



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

(Approved by AICTE, DTE & Affiliated to University of Mumbai)
(NAAC Accredited)

FACULTY DEVELOPMENT PROGRAMME

BY

DALE CARNEGIE TRAINER- SARAH JANE MARIAN

SULOCHANA PRASHANT AMIN

1st to 6th March' 2024

Prepared by –

Dr. Swati Agrawal

Dr. Aparna Ger

Verified by and submitted to: Dr. D.Henry Babu
Director, AIMS

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
- Incorporation of ADDIE Model in teaching practices
- To enhance leadership capabilities among faculty members.
- To improve communication skills for effective teaching and interaction with students.
- To foster a culture of continuous improvement and innovation in teaching methodologies. E.g. Story telling.
- To explore new approaches to engage students and enhance learning outcomes.

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.

Trainer, Sulochana Prashant Amin covered the following modules on **4th and 5th day** of the program:

Module 1 The Art of Storytelling

An important skill set of a strong presenter is the ability to use an appropriate story at the right time and to tell it well.

- Tailor your stories to the interests and needs of your audience. Understand what resonates with them and choose stories that will be most impactful.
- Share genuine experiences and emotions to build a real connection with your audience. Authenticity makes stories more compelling and trustworthy.
- Rehearse your stories to ensure they are delivered smoothly and effectively. Pay attention to pacing, tone, and body language to enhance the impact.
- Integrate stories into your presentations or conversations to illustrate key points and make them more memorable.

Module 2: Trust, Creditability and Respect with ADDIE model

- Dale Carnegie's Principle: "Become genuinely interested in other people."

During the analysis phase, focus on understanding the needs, preferences, and challenges of your target audience. Conduct surveys, interviews, or focus groups to gather insights. Show

genuine interest in their experiences and what they hope to gain from the training.

- Dale Carnegie's Principle: "Talk in terms of the other person's interests."

In the design phase, create training materials and activities that resonate with your audience's interests and needs. Ensure that the content addresses their specific problems or goals and is presented in a way that's engaging and relevant to them.

- Dale Carnegie's Principle: "Let the other person feel that the idea is theirs."

When developing training materials, involve stakeholders in the creation process. Encourage input and feedback, and make sure they feel a sense of ownership over the content. This can increase their commitment to the training and make it more effective.

- Dale Carnegie's Principle: "Give honest and sincere appreciation."

During the implementation phase, provide positive reinforcement and recognition to participants. Acknowledge their efforts and achievements to keep them motivated and engaged throughout the training process.

- Dale Carnegie's Principle: "Criticize indirectly."

When evaluating the training, gather feedback in a constructive and supportive manner.

Address any issues or areas for improvement in a way that is respectful and encouraging, rather than directly criticizing.

- **On the last day**, teach back based on ADDIE MODEL from a Dale Carnegie specialist. Using the concepts, ideas, and resources they had acquired over the course of two days, each faculty member conducted a classroom demonstration for the Dale Carnegie trainer.

The session was followed by suggestions for improvement and comments on each presentation.

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**

Sulochana Prashant Amin- Training Consultant with **Dale Carnegie of India**

Program Schedule

Duration : 6 days

Date : 1st to 6th 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 and ASB - All faculty members

Pictures of the FDP





Attendees of the 6 Days FDP

Atharva Institute of Management Studies (AIMS)			
FACULTIES LIST WITH SPECIALIZATION			
SR. NO	NAME OF THE FACULTY	DESIGNATION	SPECIALIZATION
1.	Dr. D. Henry Babu	DIRECTOR	Marketing/opeartions
2.	Dr. Reena Poojara	HOD HR/Assistant Director	Human Resource
3.	Dr. Vaibhav Patil	HOD- Finance/Assistant Professor	Finance/Information Technology
4.	Dr. Shubhi Lall Agarwal	HOD-IQAC/Assistant Professor	Information Technology
5.	Prof. Ganesh Apte	HOD-Operations/Assistant Professor	Operations
6.	Prof. Gaanyesh Kulkarni	HOD-Marketing/Assistant Professor	Marketing
7.	Dr. Monika Shrimali	Exams Head/Assistant Professor	Finance
8.	Dr. Swati Agrawal	Assistant Professor	Marketing
9.	Dr. Aparna Ger	Assitant Professor	Finance
10.	Dr. Nitin Godse	Professor in Practice	Operations
11.	Dr. Sudhir Purohit	Assistant Professor	Finance
12.	Dr. Leena Jagawat	Assistant Professor	Human Resource Management
13.	Mr.Ketan Sutaria	Assitant Professor	Finance
14.	Mrs.Kajal Desai	Assistant Professor	Human Resource Management
15.	Miss. Gauri Sane	Assistant Professor	Information Technology
Atharva School of Business (ASB)			
SR. NO	NAME OF THE FACULTY	DESIGNATION	SPECIALIZATION
1	Dr. Shivakant Upadhyaya	Director	Marketing
2	Dr. Swati Parab	Professor	Marketing
3	Dr. Aswathi Nair	Assistant Professor	Marketing
4	Dr. Tanvi Thakkar	Associate Professor	Human Resource Management
5	Dr. Hitesh Suthar	Associate Professor	Finance
6	Mrs. Malini Jain	Assistant Professor	Marketing
7	Mrs. Sukanya Sawant	Assistant Professor	Information Technology
8	Mrs. Maitri Oza	Assistant Professor	Finance/Human Resource Management

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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