

Guide lines for preparing Pre-course project report

Dear Friend,

Congratulations and welcome to you on being nominated to attend the Human Resource Management (HRM) Course 2012. This is a very important Course of the APPC and is very interesting and relevant for today's fast changing times!

Let me introduce myself. I am **Shailendra Kumar Dwivedi**, your Course Director. I am making all attempts to ensure you have a rich and rewarding experience at the College.

In addition to the experienced international faculty of APPC, consultants from outside will deliver lectures and present case studies on the latest business practices and techniques.

What is a Pre Course Project?

As you may be aware, each participant is required to undertake a **Pre-Course Project** which is to be presented during first two days of the Course.

The Pre-Course report is divided into **three** parts.

Part I - Please prepare about 5 to 10 pages about your organisation, as per the requirement given below.

Part II - You have a choice here. Depending on your area of specialization or special interest you have the freedom to select any topic out of the options given below. Part II of the report can be about 10 to 15 pages. Please read on for more details.

Part I of Pre-Course Project Report

1. Overview of your Postal Organisation - Corporate structure, Products and services
2. Strategic planning – Vision, Mission, Overall Corporate Strategy
3. Details of Corporate data and Business performance – Details of Postal network, Personnel, Business data/figures relating Mail, Parcel, Direct Mail and Direct Marketing, Philately, Retail, Banking, Insurance etc.

Part II of Pre-Course Project Report

You can select **ANY ONE** topic pertaining to your Postal Administration from the options given below.

1. Business Performance and practices adopted by your Postal Administration
2. Business Plan/Corporate Plan of your Postal Administration in detail
3. Human Resource Management Practices and details of your organization
4. Training Strategy and details in your organization for different personnel

Part III of Pre-Course Project Report

1. Conclusion
2. Your expectations from the HRM 2012

Please ensure to bring your latest Annual report

Please also bring your latest Marketing / Business Plan.

Importance of Pre-course project report

By preparing this report you will gain a sound understanding of the current scenario in your Postal administration. This background information will also help you to assimilate the lecture sessions well and to develop a useful **On-Course Project Report** (a group work normally) to be completed during the last week of the course.

I wish to add here that the Pre-Course Reports will become part of the reference materials in the APPC library. It is therefore requested to collect as much data as possible for the report and I advise you to make the report as comprehensive as possible.

Format & presentation of the Pre-Course project report

- ✓ The project report should be neatly typed or printed in A4 size paper. You need to bring this report at the time of attending the course.
- ✓ You will present the report to an audience comprising of the faculty members and other participants. You will be given 30 minutes for this presentation.
- ✓ Please use **Power point** for presentation to help you while making the presentation of your project report. (This is to clarify that you need to submit the print out of the Pre-course project report document and the soft copy of the Power Point Presentation).

General guidelines about APPC

- ✓ A hand out will be given to the participants indicating the details about the stay arrangements/facilities and other administrative arrangements at APPC. The details about APPC may also be seen at web site **www.appu-bureau.org**
- ✓ National dress or suit is required to be brought by you for the opening ceremony, photograph session and graduation ceremony.
- ✓ Swimming outfit is advisable, if you are interested in swimming at the world famous Pattaya beach, the place for a weekend visit.
- ✓ Sports dress and shoes may be used for the “APPC Games” day and for other sporting activities.
- ✓ You can also consider to bring some “Fancy Dress” materials and Karaoke music / Video CD to make the International Food Festival and the Cultural evening very interesting, colourful and memorable. You can also carry rare spices and other raw material for the food you will like to serve. This will be conducted normally during the 2nd week.

I am looking forward to a very fruitful and stimulating interaction with you at APPC.

Best regards,

Shailendra Kumar Dwivedi

Course Director – Human Resource Management Course 2012

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