

## Training Module for newly promoted H.Ms - H.S.(30 members)

Date : 11/11/2013, 12/11/2013, 13/11/2013 – 3 days.				
I <sup>st</sup> day (11/11/2013)				
10 Am to 10.30 Am		Inauguration	Dr.P.Lakshmanan Rtd.Principal DIET Wayanad	4.PM to 4.30 PM
10.30 Am to 1 Pm	Session – I	KSR ,Office Procedures, Important orders –	Dr.P.Lakshmanan Rtd.Principal DIET Wayanad	
2 PM. to 4 PM	Session-II	Right to Education (RTE) –	Sri.T.V.Gopakumar Lecturer DIET Wayanad	Review
IInd day (12/11/2013)				
10 AM to 10.30 AM		Daily duties : Material Review : Process documentation : News bulletin : Sharing of best practices in schools of the participants	General Leader	
10.30 AM to 11.30 AM	Session-III	Stress Management –	Sri.E.P.Mohandas Rtd Principal , DIET Wayanad	
11.30 AM to 1 PM	Session-IV	HM as a creative leader –	Sri.K.M.Sebastian Lecturer DIET Wayanad	
2 PM to 4 PM	Session – V	KSR, important Records and Registers to be maintained in schools –	Adv.Ravindran DDE Rtd.	Review
III <sup>rd</sup> day (13/11/2013)				
10 AM to 10.30 AM		Daily duties : Material Review : Process documentation : News bulletin : Sharing of best practices in schools	General Leader	
10 AM to 1 PM	Session- VI	– Human Management in organizations – Visit to neighbouring H.S.	Smt.E.J.Leena Sr.Lecturer, DIET Wayanad	
2 PM to 4 PM	Session- VII	– KSR –	Adv. Ravindran DIET Wayanad	Course evaluation E.J Leena