

# TAMIL NADU STATE JUDICIAL ACADEMY

## TRAINING PROGRAMME FOR THE PERSONAL ASSISTANTS TO THE HON'BLE JUDGES (12 OFFICERS)

16.04.2018 to 28.04.2018 at TNSJA Headquarters, Chennai

16.04.2018 (Monday) 9.30 a.m. to 10.00 a.m.	Inaugural Session  <b>Hon'ble Mr. Justice T.S. SIVAGNAMAM</b> Judge, High Court of Madras/Member, Board of Governors, TNSJA
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Date	10.00 - 11.30 a.m.	11.30 - 11.45 a.m.	11.45 a.m. - 01.00 p.m.	01.00 - 02.00 p.m.	02.00 - 03.30 p.m.	03.30 - 03.45 p.m.	03.45 - 05.00 p.m.
Monday 16.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Lunch	Self Improvement <b>Mr. P.S.VASUDEVAN</b> International Corporate Trainer and Psychologist	Tea	Dictation and Transcription
Tuesday 17.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Lunch	a) Attitude Towards Profession b) Priority of Profession in life c) Behavioral Attitude <b>Mr. PONNUSAMY</b> Former Faculty Member and Associate Professor Anna Institute of Management	Tea	Dictation and Transcription
Wednesday 18.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Lunch	Courts in Tamil Nadu and their jurisdiction & functions <b>Mr. S. BALAKRISHNAN</b> Deputy Director, TNSJA, Chennai	Tea	Dictation and Transcription
Thursday 19.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Lunch	Interactive Session <b>Mr. G. CHANDRASEKHARAN</b> Director, TNSJA	Tea	Dictation and Transcription
Friday 20.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Lunch	Reference to Law Journals, Acts and Rules. <b>Mr. G. BALAKRISHNAN</b> Chief Librarian, High Court of Madras	Tea	Dictation and Transcription

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Saturday 21.04.18	Dictation and Transcription	Tea	Dictation and Transcription	Lunch	Dictation and Transcription	Tea	Dictation and Transcription
Monday 23.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Dictation and Transcription	Lunch	a) Communication Skills b) Time Management c) Interpersonal relationship <b>Mr. P.S.VASUDEVAN</b> International Corporate Trainer and Psychologist	Tea	Categories of cases in the High Court. <b>Mr. P.BALASUBRAMANIAN</b> Deputy Registrar (Recruitment) High Court of Madras
Tuesday 24.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Dictation and Transcription	Lunch	Typing Cause Title – its importance <b>Ms. V.JAYANTHI-I</b> Assistant Registrar (Records) High Court of Madras	Tea	Dictation and Transcription
Wednesday 25.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Dictation and Transcription	Lunch	Lifestyle in Health Management <b>Dr. S.T. VENKATESWARAN</b> HOD, Department of Yoga, Government Yoga and Naturopathy Medical College, Chennai	Tea	Dress code and Mannerisms <b>Mr. V.JAISANKAR</b> Joint Registrar (Protocol) High Court of Madras
Thursday 26.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Dictation and Transcription	Lunch	Parts of records in WP and WA and nature of orders passed <b>Ms. G.LATHA</b> Deputy Registrar(Admn.II) High Court of Madras	Tea	Dictation and Transcription
Friday 27.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Dictation and Transcription	Lunch	Writing docket orders (adjournments & interim orders) <b>Ms. V.SUBBULAKSHMI</b> Deputy Registrar(Accts.) High Court of Madras	Tea	Dictation and Transcription
Saturday 28.04.18	Basic English <b>Mr. R. NARAYANAN</b> Freelance Trainer	Tea	Dictation and Transcription	Lunch	Dictation and Transcription	Tea	Dictation and Transcription