



**ONE DAY**  
**TEACHERS' TRAINING PROGRAMME**  
**ON**  
**NOVEMBER 15, 2021 (MONDAY)**

A One Day Teachers' Training Programme was conducted by Dr Shweta Saxena, Assistant Professor, Amity Business School, Amity University Madhya Pradesh on November 15, 2021 between 9 am – 1 pm in Model Convent High School, Gwalior for the teachers teaching in different classes and handling different subjects. The topic of the workshop was “How to increase the effectiveness of teachers”.

**Objectives of the Teachers' Training Programme**

1. To improve the effectiveness of teachers by explaining to them the 7 Habits of Highly Effective People.
2. To improve the Time Management skills of teachers.
3. To make them to think positively in the times of Covid.
4. To help them in becoming effective in Online Teaching during the Pandemic.
5. To make them learn teamwork and leadership skills.

**Details of the Teachers' Training Programme**

The teachers were explained the importance of being effective in teaching during the pandemic.

The purpose was to improve the effectiveness of teachers in teaching and in managing other tasks. They were explained the importance of thinking WIN -WIN so that they learn to work with SYNERGY with each other. They were explained the power of positive thinking and being proactive in their approach. The teachers were explained about the importance of understanding others first before expecting that others understand you. They were explained the concept of 'Sharpen The Saw' which means that faculty should sharpen its strengths and skills from time to time and must also take care of its mind, body, heart and soul. All these need to be taken care of in order to be effective.

## EVENT AT A GLANCE



Glimpses of Dr Shweta Saxena, Assistant Professor, Amity Business School, Amity University Madhya Pradesh conducting the Training programme.



Dr Shweta Saxena, Assistant Professor, Amity Business School, Amity University Madhya Pradesh solving a query raised by the participant.



Dr Shweta Saxena , Assistant Professor, Amity Business School, Amity University Madhya Pradesh, addressing the faculty members.



Dr Shweta Saxena explaining the teachers about how to be effective in their professional as well as personal life.

## **OUTCOME REPORT**

The faculty members became ready to implement the Seven Habits Of Highly Effective People in their life.

The queries of the faculty members were solved during the training programme. The faculty members discussed the problems that they are facing during the pandemic and Dr Shweta Saxena solved their problems by helping them to become more effective. The faculty members were given feedback forms and in the end, attendance sheet was circulated amongst them.

There were total 20 faculty members who attended the Teachers Training Programme. The programme ended with a Vote of Thanks by the Principal of the school.