



**Goa University**  
**Goa Business School**

**Activity Report on Interactive Session for Faculty Members on  
Skill Building  
held on  
28th February 2025**

1.	<b>Title of the Event:</b>	Interactive Session for Faculty Members on Skill Building
2.	<b>Date and Time</b>	Friday, 28th February 2025, from 2:30 PM to 5:30 PM
3.	<b>Mode of conduct</b>	Offline - In-person session at GBS Auditorium, Goa Business School, Faculty Block F, Goa University
4.	<b>School</b>	Goa Business School, Goa University
5.	<b>Details of the Event</b>	The interactive session was conducted for faculty members on skill building. The session was facilitated by Shri Abhijit Bhide and Shri Rahul Bhide from Satkaam Foundation. It aimed at enhancing faculty members' ability to manage responsibilities and prioritize tasks effectively in their professional lives.
6.	<b>Number of faculty attended</b>	13 faculty members  (List is Enclosed with signatures)
7.	<b>The number of students and alumni who attended</b>	None

8.	<b>The Objective of the Event/Activity/Program</b>	The objective of this interactive session was to equip faculty members with skills to effectively manage their professional responsibilities, prioritize tasks efficiently, and improve time management. The session aimed at providing practical techniques for organizing workload and decision-making.
9.	<b>Description of the Event/Activity/Program</b>	<p>The session covered key aspects of responsibility management and task prioritization for faculty members. The facilitators introduced the concept of mind mapping as a tool to break down responsibilities at a University. The session included the following steps:</p> <ol style="list-style-type: none"> <li>1. Listing all the responsibilities at the first level.</li> <li>2. Identifying sub-tasks for each responsibility.</li> <li>3. Assigning priority to each responsibility.</li> <li>4. Evaluating tasks based on complexity, bandwidth, and impact.</li> <li>5. Categorizing tasks with flags such as "Solve Now," "Solve Later," and "Solve Next."</li> </ol> <p>The session provided faculty members with practical techniques to enhance efficiency and reduce work-related stress.</p>
10.	<b>Benefits or Outcomes of the Program Conducted</b>	<ol style="list-style-type: none"> <li>1. Faculty members gained insights into effective task prioritization.</li> <li>2. Improved clarity on managing academic and administrative responsibilities.</li> <li>3. Enhanced decision-making skills regarding professional workload.</li> <li>4. Practical implementation of mind mapping techniques for organization and planning.</li> </ol>
11.	<b>Enclosures with Report</b>	Program Flyer, Photos, Attendance sheet

**Name with signature of the organising coordinators(s):**

**Hanumant Redkar, Assistant Professor, GBS - Coordinator**

**Ramrao Wagh, Associate Professor, GBS - Convenor**

**Senior Prof. Purva Hegde Desai, Dean, GBS**

*HC*

**Signature:**

**Seal of the School**



GOA UNIVERSITY



GOA BUSINESS SCHOOL

*in collaboration with*

**SATKAAM FOUNDATION**

CORDIALLY INVITES YOU

FOR

INTERACTIVE SESSION FOR  
FACULTY MEMBERS!

ON

**SKILLS BUILDING**



**Shri. Abhijit Bhide,**  
Satkaam Foundation



**Shri. Rahul Bhide**  
Satkaam Foundation

**Venue: Goa Business School**

**28TH FEBRUARY 2025**

**(FRIDAY)**

**2:30 PM TO 5:30 PM**

Shri. Ramrao Wagh, **Convener**, Goa Business School

# Photo Gallery





