

## **Atharva Institute of Management Studies**

### **Activity / Event report**

Name of Event/Title	: Staff Development Programme
Resource person	: Ms Mugdha Vaidya
Organization	: Atharva Institute of Hotel Management
Designation	: Training and placement manager
Contact no.	: 8800558988
Email ID	: <a href="mailto:mugdhavaidya@atharvahmct.edu.in">mugdhavaidya@atharvahmct.edu.in</a>
Date(s) of conduction	: 10 <sup>th</sup> June to 12 <sup>th</sup> June 2025
Faculty coordinator	: Dr. Swati Agrawal Dr. Vaibhav Patil

# **DESCRIPTION**

**Objectives:** The primary objectives of this development program were:

- To improve the overall professional appearance and personal hygiene of employees.
- To enhance verbal and non-verbal communication skills.
- To build confidence in interpersonal and public communication.
- To ensure that employees align with the organization's brand image.
- To develop active listening and effective presentation skills.
- To improve team collaboration and client communication efficiency.

## **Key Takeaways:** 🎬

- **First Impressions Matter:** Grooming directly affects how others perceive you in the workplace.

🎬 **Consistency is Key:** Maintaining a professional look daily reflects discipline and reliability.

🎬 **Communication is Two-Way:** Active listening is as important as speaking.

🎬 **Non-Verbal Cues Speak Loudest:** Body language can enhance or undermine spoken words.

🎬 **Clarity Builds Confidence:** Clear communication reduces misunderstandings and boosts confidence in team collaboration.

## **Learning Outcomes:**

- Staff learned the importance of grooming not just for appearance but as a part of corporate culture.
- Employees gained practical tips on dressing for different professional scenarios (meetings, client visits, interviews).
- The session enhanced understanding of communication barriers and how to overcome them.
- Staff developed awareness of tone and choice of words, especially in formal communication.
- Participants practiced and improved their confidence through role-plays and mock interactions.

# **FLYER OF THE EVENT**



## Organizes

### STAFF DEVELOPMENT PROGRAM ON GROOMING & COMMUNICATION SKILLS



10<sup>th</sup> to 12<sup>th</sup> June, 2025



10:30am to 12:30pm



Classroom 10B,  
3<sup>rd</sup> floor, Phase 3

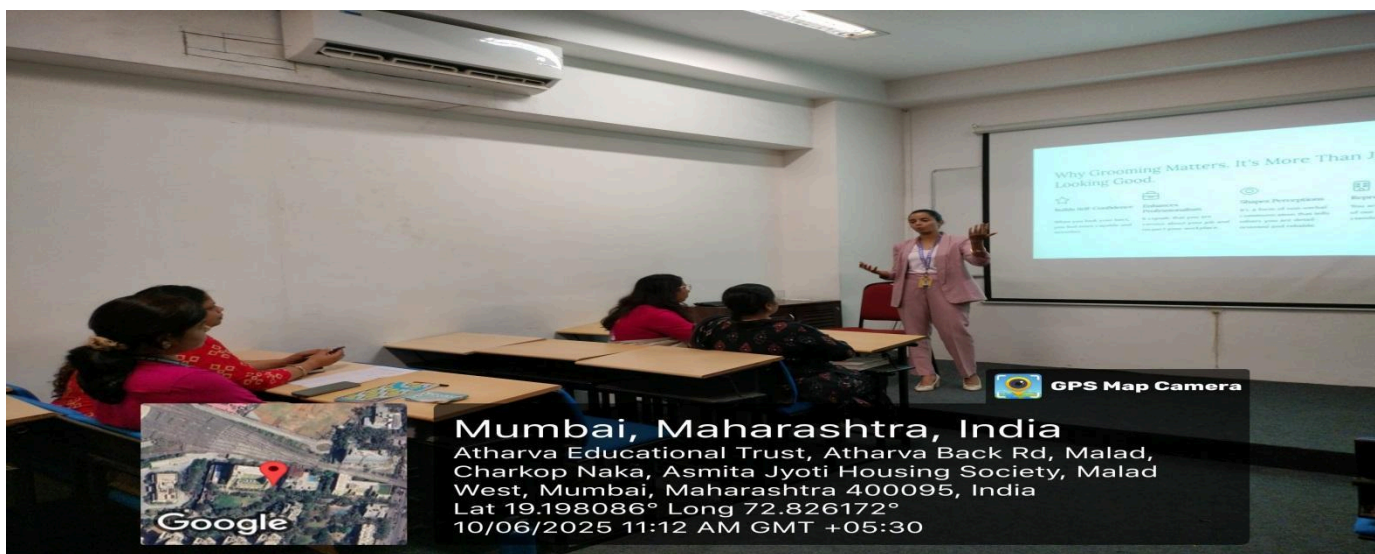
**JOIN US**



TRAINER  
**MS. MUGDHA VAIDYA**  
Training & Placements Manager








































**GEO-TAGGED PHOTOS**





**Attendance sheet with signature**

**ATHARVA INSTITUTE OF MANAGEMENT STUDIES**  
**STAFF DEVELOPMENT PROGRAM FOR NON-TEACHING STAFF**  
**ATTENDANCE SHEET**

SR. NO.	NAME	DESIGNATION	SIGNATURE		
			10/06/2025	11/06/2025	12/06/2025
1.	Chetna Raul	Admin Asst.			
2.	Trina Shah	Placement Executive			
3.	Tanu Jain	CMC			
4.	Priyanka Gosavi	Library			
5.	Neeta Dabhpande	Exam			
6.	Vishakha Tadhe	Admin			
7.	Prashant Matul	Lab Assistant			
8.	Himali Koli	Jo. Clerk			
9.	Amit Penta	Registrar			
10.	Suhag Gaurav	Admin Asst.			
11.	Prachi Sharma	Admission Counselor			
12.	Pooja Kshatriya	Admission Counselor			
13.	Aditi Pangam	Sr. Admission Counsellor			

**EVENT REPORT PREPARED & VERIFIED BY: Dr. Swati Agrawal**  
**Submitted to: Dr. D Henry**