

INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE BANGALORE

FIVE DAY TRAINING PROGRAM ON ENHANCING PRODUCTIVITY USING MS OFFICE

23RD MAY - 27TH MAY 2022

ABOUT ISME

ISME IS A LEADING BUSINESS SCHOOL OFFERING EXCELLENT EDUCATION THROUGH A STUDENT-FOCUSED CULTURE OF EXCELLENCE, INTERNATIONAL OUTLOOK, ENTREPRENEURIAL THINKING AND INDUSTRY ALIGNMENT. IT WAS FOUNDED IN 2006 BY ALUMNI FROM CARNEGIE MELLON UNIVERSITY, PURDUE, AND WHARTON, USA. ISME HAS ALWAYS BEEN AT THE FOREFRONT OF QUALITY EDUCATION, WITH THE VISION OF NURTURING HOLISTIC, SOCIALLY RESPONSIBLE AND COMPETENT PROFESSIONALS. ISME HAS BEEN RANKED AS ONE OF THE TOP B-SCHOOLS IN BANGALORE AND TOP 1% B-SCHOOLS IN INDIA. AT PRESENT ISME OFFERS UNDERGRADUATE, POSTGRADUATE AND DOCTORAL PROGRAMS IN MANAGEMENT. ISME BENGALURU IS THE RECOGNIZED RESEARCH CENTRE OF UNIVERSITY OF MYSORE, AND IT ALSO OFFERS FELLOW PROGRAM IN MANAGEMENT RECOGNIZED BY AICTE. OUR LUSH GREEN CAMPUS AT SARJAPUR MAIN ROAD IS AN IDEAL AMBIENCE FOR STUDY AND RESEARCH. THE INSTITUTE CONSTANTLY ENDEAVOURS TO EXPOSE ITS STUDENTS TO VARIOUS METHODS OF LEARNING, LIKE INDUSTRY VISITS, INTERACTION WITH INDUSTRY EXPERTS, PARTICIPATION IN SEMINARS, CASE STUDY ETC. SO THAT THEY BECOME SUCCESSFUL IN THEIR JOURNEY AS THEY MOVE FROM CAMPUS TO THE NEXT PHASE OF THEIR CAREER.

ABOUT THE PROGRAM

- **WORD:** LEARN TO CREATE PROFESSIONAL DOCUMENTS WITH ADVANCED FORMATTING, STYLES, AND TEMPLATES. MASTER FEATURES SUCH AS MAIL MERGE, TRACK CHANGES, AND COLLABORATIVE EDITING TO STREAMLINE YOUR WORKFLOW.
- **EXCEL:** GAIN PROFICIENCY IN DATA ANALYSIS AND MANAGEMENT. EXPLORE FUNCTIONS, FORMULAS, PIVOT TABLES, AND CHARTS. LEARN TO AUTOMATE TASKS WITH MACROS AND ENHANCE YOUR DATA VISUALIZATION SKILLS.
- **POWERPOINT:** DEVELOP IMPACTFUL PRESENTATIONS WITH ADVANCED DESIGN TECHNIQUES. UTILIZE MULTIMEDIA ELEMENTS, ANIMATIONS, AND TRANSITIONS TO CONVEY YOUR MESSAGE EFFECTIVELY.
- **OUTLOOK:** OPTIMIZE YOUR EMAIL MANAGEMENT, CALENDAR SCHEDULING, AND TASK ORGANIZATION. LEARN TO USE RULES, CATEGORIES, AND INTEGRATION FEATURES TO STAY ORGANIZED AND EFFICIENT.

RESOURCE PERSON - DR. SHAMPA NANDI

DR. SHAMPA NANDI IS A HIGHLY SKILLED ACADEMICIAN WITH OVER TWO DECADES OF EXPERIENCE, CURRENTLY SERVING AS PRINCIPAL FOR THE PGDM PROGRAM AT ISME AND PROFESSOR IN ANALYTICS AND MARKETING. WITH A MASTERS IN MATH FROM JADAVPUR UNIVERSITY, MBA, PHD IN MARKETING FROM IIT DHANBAD, AND PGDSBA FROM UT AUSTIN, SHE IS A PROLIFIC RESEARCHER, BLOGGER, AND RECOGNIZED PHD GUIDE. DR. SHAMPA HAS PRESENTED SCHOLARLY WORKS AT CONFERENCES AND PUBLISHED 25 ARTICLES IN PEER-REVIEWED JOURNALS. SHE IS AN EFFECTIVE ADMINISTRATOR AND PASSIONATE STUDENT-CENTRIC TEACHER.



PROGRAM CO-ORDINATOR

DR. NISHA MARY THOMAS

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AICTE no-reply <no-reply-fdp@aicte-india.org> Mon, Mar 8 at 8:38 AM

To: Contact Person

Thank you for registering! This eMail is to confirm your participation in 5-day FDP-SI UHVOnline Workshop day FDP
Venue: AICTE Incorporating Universal Human Values in Education.
Date: 2021-03-22 to 2021-03-26
Timings: 9:00 AM to 6:00 PM daily (all days)
Local Program Coordinator (LPC):
Name: Mr Sarathchandran M Balachandran
Email id: 2sarath.mb@gmail.com
Mobile Number: 7827810860

We warmly welcome your participation.
Please plan your travel accordingly. Intimate your travel plan and accommodation request to the LPC well in advance.

Please note:

1. Accommodation and food (breakfast, lunch, dinner and 2 teas) will be provided for outstation participants during the FDP dates. Accommodation is subject to availability, on a first-come first-served basis.
2. Food (lunch and 2 teas) will be provided for outstation participants during the FDP dates.
3. The travel cost of the participants attending the workshop will not be borne by AICTE.
4. This FDPs is of an integrated nature, hence attendance in all sessions is essential to grasp the contents in their wholeness. Attendance will be taken in every session.
5. AICTE will issue certificates only to those participants who have 100% attendance, and who complete and submit their self-evaluation and feedback forms.

Type of FDPs:

- The 3-day FDP-SI (UHV) is to provide an overview of Universal Human Values-I UHV-I Module of the Student Induction Program (SIP)
- The 7/8-day FDP-SI (UHV) is for preparation of faculty to teach the UHV-I module of the SIP
- The 8-day UHV FDP is for preparation of faculty to teach both the UHV-I module of the SIP as well as the UHV-II course in the 3rd/4th semester
- These FDPs will not go into the details of the 7 other modules of the SIP.

Due to COVID-19, the workshop will be in online mode. If you are eligible for the workshop, then you will get an email

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