



A One-Day Training Programme

For

Maintenance Staff

On

**“Holistic Workplace Wellness:
A Journey to Empowerment”**

24 February, 2024

Report

**Internal Quality Assurance Cell (IQAC)
Loyola College (Autonomous)
Chennai - 34**



LOYOLA COLLEGE

(AUTONOMOUS)

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22-02-2024

NOTICE ON TRAINING PROGRAMME FOR ADMINISTRATIVE STAFF

On 24 February, 2024, IQAC is organizing a One-Day Training Programme on “Holistic Workplace Wellness: A Journey to Empowerment” to empower the administrative staff by fostering a holistic approach to workplace well-being and explore strategies to increase motivation, enhance professional etiquette, manage stress effectively, and navigate workplace dynamics for improved relationships and career growth.

Venues: Viscom Preview Theatre (Office Related Staff)

MRF Hall (Maintenance Staff)

09.00 a.m. – 09.25 a.m.	Registration (Signing in the Training Programme attendance sheet at the venues)
09.30 a.m. – 10.45 a.m.	Session 1: Motivating workforce, Unwavering Commitment and Professional Etiquette
10.45 a.m. – 11.00 a.m.	Coffee Break
11.00 a.m. – 12.30 p.m.	Session 2: Unwinding Tension, Unlocking Joy: Effective Techniques for Stress Relief
12.30 p.m. – 02.00 p.m.	Lunch (Loyola Hostel)
02.00 p.m. – 03.30 p.m.	Session 3: Workplace Dynamics and Professional Relationship Enhancement
03.30 p.m. – 04.00 p.m.	Tea & Bye

Rev. Dr. A. Louis Arockiaraj, S.J.

Principal

Principal

LOYOLA COLLEGE

CHENNAI - 600 034

Rev. Dr. B. Jeyaraj, S.J.

Secretary & Correspondent

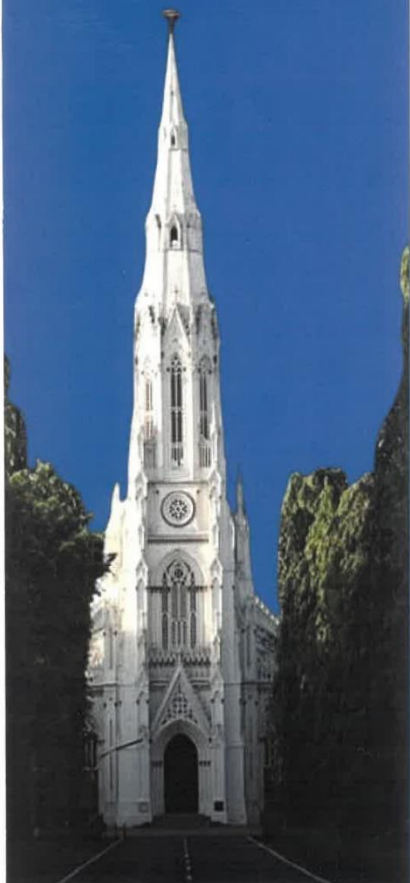
Rev. Dr. B. Jeyaraj S.J.

Secretary & Correspondent

LOYOLA COLLEGE

CHENNAI - 600 034.

Marching Towards the Centenary Year 1925-2025



About Loyola College

Loyola College, a Catholic Minority Institution, was founded by the Society of Jesus (Jesuits) in 1925, with the primary objective of providing University Education in a Christian atmosphere for deserving students irrespective of caste and creed.

Patrons

Rev. Dr. Antony Robinson, SJ., Rector
Rev. Dr. B. Jeyaraj, SJ., Secretary
Rev. Dr. A. Louis Arockiaraj, SJ., Principal
Dr. J. A. Charles, Deputy Principal

Convener

Prof. D. Francis Xavier, IQAC Coordinator

Organising Secretary

Dr. Dorathy Pushparani, Asst. IQAC Coordinator

Organising Committee

Mr. T. Cleophus
Mr. M. Xavier Selvaraj
Mr. I. Arockiam
Mr. J. Peter Francis
Mr. A. Sagayaraj
Mr. B.A. Amala Rajenderan
Mrs. Amali Arul
Mr. R. Arul raja
Mr. P. Rajavelu
Mr. R. Mariyan
Mr. L. Amul Prakash
Ms. A. Sathya

IQAC Staff

Mr. A. Anthonysamy
Mr. G. Victor Ashok
Mr. V. Joseph Xavier



A ONE-DAY TRAINING PROGRAMME
FOR ADMINISTRATIVE STAFF

Holistic Workplace Wellness: A Journey to Empowerment

24 February, 2024

Internal Quality Assurance Cell (IQAC)
Loyola College (Autonomous), Chennai

About Training Programme

This one-day training program aims to empower administrative staff of Loyola College, Chennai by fostering a holistic approach to workplace well-being. Participants will explore strategies to increase motivation, enhance professional etiquette, manage stress effectively, and navigate workplace dynamics for improved relationships and career growth.

Expected Outcomes

Participants will be able to:

- Learn motivation and productivity techniques for an energized workforce
- Refine communication skills, fostering a positive workplace culture
- Gain stress management tools for a supportive work environment



Schedule

Time: 09.30 a.m. - 10.45 a.m.

Session 1: Motivated Workforce, Unwavering Commitment and Professional Etiquette

Coffee: 10.45 a.m. - 11.00 a.m.

Time: 11.00 a.m. - 12.30 p.m.

Session 2: Unwinding Tension, Unlocking Joy: Effective Techniques for Stress Relief

Lunch: 12.30 p.m. - 02.00 p.m.

Time: 02.00 p.m. - 03.30 p.m.

Session 3: Workplace Dynamics and Professional Relationship Enhancement

Tea: 03.30 p.m. - 04.00 p.m.



Resource Persons

Dr. Kumara Babu MD, Ph.D., Professor of Psychiatry, Stanley Medical College, Chennai (Retired)

Mr. Sathya, Business Partner Human Resource, Infosys, Chennai

Dr. Arul Kamaraj, Assistant Professor, Department of Social Work, Loyola College

Ms. Christina, Counsellor, Loyola College

Report on
A One-Day Training Programme for Maintenance Staff
On
“Holistic Workplace Wellness: A Journey to Empowerment”
24th February 2024, MRF Hall

Training Programme: Group 2 – Maintenance Staff

The one-day training program aims to empower maintenance staff of Loyola College, Chennai by fostering a holistic approach to workplace well-being. Participants will explore strategies to increase motivation, enhance professional etiquette, manage stress effectively, and navigate workplace dynamics for improved relationships and career growth.



Session 1: Unwinding Tension, Unlocking Joy: Effective Techniques for Stress Relief

Resource person: Dr Arul Kamaraj, Assistant Professor, Department of Social Work, Loyola College

Dr Arul Kamaraj through this session empowered the participants to discover how to cultivate a workplace fuelled by intrinsic motivation, unwavering commitment, and impeccable professional etiquette. He shared his knowledge with the staff on how to build meaningful and professional relationships among colleagues to create a balanced workplace dynamics

Session 2: Motivated Workforce, Unwavering Commitment and Professional Etiquette

Resource person: Dr Arul Kamaraj, Assistant Professor, Department of Social Work, Loyola College

This session aimed at delivering practical tools to manage stress and cultivate joy in daily life, identify triggers and understand the impact of stress on well-being, learn effective relaxation techniques like mindfulness and deep breathing and discover strategies for positive thinking, self-care and building resilience.



Session 3: Workplace Dynamics and Professional Relationship Enhancement

Resource Person: Ms. Christina, Counsellor, Loyola College

This session focuses on navigating complex workplace dynamics and nurturing positive relationships with colleagues, understanding different personality types and communication styles, mastering proactive strategies for resolving disagreements and finding win-win solutions, building rapport to collaborate effectively and cultivate a culture of mutual respect.




Prof. D. Francis Xavier
IQAC Coordinator

Prof. D. Francis Xavier
IQAC Coordinator
Loyola College, Chennai-34


Dr. Dorathy Pushparani
IQAC Assistant Coordinator

Dr. Dorathy Pushparani
Assistant IQAC Coordinator
Loyola College, Chennai-34

Loyola College (Autonomous), Chennai - 600 034			
Internal Quality Assurance Cell (IQAC)			
A One-Day Training for Administrative Staff On Holistic Workplace Wellness:			
Date : 24/02/2024		Venue: MRF Hall	
S.NO	NAME	Signature	
		Morning	Evening
S.NO	NAME		
1	Mr. Rajavelu. P		
2	Mr. Sugumaran. K		
3	Mr. Jegan. S -		
4	Mr. Thangaprakasam . J-		
5	Mr. Anthony Raj L -	LAR	LAR
6	Mr. Durai.V.A -	V.A. Durai	V.A. Durai
7	Mr. Moorthy. S -	S. Gigg	S. Gigg
✓ 8	Mr. Erussappan. M -	M. ERUSSAPPAN	
9	Mr. China Kasiah Vaiyeti. Y -	KASIAH	K
10	Mr. Abraham. Y -	S. Anu	S. Anu
11	Mr. D.Palani -	D. PALANI	D. PALANI
12	Mr. Dhayalan. K -	Dh	Dh
13	Mr. David Anthony. V -	V. D. Anthony	V. D. Anthony
14	Mr. Stalin. T -	T. Stalin	T. Stalin
15	Mr. Balaraman. E -	E. Balaraman	E. Balaraman
16	Mr. Ganesan. S -	S. Ganesan	S. Ganesan
17	Mr. Velayudham.R -	R. Velayudham	R. Velayudham
18	Mr. Jayakishore.P -	P. Jayakishore	P. Jayakishore
19	Mr. Kasper. M -	M. Kasper	M. Kasper
20	Mr. Suresh.M -	M. Suresh	
21	Mr. Mubeen Basha. S.H.	sh. mubeen basha	sh. mubeen basha
22	Mr. John Arockia Doss. G -	J. Arockia Doss	J. Arockia Doss
23	Ms. Bhavani. D -	D. BHAVANI	D. BHAVANI
24	Ms. Shyamala. K -	K. Sh	K. Sh
25	Ms. Sathya. A -	A. Sathya	A. Sathya
26	Ms. Sumathi. M -	M. Sumathi	M. Sumathi
27	Mr. Mariyan. R -	R. Mariyan	R. Mariyan
28	Ms. Anitha Elavarasi. M	CL	
29	Ms. Lakshmi. J	J. Lakshmi	J. Lakshmi

30	Mr. Udhaya Deepam. P		
31	Mr. Irudayaraj. S	<i>Irudayaraj</i>	<i>Irudayaraj</i>
32	Mr. Mani. K	<i>u</i>	
33	Mr. Raju S	<i>Raju</i>	<i>S. Raju</i>
34	Ms. Malar. R	<i>R. malar</i>	<i>R. malar</i>
35	Ms. Sagunthala. A	<i>A. Sagunthala</i>	<i>A. Sagunthala</i>
36	Mr. Marimuthu. M	<i>M. Marimuthu</i>	<i>M. Marimuthu</i>
37	Mr. Joseph. G	<i>M. Joseph</i>	<i>M. Joseph</i>
38	Mr. Suresh. S	<i>S. Suresh</i>	<i>S. Suresh</i>
39	Mr. Amulprakash. L	<i>L. Amulprakash</i>	<i>L. Amulprakash</i>
40	Ms. Sudha. V	<i>V. Sudha</i>	<i>V. Sudha</i>
41	Mr. Gopi. D	<i>D. Gopi</i>	
42	Mr. Mohan Shankar. N	<i>u</i>	
43	MR. MOSES. P	<i>P. Moses</i>	<i>P. Moses</i>
44	MR. VEERAMUTHU. P	<i>P. Veeramuthu</i>	<i>P. Veeramuthu</i>
45	MR. RAJENDRAN. P	<i>P. Rajendran</i>	<i>P. Rajendran</i>
46	MR. JANAKIRAMAN. M	<i>M. Janakiraman</i>	<i>M. Janakiraman</i>
47	Ms. Kamala Mary	<i>G. V. Kamal Mary</i>	<i>G. V. Kamal Mary</i>
48	Mr. Manikandan	<i>B. Manikandan</i>	
49	Ms. Sagunthala. C.	<i>C. Sagunthala</i>	<i>C. Sagunthala</i>
50	Mr. Prasanth. M	<i>M. Prasanth</i>	<i>M. Prasanth</i>
51	Mr. Sahayanathan		

52. Mr. Martin.