



**MURGAON EDUCATION SOCIETY'S VASANT JOSHI COLLEGE  
OF ARTS & COMMERCE**

**Zuarinagar, Goa – 403726**

Affiliated to Goa University Accredited by NAAC with B+ Grade (4<sup>th</sup> cycle)

**ACADEMIC YEAR 2023-2024**

**REPORT OF THE ACTIVITY**

**Report – Consultancy for conducting two-day training programme to the newly Inducted Supervisors in Goa Shipyard Ltd. (GSL)**

- **Department:** Department of English
- **Date:** 23 – 25 October, 2023
- **Nature of activity:** Consultancy for staff of Goa Shipyard Ltd. (GSL)
- **Coordinator of the Consultancy program:** Dr. S. Susan Deborah
- **Resource persons:** Dr. S. Susan Deborah, Mr. William De Souza and Dr. Cidalia Bodade
- **Audience:** Newly Inducted Supervisors in GSL
- **Report in brief:**

The staff of the Department of English namely Dr. S. Susan Deborah and Mr. William De Souza conducted an Induction Training Program to newly Inducted Supervisors in GSL premises from 23-25 October, 2023. The topics of the workshop were as follows:

**Day 1: 23 October, 2023**

1. Values and Ethics
2. Discipline
3. Diligence
4. Motivation
5. Positive Attitude
6. Leadership
7. Working in teams

## Day 2: 25 October, 2023

1. Verbal Communication
2. Non-verbal communication
3. Office Etiquette
4. Rules of office etiquette
5. Social etiquette

The workshop was interspersed with group activities, indoor and outdoor activities on the aforementioned topics. The newly inducted supervisors were active participants of the activity.

- **Remarks of the Coordinator:** This workshop is the first consultancy programme of the department and the resource persons received a favourable feedback from the employees.



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Teacher In-charge  
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