

INTERACTIVE SESSION WITH TEAM ADMINISTRATION, HP

14 OCT 2023

CHITKARA UNIVERSITY

Session on

Transforming Administrative Operations Management: Driving Organizational Excellence

For Administration Staff, Office of Infrastructure Development, Chitkara University, Himachal Pradesh

14th Oct, 2023 (Saturday)

Expert:
Sqn Ldr Dr Rina Angel (V)
Director - Administration
Chitkara University, Punjab Campus

Organised by:
Administration Department
Chitkara University, Punjab



INTERACTIVE SESSION WITH ADMINISTRATION TEAM, HP



SESSION IN PROGRESS



The ppt.....



TTRANSFORMING ADMINISTRATIVE OPERATIONS MANAGEMENT: DRIVING ORGANISATIONAL EXCELLENCE

14 OCTOBER 2023

ADMINISTRATIVE SKILLS

PREPARE A TO-DO LIST

1



The Priority Matrix

(Eisenhower Matrix)

How important is the task?	High Importance	Action: Do First	Action: Do Next <small>(or schedule)</small>
	Low Importance	Action: Do Later <small>(or delegate)</small>	No Action: Don't Do
		High Urgency	Low Urgency
		How urgent is the task?	

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<https://www.skillsyouneed.com/ps/time-management.html>

Using the Priority Matrix

To use the priority matrix, it is best to review your tasks on a daily basis. Each day, ask yourself:


- Which of my tasks needs doing within the next 48 hours?
- Those are the 'Urgent' tasks.
- Of the urgent tasks, which ones are more important?
- It is a good idea to list your tasks in order of importance, rather than giving them an absolute 'important/not important' distinction.
- Of the non-urgent tasks, which ones are more important?
- Again, it is a good idea to list them in order, rather than giving them an absolute distinction.

ADMINISTRATIVE SKILLS


6

The ppt.....


1




2




3




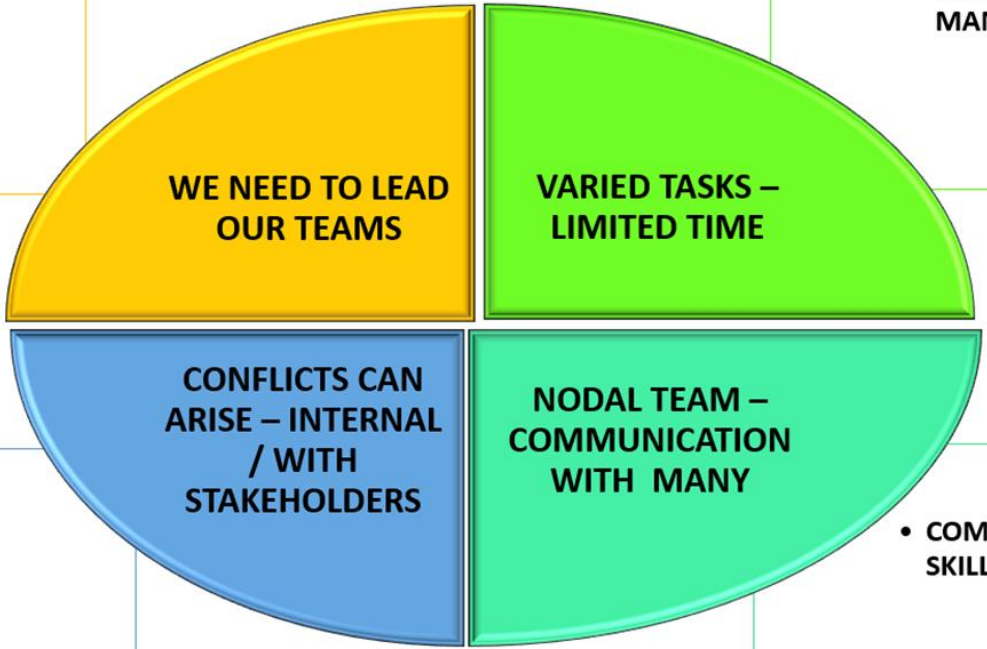
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- LEADERSHIP SKILLS

- TIME MANAGEMENT

- CONFLICT MANAGEMENT

- COMMUNICATION SKILLS

ADMINISTRATIVE SKILLS

4

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SESSION POST LUNCH



- A quick tour of the campus and then it was time to share experiences and discuss typical situations and different administrative skills to tackle these situations.
- We then shared some insight into Time Management Techniques, Communications Skills, Conflict Management and Leadership Skills along with some examples from routine work schedules.
- The importance of having processes in place, aspects of venue management, manpower management etc., were also discussed.

Detail of the Administrative Staff:

Sr No	Emp ID	Name	Designation
01	CU020	Mr. Ravi Kumar	Senior Admin Officer
02	CU216	Mr. Dileep Kumar	Administrative Supervisor
03	CU1168	Ms. Bhawna	Supervisor- Housekeeping
04	CU315	Mr. Gurjant Singh	OA/Supervisor- Housekeeping

The session was by
Sqn Ldr (Dr) Rina Angel (V), Director Administration,
Chitkara University, Punjab.