



**TRAINING WORKSHOP ON CLICKUP
ACTIVITY REPORT**

| EVENT INFORMATION | |
|---|--|
| Centre | Internal Quality Assurance Cell |
| Location | CHRIST (Deemed to be University), Pune Lavasa Campus - 'The Hub of Analytics' |
| Event Title | Training Workshop on ClickUp |
| No of Activities | 1 |
| Date and Time | 03 November 2025 ; 3 30 PM - 4 30 PM |
| Venue | CAPS Office |
| Academic Year | 2025-26 |
| Event Type (Focus) | Training |
| Blog Link | Nil |
| PARTICIPANTS INFORMATION | |
| Target Audience | Administrative Staff closely working with Director's office |
| Details of any External Agencies, Speakers, Guests with Affiliation | Ms Jesty Mariam Philip Assistant Coordinator, IQAC Pune Lavasa Campus |
| Website/Contact of External Members | Nil |
| Organising Committee Details | Event Coordinators: Ms Jesty Mariam Philip No of Student Volunteers: Nil |
| No of Attendees/ Participants | 5 |

SUMMARY OF THE OVERALL EVENT

The Director's Office of CHRIST (Deemed to be University), Pune Lavasa Campus, organized a focused training session on ClickUp, a modern task- and workflow-management platform, for administrative staff working closely with the Director and senior leadership. The workshop aimed to strengthen internal coordination, streamline documentation practices, and enhance the efficiency of day-to-day administrative operations through the structured use of digital tools.

The session began with an introduction to the fundamental purpose of ClickUp – serving as a centralized platform where tasks, projects, communication, and documents can be collaboratively managed. Participants were oriented to the platform's interface, including its workspace structure, task hierarchy, dashboards, and views. This foundation ensured that every attendee, irrespective of prior experience, could comfortably navigate the system.

A key portion of the workshop was dedicated to explaining why ClickUp was introduced in the Director's Office environment. The facilitator highlighted that administrative teams often handle diverse responsibilities – ranging from correspondence management and event coordination to tracking deadlines, preparing reports, and supporting leadership decisions. With growing institutional demands, a digital management tool like ClickUp enables consistency, accountability, and real-time visibility of work progress. This clarity helps the Director's Office deliver timely, high-quality outputs while minimizing duplication of effort.

Participants were then guided through a step-by-step demonstration of the platform's major functionalities. This included creating and assigning tasks, setting priorities, using due dates, managing dependencies, organising files, and adding checklists and attachments. The session also covered several advanced tools such as automation, recurring tasks, reminders, and status customization. These features were shown in practical, scenario-based examples relevant to the administrative workflows of the campus, making the experience immediately applicable.

A segment of the workshop focused on ClickUp's speciality features, including

- Task & list view customization
- Docs and knowledge-base creation

- Integrations for email, calendars, and dashboards
- Comment-based communication and tagging
- Real-time collaboration and activity logs
- Reporting and workload visualization

These components were discussed in relation to how they can reduce communication gaps, support transparency, and help the administrative staff organise their responsibilities more e

Hands-on practice formed an important part of the training. Staff members were encouraged to explore the platform live—creating their own lists, updating statuses, organizing workspaces, and experimenting with automation. The facilitator addressed individual queries and provided guidance tailored to the specific operational needs of those working directly with the Director’s Office.

The workshop concluded by reiterating the importance of adopting digital task management tools for improved productivity, standardization, and institutional efficiency. Participants expressed that the session significantly enhanced their clarity on structured work management and provided confidence to adopt ClickUp as part of their daily administrative operations.

OUTCOMES OF THE EVENT

1. Outcome 1 - The administrative staff gained a clear understanding of the ClickUp platform, including its interface, structure, and essential functions. Participants became familiar with task creation, status updates, workspace navigation, and the basic tools required for day-to-day operational workflows.
2. Outcome 2 - Participants were able to apply the demonstrated features during hands-on practice. They successfully created tasks, assigned responsibilities, set priorities, and explored automation options—enhancing their confidence in adopting ClickUp for their administrative routines.

SUGGESTIONS FOR IMPROVEMENT • FEEDBACK FROM IQAC

Introduce additional tools and conduct short refresher and advanced sessions to reinforce skills and clarify doubts.

Date:


Head/Coordinator

Faculty Coordinator/Organiser

List of Participants

1. Mr Kuriakose George
2. Ms Mansha Sawal
3. Ms Nishika Lawarene
4. Ms Archita Nair
5. Ms Deboshmita Gosh