



D Y PATIL
DEEMED TO BE
UNIVERSITY
— SCHOOL OF —
MANAGEMENT
NAVI MUMBAI

(Established under section 3 of the UGC Act, 1956 (NAAC Re-Accredited 'A')
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Capability Enhancement Skills Program

On

“People Management Skill”

Date: 3rd January to 7th January 2022

Time: 1100am – 05:00 pm

**Venue: D. Y. Patil Deemed to be University School
of Management**

Faculty in Charge: Asst. Prof. Dr. Adveta Gharat



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7Th December 2021

CIRCULAR

Dear Students,

This is to inform you that DY Patil University School of Management is organising the Capability Enhancement Skills Program next month 3rd January to 7th January 2022

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The topic is “People Management Skills” and will be conducted by our experienced faculty members.

We request you all to join these beneficial courses for your better career in future

Dr. R. Gopal

Director

Dr. Vani Kamath

Dean



Faculty Profile –

Asst. Prof. Dr. Adveta Gharat

Cited by her students as a dedicated, 'Rock star' teacher Dr. Adveta Gharat, who creates a unique learning immersion in her classes, she has a background of teaching for 08 years. She is actively engaged in extensive interactions with Human Resource management in the recruitment process. Her interest areas are: corporate HR, leadership assessment and development, people management and strategic management. Her case-oriented approach and narration of a topic through a story is commendable



Capability Enhancement Skills Programs on 'People Management Skills'

**Date: 3th January to
7th January 2022**
Time: 11:00 a.m. to 5:00 p.m.
Place: Classroom 5C and 5D

Faculty Profile

Cited by her students as a dedicated, 'Rock star' teacher Dr. Adveta Gharat, who creates a unique learning immersion in her classes, she has a background of teaching for 08 years. She is actively engaged in extensive interactions with Human Resource management in the recruitment process.
Her interest areas are: corporate HR, leadership assessment and development, people management and strategic management. Her case-oriented approach and narration of a topic through a story is commendable

Objectives :

- develop leadership style and communication skills when managing others.
- increase your awareness of how to motivate people to achieve effective business outcomes.
- assist you in managing conflict with team members and other stakeholders by effective use of negotiation skills.
- help manage difficult people and difficult behaviours.
- equip you to facilitate effective change using best practice models.
- coach and performance manage others for achieving the best outcome at both an individual and organisational level.



Dr.Vani Kamath
Dean, DYPUSM

Dr.R Gopal
Director, DYPUSM

Dr.Mangesh Jadhav
Faculty Co-ordinator

Itinerary –

Date – 3rd January to 7th January 2022

Topic – People Management Skills

Faculty – Asst. Prof. Dr. Adveta Gharat

Itinerary of the Programme

DAY 1	
11:00AM	Introduction of the Faculty with the Students
11:30 AM	Introduction of DYPUSM Capability Enhancement Skills Program by host faculty Asst. Prof. Dr. Adveta Gharat
12:00 PM	Introduction of the topic People Management Skills by the faculty
01:00 PM	Lunch Break
02:00 PM	Introduction to People Management



04:00 PM	Difference between People Management and Human Resource Management
05:00 PM	End of Day 1
DAY 2	
11:00AM	Getting Work Done Through Others
12:00 PM	Challenges of getting work done; significance of prioritization and assigning work to team members.
01:00 PM	Lunch Break
02:00PM	Concept of performance management and role of a manager in the different stages of the performance management process.
04:00PM	Developing emotional intelligence and knowing how to use it within your team
05:00 PM	End of Day 2
DAY 3	
11:00AM	Understanding the importance of peer networks in an organization; being able to influence those on whom you have no authority.
12:00 AM	Negotiation skills for reaching agreed positions
01:00 PM	Lunch Break
02:00PM	Dealing with difficult people, including setting healthy boundaries when dealing with difficult behaviours, managing resistance, counselling, coaching and conflict resolution
04:00PM	Managing change within your team
05:00 PM	End of Day 3
DAY 4	
11:00AM	Concept of the communication process
12:00 PM	barriers to effective communication and ways to overcome.
01:00 PM	Lunch break
02:00PM	Self-Management
04:00PM	Reflection on what does it mean to be a people manager and building a personal development plan for oneself.
05:00 PM	End of Day 4
DAY 5	
11:00AM	Recognition of one's own limits and deficiencies
12:00 PM	Team Management Technique
01:00 PM	Lunch Break
02:00PM	Revision of the previous 4 days
04:00PM	Question and Answers Session for Students
05:00 PM	End of Day 5



Course Details-

School of Management have organized the Capability Enhancement Skills Program for their students on the topic People Management Skills. The course which specialized in people management is designed in such a way that enables and enriches the students with the capability to nurture and flourish as a good manager, possessing a brilliant team orientation skill. There are various objectives that are kept into consideration which are subjected to orienting the students with diverse skills before designing people management courses.

People management course enables the students to become good leaders in order to manage all the employees of the organization and induce the ability to ensure problem-solving with the respect to certain hindrances caused. At the position of a manager, one is supposed to spot the problem beforehand and respond instantly in order to avoid any type of inconvenience. Therefore, the course will enrich students with the skill to stay attentive towards the workflow and also to be calm during excessive work pressure.

Course Objectives –

- develop leadership style and communication skills when managing others
- increase your awareness of how to motivate people to achieve effective business outcomes
- assist you in managing conflict with team members and other stakeholders by effective use of negotiation skills
- help manage difficult people and difficult behaviours
- equip you to facilitate effective change using best practice models
- coach and performance manage others for achieving the best outcome at both an individual and organisational level.

Course Outcome-

- communicate more effectively with the people you work with for achieving constructive outcomes
- strengthen your leadership style, develop your emotional intelligence and act to bring out the best in your team members
- motivate the people you work with to deliver stronger team outcomes
- resolve conflict through appropriate negotiation techniques and lead an effective change process



- performance manage to facilitate growth and enable effective corrective action where needed.

Attendance Sheet

Course –People Management Skills

Faculty –Asst. Prof.Dr. Adveta Gharat

SR No	Name of the Student	03.01.2022	04.01.2022	05.01.2022	06.01.2022	07.01.2022
People Management Skills						
1	Deepshikha Singh	Present	Present	Present	Present	Present
2	Khalfan Ahmed	Present	Present	Present	Present	Present
3	Rachna Arora	Present	Present	Present	Present	Present
4	Siddhi Badekar	Present	Present	Present	Present	Present
5	Amisha Bhoir	Present	Present	Present	Present	Present
6	Aarya Chemmuka	Present	Present	Present	Present	Present
7	Anmol Ghai	Present	Present	Present	Present	Present
8	Shweta Kale	Present	Present	Present	Present	Present
9	Mohammad Malkani	Present	Present	Present	Present	Present
10	Neha Pawar	Present	Present	Present	Present	Present
11	Sakshi Mhatre	Present	Present	Present	Present	Present
12	Apara Ghosh	Present	Present	Present	Present	Present
13	Aneri Parekh	Present	Present	Present	Present	Present
14	Tabrez Ghani	Present	Present	Present	Present	Present
15	Kumar Tanya Narendra	Present	Present	Present	Present	Present
16	Nandwani Neha Rakesh	Present	Present	Present	Present	Present
17	Rizvi Sahil Nadeem	Present	Present	Present	Present	Present



18	Kamble Rutik Dinesh	Present	Present	Present	Present	Present
19	Tiwari Sumeet Kiran	Present	Present	Present	Present	Present
20	Sarguroh Deebea Faisal	Present	Present	Present	Present	Present
21	Thakur Pranali Sandesh	Present	Present	Present	Present	Present
22	Chandran Thaze Punathil Rohan	Present	Present	Present	Present	Present
23	Kandhari Harjas Singh Jaswinder	Present	Present	Present	Present	Present
24	Bandre Trunal Dinanath	Present	Present	Present	Present	Present
25	Agrawal Krishna Rajendra	Present	Present	Present	Present	Present
26	Pandge Pavan Udhav	Present	Present	Present	Present	Present
27	Survey Qasira Jawid	Present	Present	Present	Present	Present
28	Singh Priyanka Suresh	Present	Present	Present	Present	Present
29	Patil Mihir Dilipkumar	Present	Present	Present	Present	Present
30	Pawar Ashutosh Rajendra	Present	Present	Present	Present	Present
31	Rathod Rhutik Sanjay	Present	Present	Present	Present	Present
32	Rathod Yuvraj Madhukar	Present	Present	Present	Present	Present
33	Roy Shivam Subroto	Present	Present	Present	Present	Present
34	Saha Sushant Sudeep	Present	Present	Present	Present	Present
35	Salekar Sakshi Ritesh	Present	Present	Present	Present	Present
36	Sant Ishika Sunil	Present	Present	Present	Present	Present
37	Saraf Lakshmi Anant	Present	Present	Present	Present	Present
38	Shaikh Iqra Imran	Present	Present	Present	Present	Present
39	Shaikh Shadab Aslam	Present	Present	Present	Present	Present
40	Shaikh Zayd Naved	Present	Present	Present	Present	Present
41	Sharma Sourabh Rajesh	Present	Present	Present	Present	Present
42	Shaw Souvick Goutam	Present	Present	Present	Present	Present
43	Shende Pranay Vilas	Present	Present	Present	Present	Present
44	Shivangi Nayan Pramod	Present	Present	Present	Present	Present
45	Singh Mahima Ajay	Present	Present	Present	Present	Present
46	Singh Shrishti Balwant	Present	Present	Present	Present	Present



47	Bhavsar Devansh Jagdish	Present	Present	Present	Present	Present
48	Vadakara Ann Marie Maxy	Present	Present	Present	Present	Present
49	Avhad Tejasvi Subhash	Present	Present	Present	Present	Present
50	Nate Sagar Ravindra	Present	Present	Present	Present	Present
51	Tiwari Umanshu Dinesh	Present	Present	Present	Present	Present
52	Aryan Sharma	Present	Present	Present	Present	Present
53	Manan Tyagi	Present	Present	Present	Present	Present
54	Monish Singh	Present	Present	Present	Present	Present
55	Pawar Mansi Sudhir	Present	Present	Present	Present	Present
56	Rajiv Das	Present	Present	Present	Present	Present
57	Misbah Saalim	Present	Present	Present	Present	Present
58	Ashwani Dalal	Present	Present	Present	Present	Present
59	Mr,Saurabh Machkar	Present	Present	Present	Present	Present



Student Feedback-

Student's Feedback on “People Management Skill”

[Sign in to Google](#) to save your progress.

[Learn more](#)

*Required

Student name *

Bhavsar devansh jagdish

Batch(Year)

2021

Was the course useful for you? *

Yes



- No
- Maybe

Was the topic covered by faculty relevant? *

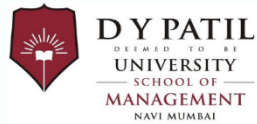
- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

Your overall experience *

- Excellent
- Good
- Fair
- Poor



Student Certificate-



CERTIFICATE OF PARTICIPATION

This is to certify that
Mr.Bhavsar Devansh Jagdish
from D. Y. Patil University School of Management
participated in the Capability Enhancement Skill Programs
on "People Management Skill"
conducted from 3th January to 7th January 2022

Dr.R Gopal
Director, DYPUSM

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CERTIFICATE OF PARTICIPATION

This is to certify that
Mr. Saurabh Machkar
from D. Y. Patil University School of Management
participated in the Capability Enhancement Skill Programs
on "People Management Skill"
conducted from 3th January to 7th January 2022

Dr.R Gopal
Director, DYPUSM

Dr.Vani Kamath
Dean, DYPUSM

Dr.Mangesh Jadhav
Faculty Co-ordinator, DYPUSM