

Office of the Engineer-in-Chief(AW)
I & CAD Deptt.,Errum Manzil,Hyderabad,Telangana.

Endt:- RC/ENC/G1/Trainings/2017

Dt: 29 -07-2017.

Copy Communicated to all Unit & Circle Officers for information and they are requested to furnish the nominations to the Dr.MCR, Human Resources Development Institute Jubilee Hills, Hyderabad directly under intimation to this office.

J.Vijaya Prakash
Engineer-in-Chief(AW)

Copy to DY.EE (Computers) with a request to place the HRD letter along with endorsement letter in the department website.

June 10/29/17
for Engineer-in-Chief(AW)
29/7



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA

Road No.25, Jubilee Hills, Hyderabad - 500 033. Fax : 040 - 23557584

From
Sri B.P. Acharya, IAS.
Director General &
E.O. Spl CS to Govt.(FAC)

To
The Special CS, Principal CS,
Commissioners,
HODs of All Departments of
Telangana &
District Collectors of Telangana

Lr.No.T2/CMBS/NS/663/2017, dated: 14.7.2017.

Sir/ Madam.

Sub: DR.MCR Human Resource Development Institute of Telangana
Training Programme on "Communication and Presentation Skills"
from 8.8.2017 to 10.8.2017 - Nominations invited - Regarding

The Dr. MCR Human Resource Development Institute of Telangana is organizing 3-day training programme on "Communication and Presentation Skills" from 8.8.2017 to 10.8.2017 at the Institute located on Road No 25, Jubilee Hills, Hyderabad 500 033.

2. A brief information about the programme, including aim, methodology along with level of participants, etc., is enclosed as Annexure - I.
3. We invite five (5) nominations of Superintendents / Section Officers / Gazetted Officers and above of your Department for the above training course so as to reach this Institute on or before 3rd August, 2017. Nominations may be sent in the format enclosed. Dr.N.Srilakshmi, course coordinator of the course will be able to provide additional information (M: 9391010682).
4. This is an "optionally residential programme". However, accommodation & boarding will be provided on request to the participants, who come from Districts. Accommodation requirement shall be indicated in the nomination form.

EE(A)

4/20/17

ADA

(B)

21/7/2017

AEE3

~~BR~~

21.07.17

Transmitted

S/G

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27/07/17

27/7

Annexure – I

Programme Title	:	Training Programme on “Communication and Presentation Skills”
Venue	:	Dr MCR HRD Institute of Telangana, Road No.25 Jubilee Hills, Hyderabad 500 033
Duration	:	3-Days 8.8.2017 to 10.8.2017
Aim	:	To develop awareness of the role and importance of communication skills and presentation skills in achieving excellence at work place
Level and type of participant	:	Section Officers / Superintendents/ Ministerial Executives / Gazetted Officers and above
Methodology	:	Lecture, Group activities / Discussions, Interactions, Psychological instruments, Exercises & Films
Last date of receipt of Nominations	:	3 rd August, 2017
The list of nominations to be sent to	:	Dr. N.Srilakshmi, Professor & Centre Head, CMBS, Dr. MCR HRD Institute of Telangana, Road No.25 Jubilee Hills, Hyderabad 500 033 M: 9391010682 Email: nadimpallisrilakshmi@merhrdi.gov.in

