

Management Development Programme

2023-24

S.No.	Date	Topic	Detail of Collaborative Body	Funding Amount
1	16-18th March 2024	MDP on Communication Skills and Email Etiquette	Zoom Insurance Brokers Pvt. Ltd. and Nova Healthtech Solutions Pvt. Ltd	Rs 58,800
2	21st March, 2024	MDP on 'Enhancing Business Skills for Executives	S. Chand and Company	3, 07, 500
3	20th, April, 2024	MDP on Building Strong Teams: Enhancing Collaboration and Communication	Insight Customer Call Solutions LTD	Rs 2,70,000



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



07.03.2024

CIRCULAR- JIMS/KJ/121/2024

MDP on "Communication Skills and Email Etiquette"

We are pleased to announce a 2 Day Management Development Program (MDP) on **Communication Skills and Email Etiquette**, aimed at enhancing professional communication and fostering effective workplace interactions for Zoom Insurance Brokers Pvt. Ltd. and Nova Healthtech Solutions Pvt. Ltd.

Date : 16th and 18th March, 2024

Time : 11:00 AM Onwards

Venue : Conference Room, JIMS Kalkaji

Anuj Verma, PhD
Director



Report- Two Days MDP

TOPIC	Communication Skills and Email Etiquette
DATE	March 16 and 18, 2024
ORGANIZATIONS	Zoom Insurance Brokers Pvt. Ltd.
	Nova Healthtech Solutions Pvt. Ltd.

Keeping in mind that 'Communication is the currency of the business world!' JIMS Kalkaji organized a Two Days MDP on Communication Skills and Email Etiquette on for Zoom Insurance Brokers Pvt. Ltd. and Nova Healthtech Solutions Pvt. Ltd. On March 16 and 18, 2024.

Report

Day 1: March 16, 2024: Communication Skills

Dr. Ruchi Srivastava, Professor, JIMS and Coordinator of the MDP welcomed all the MDP delegates. Dr. Anuj Verma, Director, JIMS Kalkaji delivered the Keynote address. An Icebreaking activity was conducted by Dr. Ruchi Srivastava. The first module of the session on significance of communication practices prevalent in the industry was taken up by Ruchi Srivastava. A session on 'Listening Skills' was then delivered by Dr. Anuj Verma which was succeeded by a session on Assertive Communication with examples on gestures, body language and other non-verbal aspects also delivered by Dr. Ruchi Srivastav.

Day 2: March 18, 2024: Email Etiquette

Day 2 commenced with sessions on Effective Inbox Management, Infomania, and templates suggestions for both inbound and outbound emails. This module was delivered in two session format by Dr. Ruchi Srivastava before lunch.

There were 6 participants from Zoom Insurance Brokers Pvt. Ltd. and 3 from Nova Healthtech Solutions Pvt. Ltd. 100% Satisfaction has been accorded by all the participants and they are willing to come back for more sessions from same trainers.

Pictorial glimpses




Dr. Anuj Verma and Dr. Ruchi Srivastava sharing their expertise on Communication Skill and Email etiquette.




Coordinator


Director

INVOICE	
Inv No: 003/2023-24	Date: 15/03/2024
From, Jagannath International Management School MOR Pocket 105, Kalkaji, New Delhi, Delhi 110019	To, Novel Healthtech Solutions Pvt. Ltd. D-101, Second Floor, Udyog Vihar Phase V, Udyog Vihar, Sector 19, Gurugram, Haryana 122016
DESCRIPTION	AMOUNT (INR)
Participation fee of 3 employees @ 7000/- each in Management Development Programme (MDP) on Communication Skills with E Mail Etiquettes for 16th March & 18th March 2024	21000/-
Centre code: Delhi	
TOTAL	21000/-
Amount in Words: Twenty-One Thousand Only.	
Kindly have the payment made at the earliest vide RTGS/NEFT, or Crossed Cheque payable at par in New Delhi. The bank Details are as follows:	
Name	Jagannath International Management School
Bank	ICICI Bank
A/c No.	629401143382
Branch	Nehru Place
IFS Code	ICIC0006294
Service Tax No. : NA PAN NO.: AAATJ3434D	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>  </div> <div> <p>For</p> <p><i>[Signature]</i></p> <p>Authorized Signatory</p> </div> </div>	

JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL

MOR, Pocket 105, Kalkaji, New Delhi-110 019. Ph: 40619200 (100 Lines)

RECEIPT

Receipt No. **3643**

Date: **20/3/24**

Enrolment No. _____

Name: **Zoom Insurance Brokers Pvt. Ltd.** Semester: _____

Roll No. _____

Course (FT/PT) **M.D.P**

Amount	Rs.	P.
Tuition Fees	37800	
Library Security (Refundable)		
Development Fees		
Examination Fees		
Miscellaneous		
Total	37800	

Amount in Words :- **Thirty Seven Thousand Eight Hundred on**

Cash/Cheque*/DD No _____ Dated _____ Drawn on _____

FT/UP/IMPS No **CMS 4023351999**

Address: **D-104, Phase IV, Udyog Vihar, Sector-19**
Gurgaon, Haryana-1220016

Phone No: _____


Authorised Signatory

Receipt subject to realisation

Once paid will not be refunded



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



08.03.2024

CIRCULAR- JIMS/KJ/128/2024

MDP on “Enhancing Business Skills”

We are pleased to announce an MDP on Enhancing Business Skills, aimed at Improve decision-making abilities in complex scenarios & Foster innovative thinking for competitive advantage for senior executives of S.Chand and Company.

Date : 21ST March, 2024

Time : 11:00 AM Onwards

Venue : Conference Room, JIMS Kalkaji

Anuj Verma, PhD
Director



Report on Management Development Program (MDP) on Enhancing Business Skills

Date: March 21st, 2024

Venue: Conference Room, JIMS Kalkaji

Time: 11:00 AM Onwards

MDP Coordinator: Dr. Shivani Sharma, JIMS Kalkaji

Objective: The MDP aimed to:

1. Improve decision-making abilities in complex scenarios.
2. Foster innovative thinking for competitive advantage.
3. Enhance leadership and team management capabilities.
4. Develop effective communication and negotiation skills.
5. Strengthen financial and strategic planning acumen.
6. Adapt to technological advancements and digital transformation.

Report:

JMS Kalkaji organized a one day MDP on Enhancing Business Skills on March 21st, 2024 for senior executives of S. Chand and Company. Dr Anuj Verma, Director, JIMS Kalkaji, Dr. Prashant Kumar, HOD B.COM(H), JIMS Kalkaji, Dr Preeti Singh, Assistant Professor, JIMS Kalkaji, successfully conducted the one day MDP on Enhancing Business Skills for the senior executives of S.Chand and Company. The sessions covered a wide array of business skills required by modern corporates ranging from communication skills, efficient time management, leadership to strategic planning, consumer engagement and relevance of financial acumen in every manager today. The MDP employs a blend of learning approaches to maximize participant engagement and outcomes such as Workshops, Case Studies, Simulations, Guest Lectures etc. MDPs on enhancing business skills are invaluable for fostering professional growth and driving organizational excellence. By focusing on real-world challenges and practical applications, these programs enable participants to become more effective leaders and strategic thinkers. Organizations that invest in such initiatives stand to gain a competitive edge in today's ever-changing business landscape.

Learning Outcomes:

Key learning outcomes include improved decision-making and strategic thinking abilities, enabling participants to analyse complex scenarios and develop innovative solutions. The program enhances leadership and team management skills, fostering the ability to build and guide high-performing teams. Participants gain financial acumen for effective budgeting, risk management, and interpreting financial data.

Photographs of the MDP



Director JIMS Kalkaji, Dr. Anuj Verma with senior executives of S.Chand and Company



Dr. Preeti Singh giving insights on enhancing leadership and team management capabilities

Shivani
Coordinator

[Signature]
Director

INVOICE

Inv No: 004/2023-24

Date: 23/03/2024

From, Jagannath International Management School
MOR Pocket 105, Kalkaji, New Delhi,
Delhi 110019

To, S. Chand & Co.
A-27, 2nd Floor, Mohan Co-Operative
Industrial Estate, New Delhi - 110044

DESCRIPTION

AMOUNT
(INR)

Participation fee of 15 employees @ 20,500/-
each in Management Development Programme
(MDP) on Enhancing Business skills for
executives for 21st March & 22nd March 2024

307500/-

Centre code: Delhi

TOTAL

307500/-

Amount in Words: Three Lakh Seven Thousand and Five Hundred Only.

Kindly have the payment made at the earliest vide RTGS/NEFT, or Crossed Cheque payable
at par in New Delhi. The bank Details are as follows:

Name	Jagannath International Management School
Bank	ICICI Bank
A/c No.	629401143382
Branch	Nehru Place
IFS Code	ICIC0006294

Service Tax No. : NA
PAN NO.: AAATJ3434D



For
Authorized Signatory



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



10.04.2024

CIRCULAR- JIMS/KJ/136/2024

Management Development Program (MDP) on “Building Strong Teams: Enhancing Collaboration and Communication”

We are pleased to announce an MDP on Building Strong Teams: Enhancing Collaboration and Communication’ for senior executives of Insight Customer Call Solutions LTD.

Date : 20th April , 2024

Time : 11:00 AM Onwards

Venue : Insight Customer Call Solutions LTD, Sector-2 NOIDA

Anuj Verma, PhD
Director





Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

Report on Management Development Program (MDP) on Building Strong Teams: Enhancing Collaboration and Communication

Date: 20th April, 2024

Venue: Insight Customer Call Solutions LTD, Sector-2 NOIDA

Time: 11:00 AM Onwards

MDP Coordinator: Dr. Pallavi Ahuja, JIMS Kalkaji

Objective: The MDP aimed to:

1. Enhance leadership and interpersonal skills among senior executives.
2. Provide insights into effective strategies for managing customer-centric operations.
3. Develop innovative approaches to handle dynamic market trends and competition.

Report:

The Management Development Program (MDP) on Building Strong Teams: Enhancing Collaboration and Communication' for senior executives of Insight Customer Call Solutions LTD on 20th April, 2024. The session was conducted at the premises of ICCS in Sector-2 NOIDA and it was attended by participants both online and in physical mode. Dr. Ruchi Srivastava HOD BBA, JIMS, Kalkaji, Dr Niti Saxena, Associate Professor, JIMS Kalkaji and Dr. Preeti Singh, Assistant Professor, JIMS Kalkaji successfully conducted the one day MDP . The sessions successfully delivered the need for effective Communication in the workplace because it boosts employee morale, engagement, productivity, and satisfaction. Ultimately, effective workplace communication helps drive better results for individuals, teams, and organizations. The sessions also delivered an important aspect of building trust at workplace – both verbal and non-verbal communication. An important takeaway was acknowledging other people's emotions that can strengthen social relationships at work. Moreover the session on building relationship with customers drew on an important lesson for corporates to understand the importance of CRM. Success or failure of every company depends – how good relationships are maintained with the customers. An effective management of customers enables a company to focus on openings of opportunities and streamlining all sales activities in the organisation. Finally, the session on Conflict resolution established an important fact that providing conflict management skills to its employees could help companies to raise the emotional intelligence of future managers. Excellent communication skills allow the manager to resolve interpersonal situations and conflicts. Mentoring new leaders is vital in bridging

generational gaps and shaping the culture of the organization. Leadership skills can play a very important role in conflict resolution.


Learning Outcomes:

Overall, the sessions were well delivered and an active participation and interaction with the participants made the MDP quite successful. There were 30 participants from ICCS. 100% Satisfaction has been accorded by all the participants and they are willing to come back for more sessions from the same trainers.

Photographs of the MDP



Dr. Niti Saxena giving insights on effective strategies for managing customer-centric operations


Coordinator


Director

INVOICE

Inv No: 005/2024-25

Date: 26/04/2024

From, Jagannath International Management
School
MOR Pocket 105, Kalkaji, New Delhi,
Delhi 110019

To, Insight Customer Call Solutions Ltd.
A 91, Udhog Marg, A Block, Sector 2,
Noida, Uttar Pradesh 201301

DESCRIPTION**AMOUNT
(INR)**

Participation fee of 30 employees @ 9,000/-
each in Management Development Programme
(MDP) on "Building Strong Teams: 'Enhancing
Collaboration and Communication' for 20th April,
2024

270000/-

Venue of the Training - A 91, Udhog Marg, A
Block, Sector 2, Noida, Uttar Pradesh 201301

TOTAL

270000/-

Amount in Words: Two Lakh Seventy Thousand Only.

Kindly have the payment made at the earliest vide RTGS/NEFT, or Crossed Cheque payable
at par in New Delhi. The bank Details are as follows:

Name	Jagannath International Management School
Bank	ICICI Bank
A/c No.	629401143382
Branch	Nehru Place
IFS Code	ICIC0006294

Service Tax No. : NA
PAN NO.: AAATJ3434D

For

Authorized Signatory



Scanned with OKEN Scanner