and its benefits, How to make performance gains using OEE

Study on FORMULATION OF SCHEDULE OF RATES (SOR)FOR MAHANADI COALFIELDS LTD, SAMBALPUR

Regional Directorate Patna was asked to formulate SOR for hiring heavy earth moving machines in open-cast mining projects. The coal mining company has been engaging civilian contractors for coal and OB (Over-burden) excavation, loading, transportation and allied jobs. For such contracts, a schedule of rate (SOR) is formulated based on various parameters involved in coal mining operations. The methodology of formulation of SOR takes into account all the cost elements incurred throughout the process including cost of support functions like supervisory manpower, establishment overheads etc.

The concept of Activity Based Costing / Material Flow Cost Accounting treating every equipment as cost center system is used to identify crucial cost components associated with all the operations. Based on the field studies at different worksites and discussions at various levels, NPC determined per tonne cost of extraction and transportation of coal, and overburden in different circumstances. The finalized SOR will be utilized while outsourcing the job of mining and transportation of coal. This would help minimize the cost overruns.



Details of webinars conducted by Regional Directorate Kolkata

SL.No.	Title of Webinar	Date	Coverage
1	Energy Management & Electrical Safety in Buildings	23.7.20	31 participants Takeaways: Addressing Both Energy Conservation and Electrical Safety in a Building Simultaneously Electrical Distribution Network of a building involving hazards Power Quality & Electrical Faults in brief. Things to look beyond an Electrical Preventive Checklist of Equipment.
2	Noise Pollution Causes, Effects and Its Control	28.7.20	30 participants Takeaways: What is noise Pollution It's Causes & Effects How to control it What are the latest techniques
3	Overview of Evidence Based Management	30.7.20	3 participants Takeaways: What is evidence What is Evidence Based Management Road map for EBM Process
4	Waste Minimisation –Need of the Hour	5.8.20	23 participants Takeaways: Waste Minimisation Concepts and Fundamentals Principle of Waste Minimisation Best Practises in waste Minimisation Productivity Improvement and Economic Benefits through Waste Minimisation
5	Evidence Based Innovation	11.8.20	6 participants Takeaways: Identification of Problem Assumptions and Establishing Logic Model Sources of Evidence PICOC
6	Psychological Factors in Managerial Effectiveness	14.8.20	6 participants Takeaways: To Learn the Art of IT based advance Communication System To know Various Psychological Factors Affecting Managerial Effectiveness To know the Dynamics of Leadership Interpersonal Skills
7	Self-Empowerment & Personal Leadership	18.8.20	31 participants Takeaways: Guidelines to 'Self-Improvement & Mind Management' 'Johari Window' Self-Empowerment & Personal Leadership 'Self-leadership' Action Plan
8	Overview of Information Security Management System	22.8.20	4 participants Takeaways: Develop Understanding in Information Security Management System High Level View of Popular ISMS Standard Practical Insights of ISMS
9	Indoor Air Pollution and Its Control	27.8.20	35 participants Takeaways: Indoor Air Pollutant and its Control Air Quality Index Effects of Indoor Air pollutant on health Air Filtration and purification Techniques
10	Preparation of On-Site Emergency Plan	10.9.20	31 participants Takeaways: What is emergency and its causes What is Emergency Plan, Its Types and objectives Statutory provisions of On-Site Emergency Plan Role of Key Personnel for Onsite Emergency.
11	Assessing Operating/As Run Efficiency of Equipment's On Site	17.9.20	31 participants Takeaways: Performance Assessment of Equipment Importance of Demand Side Management with actual Imp What is Evidence Based Management Road map for EBM Process

Details of webinars conducted by Regional Directorate Kolkata

SL.No.			
12	Environmental Benefit of Solar Power	23.9.20	15 participants Takeaways: Why use Solar Power Its Benefits Its Applicability Effects of Solar Power on Grid Security Effects on Energy Bill
13	HR for Non-HR	25.9.20	13 participants Takeaways: Evolution of HRM Understanding human Personality Effective Communication Effective Communication Skill, Team Building and Conflict Resolution Motivation, Leadership Skills & Emotional Intelligence
14	E Waste Recycling and IT Asset Disposition	28.9.20	45 participants Takeaways: To Learn the Art of IT based advance Communication System To know Various Psychological Factors Affecting Managerial Effectiveness To know the Dynamics of Leadership Interpersonal Skills
15	Developing Staff for Executive Leadership	30.9.20	4 participants Takeaways: Accepting the new role: Challenges & Remedies Learning Basic Managerial Skills Developing positive Attitude towards Self, Work and the Organisation Business Etiquettes & Social Skills

External Safety Audit as per BIS 14489 at Raghunathpur & Chandrapura Thermal Power Station

Regional Directorate Kolkata, carried out External Safety Audit as per BIS 14489 i.e. a systematic, objective and documented evaluation of the occupational safety and health systems and procedures.

The objectives are:

- To provide good understanding and identification of the hazards associated with the job and recognize hazardous condition at place of work
- To provide clear understanding of the safe way to perform the job in accordance with the safe operating procedure.
- To evoke correct and prompt response in any emergency situation and escape safely in case of release of toxic gases
- To help rectify an unsafe condition;
- To have operational knowledge of fire fighting equipment etc.

The audit has been carried out as per IS: 14489: "Code of Practice on Occupational Safety and Health Audit" along with other applicable statutory acts & rules such as Factories Act; Indian Electricity rules; National Building Code; Pressure vessel acts; gas cylinder rules etc.

The audit has

- Reviewed all aspects of safety systems & procedures both management and technical aspects that are being followed in the unit.
- Evaluated Safe Operating Procedures (SOPs), Safe Maintenance Practices (SMPs) and other Manuals
- Reviewed of protection devices/ system of the electrical installation including lightning protection system
- Analysed various safety related records namely Accident Records, Accident Investigation Reports, Safe Work Permits, Safety Training, Safety Inspection Report, Inspection and Maintenance Records of Electrical Installations, various Tools and Tackles etc.
- Identified the extent of compliance to Statutory Requirements
- Reviewed Electrical, Chemical, Fire Safety, and Safety in Material Handling and highlighted points of concern.
- Physically inspected the plant with reference to applicable Indian standards and other relevant codes of Practice to identify hazards and other Unsafe Conditions, Unsafe Practices and Acts and suggested remedial measures.

Preparation of On-site Emergency Plan at PanchetHydel Power Station, DVC Panchet

Regional Directorate Kolkata, prepared On-site Emergency Plan at PanchetHydel Power Station, DVC Panchet. PanchetHydel Power Station is a Semi-underground Power generating station under Damodar Valley Corporation located at Panchet which is about 20 KM west of Asansol, West Bengal. It has 2 X 40 MW units, it consist of 47.85 m high, 6753 m overall length (Earth & Concrete) Dam, Penstock 21.94 m long and dia 7.315 m. The first unit was commissioned in 1959 and the last in 1991.

Purpose of the On-Site Emergency Plan:

The purpose of this plan is to establish a system / plan necessary for proactive and effective management of an accident/ incident/ emergencies leading to any disaster and to minimize losses to people and property. The On-Site Emergency Plan is intended to provide guidance to all concerned with a general concept of potential emergency assignments before, during and following emergency situations.

Scope:

This Plan describes the emergency preparedness of Panchet Hydel Power Station and is applicable to deal with various types of emergency situations that could occur within the premises of Power Station area.

This document defines the functions and responsibilities of all concerned, managerial, operational & supporting services, fire services, medical services, Security Forces and Administration for effective management of the on-site-emergency situations.

Productivity E-Newsletter

Details of webinars conducted by Regional Directorate, Guwahati

Sl.No.	Title of webinar/online training	Date	Coverage of webinar/online training
1	Session 2- Entrepreneurship Opportunities in Photography and Media	05-08-2020	Discussion on various aspects of taking up entrepreneurship in Photography and Media
2	Business Opportunities Guidance for small Entrepreneurs	13-08-2020	Discussion on various aspects of taking up entrepreneurship especially for small sector businesses
3	Moments of Truth in Healthcare Services	14-08-2020	Discussion on changing scenario of quality of service in Healthcare sector
4	Fundamentals and Techniques of writing Project report & Thesis	21-08-2020	Discussion on techniques of writing good academic project reports and dissertations
5	Basics of Business Planning for Budding Entrepreneurs	21-08-2020	Discussion on various aspects of taking up entrepreneurship especially for small sector businesses
6	SA 8000 - Social Certification	25-08-2020	Discussion on SA 8000 standards and its implementation
7	Prevention of Sexual Harassment at Workplace (POSH)	27-08-2020	Discussion on the POSH and its implications
8	Goods and Service Tax - Fundamentals for Budding Entrepreneurs	04-09-2020	Discussion on GST implementation
9	Hazard Identification & Risk Assessment (HIRA)	07-09-2020	Discussion on HIRA and its meaning in ref. to OHSAS standards
10	Multiple Intelligences & National Education Policy 2020	14-09-2020	Discussion on NEP 2020
11	Patents, Innovation and Pharmaceutical Industry	18-09-2020	Discussion on Patents and its application, especially for the Pharma Industry
12	Environmental Risk Management (Aspect Impact Analysis)	18-09-2020	Discussion on Aspect Impact, especially for ISO 14001 implementation
13	Techniques to acquire adaptability Skills	22-09-2020	Discussion on adaptation skills
14	SALES & NEGOTIATION SKILLS	29-09-2020	Discussion on Sales & negotiation skills

Details of webinars conducted by Regional Directorate, Hyderabad

Sl.No.	Title of webinar/online training	Date	Coverage of webinar/online training
1.	Lean Manufacturing – Overcoming difficulties in implementation	07-Jul-20	<ul style="list-style-type: none"> Many manufacturers have adopted Lean successfully and prospered. Several more have either begun or are about to start their respective lean journeys. In this webinar, we will discuss the difficulties you are likely to face and ways to
2.	Paper - 1: General Aspects of Energy Management & Energy Audit (2nd Series)	10-Jul-20	<ul style="list-style-type: none"> Make the EM/EA Candidates Understand thoroughly about the basic principles of Energy Management & Energy Audit All the chapters of BEE – Book 1
3.	Prevention of Sexual Harassment at Workplace	15-Jul-20	<ul style="list-style-type: none"> Webinar Coverage: Participants will be able to define Sexual Harassment, Workplace, Provisions of the Act, Duties and Roles of ICC Presiding Officer / Member, Constitution of Internal Complaints Committee, Role of an Employer,
4.	Paper - 2: Energy Efficiency in Thermal Utilities (2nd Series)	17-Jul-20	<ul style="list-style-type: none"> Make the EM/EA Candidates Understand thoroughly about the Energy Efficiency in Thermal Utilities All the chapters of BEE – Book 2
5.	Emotional Intelligence	17-Jul-20	<ul style="list-style-type: none"> Webinar Coverage: Concept of Emotional Intelligence, Evolution of Emotional Intelligence, Difference between IQ and EQ, Benefits of emotional intelligence, Models of Emotional Intelligence – Ability model, Trait model and Mixed model, 5 Constructs of emotional intelligence. How an emotionally intelligent person perceives things – a description. 13 Nos. of paid Participants
6.	Integrated Management System	20-Jul-20	<ul style="list-style-type: none"> Webinar Coverage: ISO 9001:2015, ISO 14001 and OHSAS 18001 international standards 05 Nos. of paid Participants
7.	Managing Conflict at Workplace	22-Jul-20	<ul style="list-style-type: none"> Webinar Coverage:This webinar will help participants to identify the nature of conflict occurring at workplace in various situations. The participants will also get to understand the types of conflict and the different conflict resolution mechanisms in a comprehensive manner in order to apply them in real time scenarios happening in everyday work life. This webinar will help in learning to apply the same to not only avoid and resolve conflict, but also to take better decisions while working with teams and colleagues.
8.	Paper - 3: Energy Efficiency in Electrical Utilities (2nd Series)	24-Jul-20	<ul style="list-style-type: none"> Make the EM/EA Candidates Understand thoroughly about the Energy Efficiency in Electrical Utilities All the chapters of BEE – Book 3 Confident of clearing the upcoming BEE's NCE Exam 61 Nos. of Participant
9.	Neuro Linguistic Programming	24-Jul-20	<ul style="list-style-type: none"> Webinar Coverage:This webinar will help participants to make your goals positive; focus on what you want to have, not what you'd like to lose or not have. Learn the power of positive affirmations and using the right words .A set of language- and sensory-based interventions and behavior-modification techniques intended to help improve the client's self-awareness, confidence, communication skills, and social actions. 17 Nos. of paid Participants
10.	Uncovering HR Audit	27-Jul-20	<ul style="list-style-type: none"> Webinar Coverage: <ul style="list-style-type: none"> Definition-What is HR Audit, Scope- Where is its applicability, Process-How can it be conducted Prerequisites & Skills for becoming HR Auditor 06 Nos. of paid Participants
11.	Geographical Information System (GIS)	27-Jul-20	<ul style="list-style-type: none"> Webinar Coverage:-Webinar covers the concepts of GIS, with main focus on how GIS can be used for Environment Management, Forest management and pollution control. It also covers a brief about the various GIS software and its applications including its usage and benefits with some case studies. 18 Nos. of paid Participants
12.	Managing and Leading Change	29-Jul-20	<ul style="list-style-type: none"> Webinar Coverage:- Participants will be able to understand change, its importance, why we resist it and why most people don't like it. The change cycle and how to manage change and lead toward success. 02 Nos. of paid Participants

Details of webinars conducted by Regional Directorate, Hyderabad

Sl.No.	Title of webinar/online training	Date	Coverage of webinar/online training
13.	Design thinking for manufacturing	30-Jul-20	<ul style="list-style-type: none"> • Design Thinking is getting popular by the day as an approach to problem solving. This webinar begins exploring Design Thinking as is commonly understood; then touches upon the nuances and critical points in its implementation; and then delves into applying DT to various challenges facing manufacturing managers. While manufacturing is already crammed with several concepts and approaches like Lean and Six Sigma, this webinar attempts to meld Design Thinking into those approaches. • The five step Stanford Model of Design Thinking; Problem first or Idea first?; From Insight to Idea to an Innovative Solution. ; Improving productivity at process and operations level.; Can Design Thinking approach be used to bring in a transformational change in organization? • 36 Nos. of Participant
14.	Managing Generation "Z" at workplace	31-Jul-20	<ul style="list-style-type: none"> • Webinar Coverage:Meaning of Demographic Cohorts, Time line of demographic cohorts, Broad outline about all demographic cohorts, various generations and their characteristics with an emphasis on Gen X and Millennials as they are mostly parents of Gen Z , Generation Z traits, trends, what they believe in & what they don't believe in – shapers of their attitudes and personalities. Guidelines about how to handle them. • 02 Nos. of paid Participants
15.	Quality Circles for All	03-Aug-20	<ul style="list-style-type: none"> • A quality circle is a participatory management technique that enlists the help of employees in solving problems related to their own jobs. Circles are formed of employees working together in an operation who meet at intervals to discuss problems of quality and to devise solutions for improvements. Quality circles are small groups of workers of different levels in the firm who come together to discuss and solve problems in production. Employees involved in quality circles may become more motivated as they feel valued within the company. • 04 Nos. of paid Participants
16.	Knowing HR Analytics	05-Aug-20	<ul style="list-style-type: none"> • Webinar Coverage:- • What is HR Analytics, • Why should an HR Professional acquire skills in the area of analytics. • Pros & Cons of implementing HR Analytics. • Level 1 Functions of HR that are critical to be covered in its gamut . • 03 Nos. of paid Participants
17.	Noise Mapping using GIS	05-Aug-20	<ul style="list-style-type: none"> • Noise pollution legislation has become more strict and specific over the decades, modern methods like construction of noise barriers has become necessary in residential areas near roads with heavy traffic where controlling the levels of noise is not so straight forward. In most cases, construction of noise barriers are preceded of noise models that give detailed information on the levels of noise, its propagation over space, the intensity during peak hours and slack hours, etc. Noise has spatial properties, and it can be mapped using GIS technology. Noise maps can be developed using the latest GIS software.. • 16 Nos. of paid Participants
18.	Paper - 4: Energy Performance Assessment for Equipment & Utility Systems (2nd Series)	06-Aug-20	<ul style="list-style-type: none"> • Make the EM/EA Candidates Understand thoroughly about the Energy Performance Assessment for Equipment & Utility Systems • All the chapters of BEE – Book 4 • Confident of clearing the upcoming BEE's NCE Exam • 40 Nos. of Participant
19.	Interpersonal Effectiveness	07-Aug-20	<ul style="list-style-type: none"> • Webinar Coverage:-Participants will be able to what is interpersonal effectiveness, understand different aspect of Interpersonal Skills needed at workplace. Understand the importance of Self Awareness through Johari Window. It helps people better understand their relationship with themselves and others. • 14 Nos. of paid Participants

Details of webinars conducted by Regional Directorate, Hyderabad

Sl.No	Title of webinar/online training	Date	Coverage of webinar/online training
20.	Gender Sensitization	10-Aug-20	<ul style="list-style-type: none"> • Webinar Coverage:-Participants will be able to what is interpersonal effectiveness, understand different aspect of Interpersonal Skills needed at workplace. Understand the importance of Self Awareness through Johari Window. It helps people better understand their relationship with themselves and others. • 07 Nos. of paid Participants
21.	Persuasion or Influence	17-Aug-20	<ul style="list-style-type: none"> • Webinar Coverage:-Participants will be able to what is interpersonal effectiveness, understand different aspect of Interpersonal Skills needed at workplace. Understand the importance of Self Awareness through Johari Window. It helps people better understand their relationship with themselves and others.
22.	Design of Experiments	19-21, 26-28 Aug 2020	<ul style="list-style-type: none"> • This webinar aims at exposing the participants to the concept and process of planning and conducting Factorial experiments and analyzing the data that is obtained from them for drawing conclusions for decision making. As part of this, process for detecting 'statistically significant' changes will be discussed. Case study resulting in process improvement using the Design of Experiments will be presented. • Concept of p-Value; Detecting Changes; ANOVA-concept, process and Exercises; Concept of interaction; Factorial Experiments - Concepts, Plans, Dos and Don'ts; Analysis of Experimental data-process and Exercises; Case Study • 50 Nos. of Participant
23.	Bhagavad Gita and its Relevance to Management	19-Aug-20	<ul style="list-style-type: none"> • Bhagavad Gita trains the mind in right thinking, right way of seeing things so that mind gets liberated and empowers itself for higher achievements. Leadership is one of the core themes of management. There are many leadership styles described in management literature. The leadership style prescribed by Lord Krishna in second chapter of Gita describes the ultimate mental status a leader must attain. Similarly III chapter of Gita explains few facts about team building which is another main topic in management. This Webinar is an attempt to extract inputs given by Gita about leadership and team building. • 14 Nos. of paid Participants
24.	Prevention of Sexual Harassment at Workplace	20-Aug-20	<ul style="list-style-type: none"> • Webinar Coverage: Participants will be able to define Sexual Harassment, Workplace, Provisions of the Act, Duties and Roles of ICC Presiding Officer / Member, Constitution of Internal Complaints Committee, Role of an Employer, Preventive Policies (organization), Organizational Best Practices, Steps to Conduct Inquiry. • 34 Nos. of paid Participants
25.	Industrial Ergonomics	21-Aug-20	<ul style="list-style-type: none"> • The objective of ergonomics is to fit the task to the individual, not the individual to the task. Practicing good ergonomics achieves increased productivity, improved health and safety of the workers. Industrial ergonomics is the relationship between the work environment and the employees working in it. Oftentimes, industrial ergonomics is overlooked as a safety and health priority, possibly due to the nature of the work being performed. However, placing an emphasis on ensuring that employees have the correct tools to perform their jobs ergonomically can increase productivity, drive down injury rates, and result in happier, healthier employees. <ul style="list-style-type: none"> • Ergonomics and System Design; Ergonomics and safety;Application of ergonomic in design • Ergonomics and Environment; Ergonomics Interventions • 18 Nos. of Participant
26.	Work Life Balance	24-Aug-20	<ul style="list-style-type: none"> • Webinar Coverage: With a work-life balance, you will be able to manage your time better, which will impact various aspects of your life positively. This workshop will provide you training in focusing on relevant life and work matters, setting practical goals, and communicating and managing better. • 03 Nos. of paid Participants
27.	TPM for bottom-line improvement	25-Aug-20	<ul style="list-style-type: none"> • The main idea behind Total Productive Maintenance (TPM) is to help the organization increase its productivity by maximizing the overall equipment effectiveness (OEE) of any asset utilization in the production of goods and services. OEE clearly helps to identify where inefficiencies in the manufacturing environment can be improved, however, OEE is only part of the solution to sustain or improve profitability. • To maximize efficiency and profits, inefficiencies and costs must be minimized. As the famous Edward Deming quote goes, "you can't improve what you can't measure." As such it is essential to understand cost structure. This can be done by preparing a very detailed OEE model that shows the relative costs associated with various loss factors. • Introduction of TPM; TPM 8 Pillars; 16 major losses in the organisation; OEE; Cost loss matrix and Profit Tree • 9 Nos. of Participant
28.	Employee Engagement During COVID-19	28-Aug-20	<ul style="list-style-type: none"> • Webinar Coverage: With a training on Employee Engagement program during Covid-19, you will be able to manage your staff better and engage them better, which will impact various aspects of their life positively. This workshop will provide you training in focusing on relevant activities and programs which will improve employee engagement. • 01 Nos. of paid Participants

Details of webinars conducted by Regional Directorate, Hyderabad

Sl. No.	Title of webinar/online training	Date	Coverage of webinar/online training
29.	Enhancing Safety Performance in Process Plants	28-Aug-20	<ul style="list-style-type: none"> Update the participants with Latest Trends in safety of Process Plants DOs and DONTs during the Operation and Maintenance pertaining to safety Various reasons and causes of accident and its analysis 54 Nos. of Participant
30.	Managing Conflict at Workplace	02-Sep-20	<ul style="list-style-type: none"> Webinar Coverage:This webinar will help participants to identify the nature of conflict occurring at workplace in various situations. The participants will also get to understand the types of conflict and the different conflict resolution mechanisms in a comprehensive manner in order to apply them in real time scenarios happening in everyday work life. This webinar will help in learning to apply the same to not only avoid and resolve conflict, but also to take better decisions while working with teams and colleagues. 08 Nos. of paid Participants
31.	Boiler Performance Monitoring and Optimizing the Efficiency	03-Sep-20	<ul style="list-style-type: none"> Webinar covered various types of Boilers and its operation Evaluation of Boiler Efficiency by various methods Evaluation of various losses and optimization of fuel consumption by Efficient Operation 83 Nos. of Participant
32.	Interpersonal Effectiveness	04-Sep-20	<ul style="list-style-type: none"> Webinar Coverage:-Participants will be able to what is interpersonal effectiveness, understand different aspect of Interpersonal Skills needed at workplace. Understand the importance of Self Awareness through Johari Window. It helps people better understand their relationship with themselves and others. 04 Nos. of paid Participants
33.	Managing Time Effectively	07-Sep-20	<ul style="list-style-type: none"> Webinar Coverage:-Define Time Management, Clarify and prioritize your objectives and goals, by creating more planning time, Prioritizing Time ,80/20 Rule, Urgent/ Important Matrix, Tackling Procrastination. 03 Nos. of paid Participants
34.	Cyber Security Essentials for Secure Organization	11-Sep-20	<ul style="list-style-type: none"> Webinar Coverage:-This session provides a basic orientation to the fundamentals in the field of cyber security that every individual who is a uses IT systems must know. There are no pre-requisites or qualifications required for participants to attend this session. 02 Nos. of paid Participants
35.	One day Online Workshop on Prevention of Sexual Harassment at Workplace	13-Sep-20	<ul style="list-style-type: none"> Webinar Coverage:- <ul style="list-style-type: none"> Gender Issues including Gender Discrimination Sexual Harassment and Gender Discrimination Dimensions and types of SHWP Concept and importance of prevention of SHWP Vishaka Guidelines and other important judicial pronouncement Sexual Harassment at Workplace Act 2013 SHWWP Act, 2013 in the light of Service and Conduct Rules Inquiry Session of ICC Case Studies
36.	Managing Crisis at Workplace	14-Sep-20	<ul style="list-style-type: none"> Webinar Coverage:-This webinar will help participants understand the types of incident & crisis management. Participants will also learn Planning for a Crisis, Preparing for eventualities of daily life, Respond to crisis situations and maintain continuity of productive work.. 07 Nos. of paid Participants
37.	Reduction of AT&C Losses Electrical Distribution and Transmission Systems	15-Sep-20	<ul style="list-style-type: none"> Webinar covered status of AT&C Losses in various States & UTs in India and comparing them with best benchmarking figures Various unaccounted losses like Technical & Commercial were discussed How to evaluate commercial losses in a distribution companies 45 Nos. of Participant
38.	Emotional Intelligence	16-Sep-20	<ul style="list-style-type: none"> Webinar Coverage: Concept of Emotional Intelligence, Evolution of Emotional Intelligence, Difference between IQ and EQ, Benefits of emotional intelligence, Models of Emotional Intelligence – Ability model, Trait model and Mixed model, 5 Constructs of emotional intelligence. How an emotionally intelligent person perceives things – a description. 01 Nos. of paid Participants
39.	Managing Stress	18-Sep-20	<ul style="list-style-type: none"> Webinar Coverage: asfollows: What is stress – Types of stress – External and Internal stressors – self imposed stress, manifestation of it, responding to stress – General Adaption Syndrome – symptoms of stress – Tips to manage stress – ABC Strategy – Stress Management Techniques

Details of webinars conducted by Regional Directorate, Hyderabad

Sl. No.	Title of webinar/online training	Date	Coverage of webinar/online training
40.	Persuasion or Influence	21-Sep-20	<ul style="list-style-type: none"> • Webinar Coverage:-Participants will be able to what is interpersonal effectiveness, understand different aspect of Interpersonal Skills needed at workplace. Understand the importance of Self Awareness through Johari Window. It helps people better understand their relationship with themselves and others. • 02 Nos. of paid Participants
41.	Neuro Linguistic Programming	23-Sep-20	<ul style="list-style-type: none"> • Webinar Coverage:This webinar will help participants to make your goals positive; focus on what you want to have, not what you'd like to lose or not have. Learn the power of positive affirmations and using the right words .A set of language- and sensory-based interventions and behavior-modification techniques intended to help improve the client's self-awareness, confidence, communication skills, and social actions.
42.	Work Life Balance	25-Sep-20	<ul style="list-style-type: none"> • Webinar Coverage: With a work-life balance, you will be able to manage your time better, which will impact various aspects of your life positively. This workshop will provide you training in focusing on relevant life and work matters, setting practical goals, and communicating and managing better. • 06 Nos. of paid Participants
43.	Delegation Skills	28-Sep-20	<ul style="list-style-type: none"> • Webinar Coverage: This online workshop will help participants understand the Skill of delegation ,how it works and how to get started .One would also learn when to and when not to :whom to and whom not to delegate in order to maintain efficiency .By the end of the workshop one would be able to create space and time by delegating to reach more fulfilling aspects of one's job • 03 Nos. of paid Participants
44.	Analytical Skills	30-Sep-20	<ul style="list-style-type: none"> • Webinar Coverage: This online workshop will help participants understand the importance of having analytical skills and using analysis to find solutions various problems and make concrete decisions and action plans to solve those problems. Participants will be able to identify relevant information, categorize it and make difficult decisions using views from multiple perspectives. • 02 Nos. of paid Participants
45.	Creative and Problem Solving	30-Sep-20	<ul style="list-style-type: none"> • Webinar Coverage:This creative problem solving course looks at methods and techniques to find new and innovative ways of solving those challenges and ensuring the upward progress. The webinar will help participants think beyond the needs of the present moment, develop creativity and apply lateral thinking to stimulate innovation in the workplace. • 06 Nos. of paid Participants