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| **Staff Development Centre Nitte** <staffdevelopmentcentre@nitte.edu.in> |
| to: | Sonia Lobo Department of Humanities <sonialobo@nitte.edu.in>, Sharathchandra NMAMIT - Mech <sharathchandrahs@nitte.edu.in> |
| cc: | Principal nmamit <principal\_nmamit@nitte.edu.in>, Sadhana Deshmukh <nitte\_staffdc@nitte.edu.in> |
| date: | 6 Jan 2023, 10:18 |
| subject: | Re: Probable training programmes in Jan 2023 |

Dear Sir/Madam,

The Staff Development Centre, Nitte DU is conducting the following programmes at Nitte Campus. The training dates are confirmed as follows.

1.      11 & 12 Jan (Two Days), 9 am to 4 pm – FDP on Mentoring Skills

2.      19 & 20 Jan (Two half days) 9 am to 1 pm – FDP on  Stress Management

3.      17 Jan (One full day) 9 am to 4 pm – Professional Communication – Capacity building for non-teaching staff

4.      27 Jan (One full day) 9 am to 4 pm – Office Management – Capacity Building for non-teaching Staff

Requesting the booking of the venue for the same.