	Staff Development Program	

Title : Staff Development Programme on Microsoft 365

Date : 2024-06-22 - 2024-06-22
Time : 10:00 - 17:30
Venue : TT318

Resource Person 1 - Details
Name : Gopi K
Designation : Deputy Manager, Center for Technical Support
University/ Company : VIT, Vellore
Address : India, 632014.

Resource Person 2 - Details
Name : Jaibalaganesh D
Designation : Assistant Manager, Center for Technical Support
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Resource Person 3 - Details
Name : Lakshminarayanan J
Designation : Senior Technical Officer, Center for Technical Support
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Resource Person 4 - Details
Name : Sunilkumar K
Designation : System Administrator Trainee, Center for Technical Support
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Resource Person 5 - Details
Name : Nageswari K. N
Designation : Hardware Technician (Trainee), Center for Technical Support
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Resource Person 6 - Details
Name : Manju V
Designation : Web Developer (Trainee), Center for Technical Support
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Resource Person's Profile :
1. Profile of Gopi K   Gopi K from Centre for Technical Support
2. Profile of Jaibalaganesh D   Jaibalaganesh D
3. Profile of Lakshminarayanan J   Lakshmi Narayanan J
4. Profile of Sunilkumar K   Sunil Kimar K
5. Profile of Nageswari K. N   Nageswari K N
6. Profile of Manju V   Manju V

This abstract delineates the conceptual framework, implementation, and outcomes of a comprehensive staff development program on Microsoft 365 at Vellore Institute of Technology (VIT). The initiative was designed to enhance the digital literacy and productivity of VIT's administrative and academic staff, equipping them with the necessary skills to leverage Microsoft 365 tools effectively in their daily tasks and academic endeavors.

The rapid evolution of digital tools in the educational sector necessitates continuous professional development to ensure staff are proficient in the latest technologies. Recognizing this need, VIT launched a targeted staff development program focused on Microsoft 365, a suite of productivity applications that includes Word, Excel, PowerPoint, Teams, OneDrive, and more. This program aimed to bridge the gap between current staff capabilities and the required competencies for efficient digital operations.

The development program was structured into three phases: needs assessment, training implementation, and evaluation. In the initial phase, a comprehensive needs assessment was conducted through surveys, interviews, and focus group discussions to identify the specific training needs of the staff. This phase highlighted varying levels of familiarity with Microsoft 365 applications among staff members, thereby guiding the customization of the training modules.

The implementation phase involved a series of workshops, hands-on training sessions, and interactive seminars over six months. Expert trainers with extensive experience in Microsoft 365 facilitated these sessions, ensuring a blend of theoretical knowledge and practical application. The training modules covered basic to advanced functionalities of Microsoft 365 applications, emphasizing collaborative tools such as Microsoft Teams for enhanced communication and teamwork. Additionally, sessions on data management and security were incorporated to address the growing concern of data.

Microsoft Software

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