



**A TWO-WEEK
FACULTY DEVELOPMENT PROGRAMME
FOR ADMINISTRATIVE STAFF
ON
EFFECTIVE WORKPLACE
COMMUNICATION**

RESOURCE PERSONS

MS. KAVITHA KRISHNAKUMAR & MS. J. NIRMALA RAJ
MASTER TRAINERS, ACCESS PROGRAM
U.S. CONSULATE GENERAL, CHENNAI

DATE

BATCH 1: NOV 09 - NOV 25, 2022

BATCH 2: NOV 28 - DEC 14, 2022

VENUE

IQAC SEMINAR HALL

TIME

11:00 A.M. - 12:30 P.M.

**ORGANIZED BY
INTERNAL QUALITY ASSURANCE CELL (IQAC)
LOYOLA COLLEGE (AUTONOMOUS)
CHENNAI - 34**



**A TWO-WEEK
FACULTY DEVELOPMENT PROGRAMME
FOR ADMINISTRATIVE STAFF
ON
ADVANCED COMPUTER SKILLS FOR
E-OFFICE ADMINISTRATION**

RESOURCE PERSON

Mr. Amala Frank Jayaseelan

IT Software Trainer

Loyola Institute of Business Administration

Chennai - 34

DATE

BATCH 1: NOV 09 - NOV 25, 2022

BATCH 2: NOV 28 - DEC 14, 2022

VENUE

MCA LAB - LOYOLA COMPUTER ACADEMY

TIME

2:00 P.M. - 3:30 P.M.

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LOYOLA COLLEGE (AUTONOMOUS)

CHENNAI - 34
