



**DEPARTMENT OF MANAGEMENT**  
**BRIEF REPORT ON**  
**“DIGITAL PROFICIENCY WORKSHOP FOR NON-TEACHING STAFF**  
**MEMEBERS OF IGDTUW”**

**Date:** 11 July 2024

**Introduction:**

The purpose of this report is to provide a comprehensive summary of the **workshop** that was recently organized on **July 10, 2024 from 11:30 AM- 2:30 PM** by the Department of Management for the non-teaching staff members of IGDTUW. The report will cover the objectives of the Digital Proficiency workshop and the outcomes achieved.

**Objectives:**

The "**Digital Proficiency Workshop: MS Office & G-Suite Essentials**" was organized at Indira Gandhi Delhi Technical University for Women (IGDTUW) by the Department of Management with the objective of enhancing the digital skills of the non-teaching staff. This initiative aimed at equipping the staff with essential digital tools and techniques to improve their efficiency and productivity in administrative and supportive roles.

The workshop included a series of interactive sessions, practical demonstrations, and hands-on activities covering:

- Introduction to basic functions of MS-Word
- Detailed sessions on Microsoft Office Suite (Word, Excel).
- Training on G-suite apps such as google drive, google doc
- Overview of digital file management and cloud storage

The details of participants and resource persons of the workshop are as follows:

<b>Participants' Details</b>	<b>Resource Persons</b>
A total of <b>32 participants</b> including non-teaching staff members from various departments of IGDTUW were present	<b>Dr. Shivangi Verma</b> <b>and</b> <b>Dr. Yamini</b>  (Assistant Professor, Department of Management, IGDTUW)

## **Outcomes:**

The workshop successfully achieved the following outcomes:

1. **Increased Digital Competency:** Participants gained a solid understanding of various digital tools and applications, including word processing, spreadsheets, and google drive.
2. **Improved Communication:** The workshop improved the staff's ability to use MS-Word and other digital communication tools, leading to more effective and timely internal communication.
3. **Better Utilization of Online Resources:** Participants were trained on how to effectively utilize cloud storage, and collaborate using google drive, google doc.
4. **Increased Confidence:** The workshop boosted the confidence of the non-teaching staff in using digital technologies, making them more self-reliant and proactive in their roles.
5. **Adaptability to Technological Changes:** The training fostered a mindset of adaptability and continuous learning, preparing the staff to embrace future technological advancements.

Prepared by:

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**Workshop Convener**

