

# Delhi School of Professional Studies and Research

Affiliated to G.G.S Indraprastha University

(NAAC Accredited "A" Grade Institution)

## DOSSIER

**"One day Workshop on basic etiquettes for helper staff**

*On*

*24.03.2019*

<b>Title</b>	Workshop on basic etiquettes for helper staff
<b>Date and Time</b>	24.03.2019
<b>Venue</b>	DSPSR Premises
<b>Resource Person/Facilitator</b>	Ms. Shagun Bakshi, Assistant Professor, DSPSR Ms. Khushboo Taneja, Assistant Professor, DSPSR
<b>No. of Participants</b>	9
<b>Summary</b>	<p>One day workshop on Basic Etiquettes and Communication skills of helper staff was organized on 24<sup>th</sup> March by IQAC cell under the supervision of Ms.Khushboo Taneja and Ms.Shagun Bakshi. The main objective of this event was to enhance the personality of the helpers and to groom their skills which will help them in execution of their duties efficiently.</p> <p>This programme was very well executed with support of the staff by their active participation in learning each and every lesson taught to them by the respective faculty with the help of audio visual aid. There was so much zeal among the staff in respect of the assignments given to them while executing the event. The programme was very well organized with the support of the college and all other members associated to it.</p>
<b>Winners</b>	Not Applicable

