



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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FACULTY DEVELOPMENT PROGRAMME

BY

DALE CARNEGIE TRAINER- SARAH JANE MARIAN

1st to 3rd March' 2024

Prepared by –

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Contents

Objective of FDP	3
About FDP	3
Training Partner	5
Program Schedule.....	5
Pictures of the FDP	6
Attendees of the 2 Days FDP	6
Recommendations.....	7
Feedback Form shared with the Attendees	8

Objective of FDP

The main objectives of the programs were

- Experiential learning
- Business context driven
- Participants will learn, prepare, practice and demonstrate various structures
- Coaching in the moment

About FDP

- The program started with brief history about Dale Carnegie and introduction and past experiences of trainer. The following modules were covered in first 2 days:

MODULE 1 Creating Organizational Impact

1. Draw connections between concepts and organizational goals and personal goals
2. Sell the value of organizational outcomes to team members
3. Identify high and low performance behaviors that link to strategic objectives

MODULE 2 Presenting with Impact to create influence

1. Establish trust, credibility, and respect with listeners
2. Clarify the key points of a message
3. Open and close sessions with impact
4. Understand the variety of support tools that strengthen a message

MODULE 3 Feedback: Supportive & Corrective

1. Encourage with a person-centered focus
2. Help people build on their strengths
3. Use corrective feedback to encourage behavior change

MODULE 4 Facilitate for Group Results

1. Create an environment that fosters open dialogue in groups
2. Apply a variety of questioning techniques to create group engagement
3. Use creativity and flexibility in facilitation methods

MODULE 5 Vocal Skills & Body Language

1. Learn how listeners form impressions based on voice and body language
2. Improve gestures, posture, and movement
3. Analyze physical appearance and voice factors
4. Practice becoming more flexible and dynamic

MODULE 6 Coaching for Skill Development

1. Clarify the differences between coaching and feedback
2. Apply a skill development coaching process that produces observable results
3. Hold people accountable, while helping them be successful

MODULE 7 Interpersonal Skills for Facilitators to build relationships

1. Apply interpersonal skills effectively with a wide spectrum of personalities
2. Deal with difficult attitudes and behaviors
3. Demonstrate poise under pressure

MODULE 8 Sustaining Measurable Success

1. Clarify and communicate organizational breakthroughs
2. Sustain new attitudes, skills and behaviors
3. Commit to continuous improvement

On day 3rd: Teach back with peer group observations and in-the-moment coaching by DC expert. Each faculty personnel applied the principles, insights and tools learnt in 2 days and present it to Dale Carnegie trainer as a classroom session. It followed by feedback for all the presentations and inputs for improvement.

The FDP modules provided valuable insights into fostering organizational impact through effective communication, feedback, facilitation, and interpersonal skills. Implementing these learnings will not only drive organizational success but also promote personal and professional growth.

Training Partner

Sarah Jane Marian- Training Consultant with **Dale Carnegie of India**

Program Schedule

Duration : 3 days

Date : 1st to 3rd March'2024

No. of hours: 08 hours per day

Timings : 09:30 am to 05:30 pm

Participants: Faculty members (Teaching staff)

Batch size : AIMS - All faculty members

Pictures of the FDP



Attendees of the 2 Days FDP

1. Dr. D Henry
2. Dr. Reena Poojara
3. Dr. Vaibhav Patil
4. Dr. Shubhi Lall Agarwal
5. Prof. Ganesh Apte
6. Prof. Gaanyesh Kulkarni

7. Dr. Monika Shrimali
8. Dr. Swati Agrawal
9. Dr. Aparna Ger
10. Dr. Nitin Godse
11. Dr. Sudhir Purohit
12. Dr. Leena Jagawat
13. Prof. Ketan Sutaria
14. Prof. Kajal Desai

Recommendations

The FDP was appreciated by all the faculty members. The faculty members suggested to conduct more FDPs to strengthen the learning Culture in the institute. That would benefit the students indirectly in classroom learning and final placements.

Feedback form shared with attendees

FDP-DALE CARNEGIE

Feedback form for FDP held from 1st March'2024 to 3rd March'2024

Trainer- Sarah Jane Marian

** Indicates required question*

1. Name (including Dr./Prof. if applicable) *
2. Institution name *
3. Designation *

Mark only one oval.

- ☐ Director
- ☐ Professor
- ☐ Associate professor
- ☐ Assistant Professor
- ☐ Other

4. How do you rate this session on a scale of 1 to 5 (1 being Low, 5 being Highest) *

Mark only one oval.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

5. How do you rate your knowledge in this topic before attending the session? (1 being Low, 5 being Highest)

Mark only one oval.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

6. How do you rate your knowledge in this topic after attending the session (1 being Low, 5 being Highest)

Mark only one oval.

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

7. Qualities about speaker you like? *

Mark only one oval.

- ☐ confidence
- ☐ communication skills
- ☐ Presentation style
- ☐ Content delivered
- ☐ All of the above
- ☐ Other: _____

8. Please provide your valuable feedback using numerical with the following scale for *
the various parameters. Indicate the extent to which you agree with the statement.
Please use a scale of 1-5 (1=poor; 2=Fair; 3=Good; 4=Very Good; 5=Excellent)

*Considering overall FDP

Mark only one oval per row.

	5	4	3	2	1
Communication & Coordination Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of trainer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Topic Relevance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Learning Experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Would you like to have such sessions in future? if yes any suggestions for same. *

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