

## Two Days Workshop on Boosting Employee Productivity Using IT Tools

In today's fast-paced business world, organisations constantly seek ways to enhance employee productivity. Staff Development Cell, GGSIP University, held a two-day workshop on "Boosting Employee Productivity Using IT Tools" on September 25th -26th, 2023, at Seminar Hall, Admin Block, for the non-teaching employees of GGSIP University. 54 Participants were present during the workshop. It was a transformative experience for participants.

Renowned personalities took a few of the essential sessions. The resource persons for the two-day workshop on “Boosting Employee Productivity Using IT Tools” were as follows:

1. Prof. Arvinder Kaur, Chairperson, Staff Development Cell, Guru Gobind Singh Indraprastha University (GGSIPU)
2. Sh. D P Dwivedi, OSD to VC, Guru Gobind Singh Indraprastha University
3. Ms. Sunita Shiva, Registrar, Guru Gobind Singh Indraprastha University
4. Mr. Amrit Pal Singh, USAR, GGSIPU
5. Mr. Amit Kumar Dubey, India's leading Cyber Security Expert
6. Dr. Manpreet Singh Sandhu, (PhD, CS)
7. Ms Kirti

The schedule that was followed for the workshop is as follows:

### Program Schedule (September 25<sup>th</sup> – 26<sup>th</sup>, 2023)

Registration: 10.00 am to 10.30 am, 25 <sup>th</sup> September 2023					
Inauguration: 10.30 am-11 am, 25 <sup>th</sup> September 2023 Venue: Seminar Hall, Academic Block					
Detailed Contents & Schedule					
	10.00 am -11.00 pm Session 1	11.00 am-1.00 pm Session 2	1.00 pm – 2.00 pm	2.00 pm – 3.00 pm Session 4	3.00 pm – 5.00 pm Session 4
25 <sup>th</sup> Sept 2023	Registration And Inauguration	IT Tools for better office management and Advanced features of MS Word and Power Point, Demonstration of Creation of Web pages and various online tools for digital transformation		Hands-on session of Advance features of MS Excel (what-if analysis, pivot, VLookup, conditional formatting)	Hands-on session on using IT tools such as Google meet, Collection of data using Google forms, Google drive, WebEx meetings, recording, uploading on clouds
26 <sup>th</sup> Sept 2023	3.00 – 5.00 PM (Session 1) Future Trends in office automation and Demonstration of online processing of claims and billings of employees and e-office management	3.00 – 5.00 PM (Session 2) Hands-on session on the advance features of MS Word (mail merge) and Power Point (animation and video creation)	<b>L U N C H</b>	3.00 – 5.00 PM (Session 4) Judicious use of social media and prevention from hacking and hands on session for various social media sites, profile creation, public and private settings	3.00 – 5.00 PM (Session 5) Offline Test: 4.00 pm Feedback session: 4.30 pm Valedictory and Certificate Distribution: 5.00 pm

The Programme commenced with the Inaugural Ceremony, led by Sh. O P Dwivedi Sir and Prof. Arvinder Kaur Ma'am, on 25 September 2023 at 10:00 AM. Prof. Arvinder Kaur, Chairperson of the Staff Development Cell, delivered an engaging inaugural address at the workshop on "Boosting Employee Productivity Using IT Tools." She emphasized the critical role of technology in enhancing workplace efficiency and encouraged participants to leverage IT tools effectively. Her insights set an inspiring tone for the event.

In session 2 of the two-day workshop, Mr. Amrit Pal Singh provided comprehensive guidance on leveraging Google Meet, Google Drive, and Webex for professional purposes. He elucidated the process of conducting online meetings, recording them, and securely storing them in the cloud via Google Drive. Moreover, he demonstrated how these platforms facilitate collaborative document editing, particularly with tools like Excel, thereby streamlining workflows and enhancing productivity for employees. Singh's expertise illuminated practical strategies for integrating these IT tools into daily work routines, fostering efficiency and adaptability in the modern workplace.

Mr. Manraj Singh Sindhu delivered session 3 and 4 of day 1. In an illuminating double session on the first day of the workshop, Mr. Manraj Singh Sindhu delved into the intricacies of Excel, focusing on its fundamental operations and diverse functionalities. With a comprehensive approach, Sindhu elucidated the essential workings of Excel sheets, offering participants valuable insights into its versatile capabilities. He adeptly demonstrated how users can manipulate data efficiently, performing a myriad of operations with ease. Throughout the session, Mr. Sindhu emphasized the practical utility of Excel in organizing, analyzing, and presenting data effectively. Attendees gained a deeper understanding of the software's interface and its myriad features, enabling them to navigate Excel proficiently in their professional endeavors. He elucidated the process of executing mathematical computations, whether column-wise or row-wise, empowering participants to streamline their data management tasks.

Furthermore, Sindhu provided hands-on guidance on leveraging Excel's advanced functions, including formulas, macros, and conditional formatting. By illustrating real-world examples and scenarios, he facilitated a deeper comprehension of Excel's applications across various industries and job roles. Participants learned how to harness Excel's power to generate insightful reports, charts, and graphs, thereby enhancing their data-driven decision-making capabilities.

On the second day of the workshop, renowned Cyber Expert Mr. Amit Dubey spearheaded the inaugural session on Cyber Security, a topic of paramount importance in today's digital age. Mr. Dubey who is very famously also directing "Hidden Files" on radio FM provided invaluable guidance to participants on safeguarding their social media accounts, such as Facebook, and mitigating the risks of online theft and scams. His session proved highly enlightening for employees, offering practical strategies to enhance their online security posture and protect their personal and professional assets. His expertise shed light on the evolving threat landscape and equipped attendees with actionable insights to fortify their defences against cyber threats. By emphasizing proactive measures and best practices, Mr. Dubey empowered participants to navigate the digital realm with confidence, minimizing the likelihood of falling victim to cybercrime. The session underscored the critical importance of cyber hygiene and instilled a heightened awareness of potential vulnerabilities in online interactions. Overall, comprehensive coverage of Cyber Security left a lasting impression on participants, arming them with the knowledge and tools necessary to safeguard their digital identities and financial resources effectively.

Second session of the second day was taken by Ms. Kirti on MS Word. She first introduced what the Microsoft Word offers as a plethora of advanced features to enhance document creation and productivity. She gave hands on session on Mail Merge, enabling users to merge documents with data sources for personalized outputs like letters or labels. She also explained how can you track changes to

facilitates collaborative editing by recording modifications made to the document. She explained various advance features for example, how Table of Contents automates the generation of content listings based on headings, how Cross-references allow seamless navigation within the document and the way Styles ensure consistent formatting throughout. Sections enable dividing the document for independent formatting. In the security section, Ms Kirti explained how document protection restricts editing permissions, how we can add watermarks as a layer of security or branding. Use of Footnotes and Endnotes aid in referencing was also explained. Lastly, the Accessibility Checker was also explained to ensure documents are inclusive and usable by all.

In the concluding session of the workshop, Mr. Navlesh took the stage to elucidate the intricacies of PowerPoint, offering participants a comprehensive tutorial on crafting dynamic presentations. With a keen focus on both functionality and creativity, Mr. Navlesh guided attendees through the process of slide creation, emphasizing effective design principles and layout strategies. Participants gained insights into leveraging PowerPoint's features to enhance their presentations, including the incorporation of animations to captivate audiences and reinforce key points. Mr. Navlesh also demonstrated the seamless integration of images into slides, showcasing how visuals can elevate the impact of a presentation. Moreover, Mr. Navlesh underscored the importance of striking a balance between formality and creativity in slide design, catering to both official and professional contexts. Attendees learned how to tailor their presentations to suit diverse audiences and objectives, mastering the art of delivering compelling content in a visually engaging manner. By equipping participants with practical skills and creative techniques, Mr. Navlesh empowered them to craft polished and persuasive presentations that leave a lasting impression. His expert guidance fostered a deeper appreciation for the potential of PowerPoint as a versatile tool for effective communication in various professional settings.

**After the sessions, an MCQ test was conducted using Google Forms. It consisted of 40 questions to be submitted in 30 minutes, a snapshot of which has been shared below. Based on the employee's performance, certificates were distributed to those who successfully cleared the test.**