

Meghalaya Administrative Training Institute,
Mawdiangdiang, New Shillong

MCS PROBATIONERS' (2021 BATCH) INDUCTION TRAINING PROGRAMME

: Teamwork Development & Officer like Qualities (Positive Attitude towards work)

Date: 23rd July, 2021

Time: 11.30 - 12.30 PM

**Presented by
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1 Introduction

2 Main Points:

(a) Team work

(b) Officer like qualities

© Positive attitude to work

3 Conclusion

Teamwork Development & Officer like Qualities (Positive Attitude towards work)

▶ Introduction

- ▶ To engage anyone even for simple menial task, we look for individuals who possesses certain qualities say knowledge and skill, efficiency, reliability etc
- ▶ In the same way Government who is the biggest employer also look out for certain individuals who can be trusted to wield enormous power emanating from the authority of the position he or she occupies.
- ▶ A knife in the hands of Surgeon brings life while in the hands of a offender or criminal brings death

Team Work

Hierarchy or boss and subordinate or Command and control

Responsibility based organization

Vision, sense of purpose, goal

Share the glory accept blame

Build confidence of the team

Mentor

Motivate

“

Officer like qualities

Indian military looks for 15 qualities

Civil Service personality test looks for intellectual qualities,
social traits, interest in current affairs

Competency framework for Indian Civil Service - 4 Es viz
Ethos, Ethics, Equity and Efficiency

”

OLQ Military

Planning & Orgn	Social adjustment	Social effectiveness	Dynamic
Effective intelligence Reasoning ability Organising ability Power of expression	Adaptability Cooperation Sense of responsibility	Initiative Self-confidence Speed of decision Ability to influence the group Liveliness	Determination Courage Stamina

OLQ Civil Service

Mental calibre

Broad terms - intellectual qualities, social traits and interest in current affairs and modern current of thoughts

Some of the qualities are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgement, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity

Good health

Character and antecedents

Competency framework for Indian Civil Service

EEthos	Ethics	Equity	Efficiency
People first Strategic thinking Organisational awareness Commitment to the organization Leading others	Integrity Self Confidence Attention to detail Taking accountability	Consultation and consensus building Decision making Empathy Delegation	Result orientation Conceptual thinking Initiative and drive Seeking information Planning and coordination Desire for knowledge Innovative thinking Problem solving Developing others Self awareness and self control Communication skills Team working

Positive attitude to work

Plato's three kinds of men - gain, honour and wisdom

Three categories of men who view circumstances - ignorant, knows and watch, knows and act

Reisman's three types of people - tradition oriented, other oriented and inner directed

Attitude to power - Dominant and creative minority

Attitude to serving - to serve or to be served

Conclusion

- ▶ Vehicle of administration require a good driver who will take control of the steering wheel and drive it to the destination safely and comfortably to its passengers or beneficiaries. Team work, officer like qualities and positive attitude to work are among many such knowledge and skills that an administrator or an officer need to acquire, develop and apply in his service to the citizens.
- ▶ Government work is God's work, an inscription on the main gate of Karnataka Legislative Assembly building.
- ▶ Work is worship. *Laborare est orare.*



THANK YOU

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