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| CONFERENCE Agenda | |
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| Location: | Green Park Hotel, Ameerpet Conference Room |
| Date: | 13NOV23 and 14NOV23 |
| Time: | **10:00 AM to 05:30 PM** |
| Facilitators: | Tatineni Swathi  Lattupally Bharath Kumar  Naga Nandini Palusa |

**Agenda Items – 13NOV23**

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| 09:30 AM to 10:00 AM | Reporting and Breakfast |
| 10:00 AM to 10:30 AM | Facilities overview  Update the team with on-site reports – July and October |
| 10:30 AM to 12:30 PM | Trainings on Professionalism   * Learning Path: Excel Training (Litmos) * Internal PPT discussion * Best Email practices * Keys to professional email communication * Guide to effective meetings PPT * Good communication 2.0 |
| 12:30 PM to 01:15 PM | Team 4 Presentations and discussion (EG Team) |
| 01:15 PM to 02:15 PM | Lunch Break |
| 02:15 PM to 03:15 PM | Team 2 Presentations and discussion (DC Team) |
| 03:15 PM to 03:45 PM | Team 5 Presentations and discussion (IT Team) |
| 03:45 PM to 04:15 PM | Supplier Qualification Audits  Quiz |
| 04:15 PM to 05:15 PM | Tea Break  Feedback (Forms and on presentations) |
| 05:15 PM | Closure |