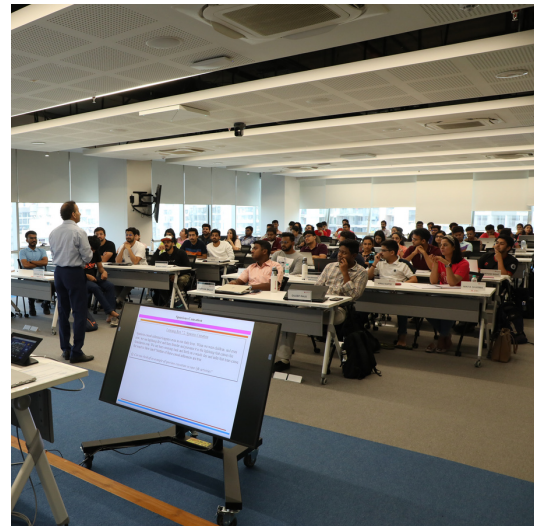


*Residential Certificate Programme
for Chief of Staff*

Effective Communication & Leadership

June 15, 2023 - June 17, 2023



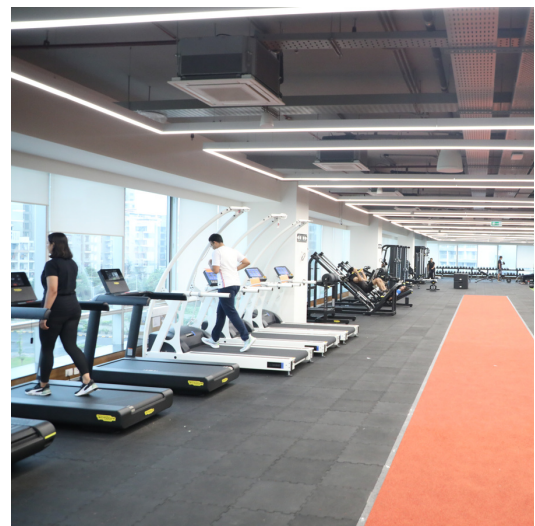


WELCOME TO Jio Institute

We are honoured to host the Residential Certificate Programme for Chief of Staff – “Effective Communication & Leadership” organised by Jio Institute.

We hope you will have a wonderful stay at our campus and also make the most of the learning you will get from this programme.

Do let us know if you have any queries and we will be glad to help.



“Education is all about igniting young minds and enabling them to attain their fullest potential.”

Smt. Nita Ambani

Founder Chairperson,
Reliance Foundation Institution of
Education & Research



“Reliance wants to build an institution that will strengthen its mission to empower young Indians, and young people from across the globe, to develop solutions for a sustainable and better future for mankind.”

Shri Mukesh Ambani

Chairman and Managing Director,
Reliance Industries Limited



Venue Services

Located in Ulwe in Navi Mumbai, Jio Institute campus is spread across 52 acres overlooking the vast Arabian Sea. The campus is strategically placed at a prime location with good global, national, and regional connectivity and derives maximum advantage of the thriving academic and commercial ecosystem of Mumbai and Navi Mumbai.

The Ulwe region is an economic hub in the making, with well-developed support infrastructure, including a local train station, good road network, modern residential and commercial complexes, as well as high-quality recreational facilities.

Facilities at Building A (Academic Block)

1. Indoor Facilities

- Gymnasium with shower/changing rooms as well as a Sauna room
- Indoor Recreational Activity Center
- Library
- Discussion & Meeting rooms
- Cafeteria
- Medical Center with doctor available at specified time

2. Outdoor Facilities

- Athletic Track
- Jogging Track
- Basketball Court
- Tennis Court

3. 24 X 7 ambulance availability

Facilities at Building B (Residential Block)

- Self-Content single occupancy room
- Lounge Area
- Discussion & Meeting Rooms
- 24 x 7 Pantry services with tea & coffee
- Laundromat
- First Aid available at reception

Wifi Access

Name: JI - Guest

Password: T1g@r@J!0

Important Numbers

1. Programme Coordinator – Ms. Julie Mookan : +91 9004691098
2. Hostel In charge – Mr. Ameya Goray : +91 9673766677
3. Food & Beverage In charge – Mr. Siddhesh Dhankutkar : +91 8898808116
4. Reception Building A – Ms. Siya Mapari : +91 7045139789
5. Reception Building B - Ms. Roshni Kanchan : +91 8591920696
6. 24 x 7 Security Number: 022 35026333

SCHEDULE

June 15, 2023 - June 17, 2023

TIME	SCHEDULE	LOCATION
Day 1 - 15th June 2023		
10:00 - 11:30	Training Session - 1	Building A - 5th Floor Classroom 1
11:30 - 11:45	Break	Building A - 5th Floor
11:45 - 01:15	Training Session - 2	Building A - 5th Floor Classroom 1
01:15 - 02:15	Lunch	Executive Dining - 9th Floor
02:15 - 03:45	Training Session - 3	Building A - 5th Floor Classroom 1
03:45 - 04:15	Break	Building A - 5th Floor
04:15 - 06:00	Training Session - 4	Building A - 5th Floor Classroom 1
Day 2 - 16th June 2023		
10:00 - 11:30	Training Session - 1	Building A - 5th Floor Classroom 1
11:30 - 11:45	Break	Building A - 5th Floor
11:45 - 01:15	Training Session - 2	Building A - 5th Floor Classroom 1
01:15 - 02:15	Lunch	Executive Dining - 9th Floor
02:15 - 03:45	Training Session - 3	Building A - 5th Floor Classroom 1
03:45 - 04:15	Break	Building A - 5th Floor
04:15 - 06:00	Training Session - 4	Building A - 5th Floor Classroom 1
Day 3 - 17th June 2023		
10:00 - 11:30	Training Session - 1	Building A - 5th Floor Classroom 1
11:30 - 11:45	Break	Building A - 5th Floor
11:45 - 01:15	Training Session - 2	Building A - 5th Floor Classroom 1
01:15 - 02:15	Lunch	Executive Dining - 9th Floor
02:15 - 03:45	Training Session - 3	Building A - 5th Floor Classroom 1
03:45 - 04:15	Break	Building A - 5th Floor
04:15 - 06:00	Training Session - 4	Building A - 5th Floor Classroom 1



INSTRUCTOR PROFILE



Dr. Sunil Unny Guptan

Visiting Faculty, IIM Ahmedabad

Adjunct Professor, IIM Udaipur

Visiting Faculty, ISB Hyderabad

Dr. Sunil Unny Guptan is a professor, mentor, life & executive coach, author, entrepreneur, motivational speaker, corporate educator, journalist, social thinker... He is based out of Hyderabad, India.

He is a mentor and executive coach to several CEOs and top executives in the corporate sector, government, and public life. He is a popular speaker and consultant in India and other geographies. He has been teaching at the Indian Institute of Management, Ahmedabad (IIMA) for the past 20 years, and is also an Adjunct Professor of OB&HRM at IIM Udaipur (IIMU). As a Visiting Professor, he teaches at the Indian School of Business (ISB), Hyderabad, and Mohali, and has been a Faculty Resource of Duke University's Corporate Education Global Learning Resource Network. He is the author of four books, and several scholarly and journalistic articles.

He focuses now on giving people's life and career a positive makeover, and on using technology in outreach efforts in the area of emotional wellness, happiness, and managing relationships.

PARTICIPANTS LIST

Participants

Sr. No.	Name of the Participants	Designation
1	Ms. Piyush Chopra	Vice President, Chairperson's Office, at Reliance
2	Mr. Amberish K Diwanji	General Manager, Reliance Industries Limited
3	Ms. Christina Sundaresan	Senior Executive - Chairpersons Office - Reliance Industries
4	Ms. Prabha Hegde	Senior Team Member- Chairperson's Office
5	Ms. Sayali Nemade	Senior Manager - Chairperson's Office at Reliance Industries
6	Mr. James Antony	Assistant General Manager - Chairperson's Office, Reliance Industries Ltd
7	Ms. Monisha Dubey	Manager Team Member- Chairperson's Office, Reliance
8	Ms. Reshma Bipinchandra Brahmbhatt	Executive Secretary- CPO's office, Reliance Industries Ltd
9	Ms. Ritambhara Dixit	Senior Manager at Chairperson's office
10	Mr. Prasad A Modali	Lead - Strategic Initiatives, Chairman's Office, Reliance Industries Limited
11	Mr. Kashish Parpiani	Sr. Manager, Chairman's Office, Reliance Industries Limited
12	Ms. Charmaine Fernandes	Secretary - Chairman's Office
13	Mr. Sunil Sampat	Secretary to Chairperson, Reliance
14	Mr. Yohan Jacob	Admissions Executive, Dhirubhai Ambani International School, Mumbai
15	Mr. Ajay Rodrigues	Executive Assistant, Reliance Foundation
16	Ms. Ritu Mishra	Marketing & Outreach Manager, Jio Institute
17	Mr. Rakesh Kharbanda	Head of Admissions, Jio Institute

About Jio Institute

Jio Institute is a multidisciplinary higher education and research institution set up as a philanthropic initiative by Reliance Industries Limited and Reliance Foundation. The Institute is dedicated to the pursuit of excellence by bringing together global scholars and thought leaders and providing an enriching student experience through world-class education, relevant research platforms, and a culture of innovation.

Our Vision

Our founders Smt. Nita Ambani, Founder Chairperson, Reliance Foundation and Shri Mukesh Ambani, Chairman & Managing Director, Reliance Industries Limited firmly believe in the power of the youth to transform India.

It is this belief that was instrumental in conceptualizing and setting up Jio Institute.

Jio Institute envisages to:

- Be an exemplary Indian academic institution with international repute.
- Build a vibrant ecosystem for research, innovation and entrepreneurship.
- Be India's test bed for frontier research and invention of future technologies.
- Prepare the next generation of leaders and entrepreneurs through holistic development.
- Significantly contribute to the advancement of the Indian society.
- Solve India's problems and solve them fast.
- Provide a lifelong learning experience.

Our Current Programmes

Jio Institute currently offers the following one-year, full – time, residential Post Graduate Programmes:

1. Artificial Intelligence & Data Science
2. Digital Media & Marketing Communications
3. Sports Management
4. Journalism

15 Years Strategic Plan

Jio Institute is following a well thought out strategy of initially focussing on developing a range of postgraduate, doctoral, and post-doctoral programmes across disciplines. This will build a culture of research & innovation and attract top-notch global scholars and researchers. The benefits of a strong research foundation will then percolate down when it subsequently launches undergraduate programmes in the next stage.

Jio Institute has charted out its growth plan in three phases- Startup Phase, The Growth Phase, and The Expansion Phase:

1. Startup Phase

The startup phase will focus on launching of postgraduate, PhD, and postdoctoral programmes in multiple disciplines. These programmes will act as 'seeds' towards building more programmes in the future.

2. Growth Phase

Growth Phase will focus on further expansion of the initial disciplines. During this phase, Jio Institute will also commence and expand its undergraduate programmes to further augment multi-disciplinary learning.

3. Expansion Phase

Expansion Phase will focus on adding more programmes and professional schools to enhance the success and experience of Jio Institute's community and strengthening the global reputation of the institution.

Over these three phases, Jio Institute aims to have a community of over 10,000 students across multiple disciplines covering - Arts, Humanities & Social Sciences, Natural and Physical sciences, Engineering, Information Science, Architecture & Urban Planning, Medical Sciences, Management & Entrepreneurship, Law Governance & Public Policy, Media and Communication & Journalism

To draw upon a diverse knowledge and talent base from across the world, Jio Institute will continue to build strategic partnerships with leading global universities, on the lines of its existing international tie-ups.

Jio Institute aims to create thought leaders, visionaries, and entrepreneurs who will shape the social and industry discourse in the coming decades, through a holistic approach to imparting education. The path that it charts and the education that Jio Institute offers will at all times be guided by the needs of the nation, society, and industry.



PARTICIPANTS PROFILE



Ms. Piyush Chopra

Vice President, Chairperson's Office, at Reliance

Academic Background:

- Executive Programme, Corporate Finance, IIM Ahmedabad
- PGDM, Brand Management, MICA
- BA (Hons) Economics, Miranda House, Delhi University Professional Experience:

Academic Background:

Piyush Chopra is Vice President, Chairperson's Office, at Reliance. She is Executive Assistant to Mrs Nita Ambani and directs the India office of Ms Isha Ambani. She leads Communications and Strategic Initiatives for the Chairperson; and supports the Diversity & Inclusion roadmap for RIL. She is also the Chief Strategy Advisor at Her Circle. Prior to joining Reliance, she worked with the Essar Group, where she led the corporate rebranding exercise for the conglomerate and also worked closely on their corporate governance restructuring programme. In her last position at Essar, she was part of the Chairman's Office as the head of communications. Piyush studied Economics at Miranda House, Delhi University, where she was President of the Debating Society and represented the country internationally across South Asia, winning over fifty debating championships. She went on to study Brand Management at MICA and Corporate Finance at IIM Ahmedabad. Of all the roles she plays, she is most grateful to be the daughter of her mother and mother to her daughter!

Personal Interests:

- Reading, writing
- Overthinking!
- Traveling
- Mothering



Mr. Amberish K Diwanji

**General Manager,
Reliance Industries Limited**

Academic Background:

- 1994 – MA
- 1992 – LLB
- 1988 – BA

Professional Experience:

- 2015 onwards – Corporate communications, RIL
- 2013-2015 – Advocate, media advisor, freelance writer
- 1989-2013 – Journalist (print, online, broadcast) covering politics, diplomacy, social issues. Based in Mumbai with stints in New Delhi and New York.

Personal Interests:

- Reading
- Listening to music



Ms. Christina Sundaresan

Senior Executive - Chairpersons
Office - Reliance Industries

Academic Background:

- Early Childhood Education (ECC Ed)
- Master of Business Administration (MBA) – Marketing
- Master of Human Resource Management (PGD in HR)
- Bachelor of Commerce

Professional Experience:

- Senior Executive - Chairpersons Office -Reliance Industries – (Mar23- till date)
- Team Associate Admin - Chairpersons Office -Reliance Industries (Feb 2021- Feb 2023)
- Education (Teaching & Administration) for 3 years (2017- 2020)
- Financial Service (Sales, Branch Ops and CRM) for 3 years (2005- 2008)

My responsibilities include prioritizing tasks, allocating time & resources, ensuring timely insights & regular progress for all critical projects, front / back-end activities – new admissions, annual calendar planning, teacher co-ordination & training, payroll, lead/sales generation through teams, cash management, cross sell, personal loans disbursal and branch operations.

Personal Interests:

- Indoor & outdoor sports
- Dancing
- Travel & exploration



Ms. Prabha Hegde

Senior Team Member -
Chairperson's Office

Academic Background:

- Bachelor of Mass Media (Ramnarain Ruia College)
- Master of Communication & Journalism (University of Mumbai)

Professional Experience:

- Senior Team Member- Chairperson's Office (since Apr 2023)
- Senior Manager – Content Strategy at JSW Steel (May 2019 – Jul 2022)
- Senior Manager - Content & Client Relations at AICL Communications (Oct 2016 – Apr 2019)
- Producer – Financial Content at Flarepath Digital (Jun 2015 – Aug 2016)
- Web Editor at Bloomberg TV India (Oct 2013- Oct 2014)
- Senior Content Writer at Sepia Media Consultants (Mar 2012 – Aug 2013)
- Associate Correspondent at Adgully.com (Aug 2010 – Sept 2011)

Personal Interests:

- Reading
- Baking
- Writing poems



Ms. Sayali Nemade

Senior Manager - Chairperson's
Office at Reliance Industries

Academic Background:

- Bachelor of Engineering (Computer Science) from Mumbai University (2014 Batch)
- HSC from J H Ambani Saraswati Vidya Mandir School, Surat (2010 Batch)

Professional Experience:

- Senior Manager - Chairperson's Office at Reliance Industries (October 2019- till date)
- Project Coordinator - Digital Design Centre at Reliance Industries (September 2015 – October 2019)
- Associate Product Executive at M/s Inscriptis (I) Private Ltd. (June 2014 – August 2015)

Personal Interests:

- Cooking
- Trying new places and experiences
- Yoga & meditation
- Swimming
- Dancing
- Reading



Mr. James Antony

**Assistant General Manager -
Chairperson's Office, Reliance
Industries Ltd**

Academic Background:

- Bachelor of Commerce (St. Andrews College)
- PGDBA (Lala Lajpatrai Academy of Management)

Professional Experience:

- Assistant General Manager - Chairperson's Office, Reliance Industries Ltd (since Jan 2014)
- Project Manager - Pulse Conferences & Summits, Bloomberg TV India (Oct 2011 – Dec 2013)
- Assistant Manager - ACETECH, Asian Business Exhibitions & Conferences (Oct 2010 – Oct 2011)
- Associate Project Manager, DiTech Process Solutions (Sept 2009 – July 2010)
- Assistant Manager - Sales & Operations, Reliance Communications (June 2008 - June 2009)
- Process Associate, IBM daksh (Apr 2005 – Dec 2005)

Personal Interests:

- Playing video/mobile games
- Cooking
- Playing Badminton, Table Tennis



Ms. Monisha Dubey

**Manager Team Member-
Chairperson's Office, Reliance**

Academic Background:

- Master of Communication & Journalism, Mumbai University (2016- 2018)
- Bachelor of Commerce, SM Shetty college of Science & Commerce, Powai (2011- 2016)

Professional Experience:

- Manager Team Member- Chairperson's Office, Reliance (since Jan 2023)
- Asst. Manager – Client Relations & Guest Coordination at Zee Business Television (Feb 2022 – Jan 2023)
- Sub Editor – Business News (August 2018 – Sep 2020)

Personal Interests:

- Mandala Art
- Yoga
- Sports
- Cooking



Ms. Reshma Bipinchandra Brahmbhatt

**Executive Secretary- CPO's office,
Reliance Industries Ltd**

Academic Background:

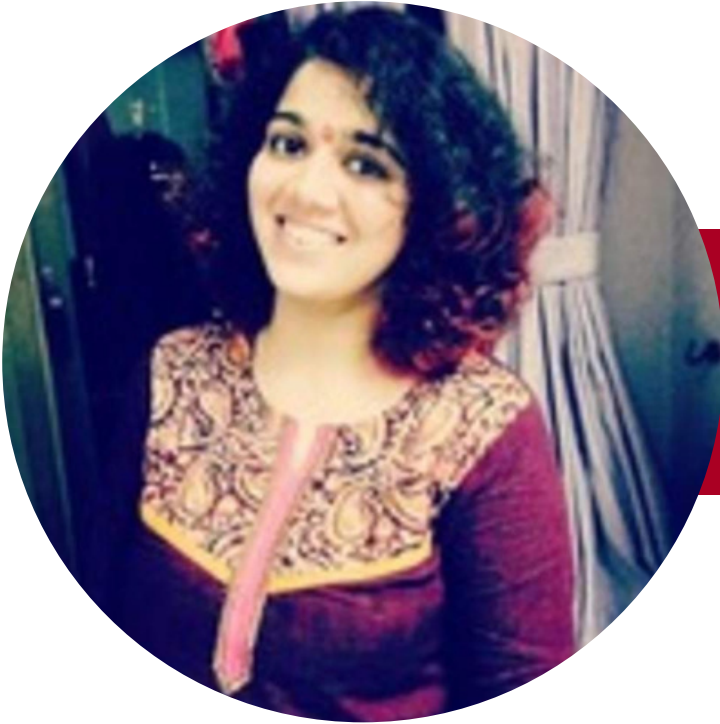
- One yr. Diploma in Personnel Management from Welingkar Institute, Mumbai-I Division
- B.Sc. Chemistry from Mumbai University – II Division – 1995
- Shorthand- typing

Professional Experience:

- RIL- Executive Secretary- CPO's office – 4 yrs. (Feb-2019 till date)
- RIL Executive Secretary- Head of Branding & Marketing communication– 5 yrs. (2014 to 2019)
- RIL - Executive Secretary- EDO's office – 14 yrs. (2000-2014)
- ORG-Marg- Executive Secretary- EDO's office- 1.2 yrs. (1.4.99- 30.4.2000)
- RIL - Executive Secretary-V P Customs– 1 yr (01.02.98 to 28.02.99)
- Boston's computer Management- Executive sec to Finance Manager- -11 months (01.04.97 to 31.01.98)
- First Aid medicine Ltd- Executive Sec to Director – R &D – 1.9 yrs. (01.06.95 to 31.03.97)

Personal Interests:

- Music
- Singing
- Travel



Ms. Ritambhara Dixit

Senior Manager at Chairperson's office

Academic Background:

- Bachelor of Business Administration from Whistling Woods International (2010 Batch)

Professional Experience:

- Senior Manager at Chairperson's office (2021 to present)
- Associate Manager at Chairperson's office (2019 to 2021)
- Client Servicing Manager at Exceed Entertainment (2017 to 2019)
- Digital Journalist at Times Internet (2016 to 2017)
- Content Writer at i420 (2015 to 2016)

Personal Interests:

- Reading
- Quizzing
- Travelling
- Art



Mr. Prasad A Modali

**Lead - Strategic Initiatives,
Chairman's Office, Reliance
Industries Limited**

Academic Background:

- Post-graduate Diploma in Digital Business from Columbia Business School
- Executive Business Management Program from IIM _Lucknow
- Master of Business Administration (M.B.A.) in Operations Research from ICFAI Business School.
- Currently pursuing a Doctoral Degree in Management studies.

Professional Experience:

With over 28 years of career, Prasad has commendably graduated from his previous role of Executive Assistant at Chairman's Office to now being highly accomplished professional with extensive experience in executive support and program management. At Reliance Industries Limited, he has been instrumental in overseeing research and program management duties, with a focus on ensuring quick turnaround times and on-point implementation. Prasad has also spearheaded several initiatives, including the RIL-Coursera and RIL-LinkedIn Learning partnerships, as well as representing the Chairman's office as Champion for the Mission Kurukshetra and TUP initiatives. Prior to his tenure at Reliance Industries Limited, Prasad held executive assistant roles at several reputable organizations, including Apollo Hospitals Group, Deloitte, Dr. Reddy's Laboratories, Karvy Consultants, Ramoji Film City, and Nath Bio-Genes (India) Limited. In these roles, he provided comprehensive support to Chairman-level executives and managed operations.

Personal Interests:

- Travelling
- Book reading
- Music



Mr. Kashish Parpiani

**Sr. Manager, Chairman's Office,
Reliance Industries Limited**

Academic Background:

- Postgraduate degrees (MSc) in International Relations from the S. Rajaratnam School of International Studies (Singapore)
- MA in US Foreign Policy from the University of Warwick (UK).

Professional Experience:

As a foreign policy analyst, Kashish served in various capacities at the S. Rajaratnam School of International Studies (RSIS), Singapore; the Observer Research Foundation (ORF), India; and the Americas (AMS) Division at the Ministry of External Affairs (MEA), India. Kashish is the co-author of 'America and the Indo-Pacific - Trump and Beyond', which offers an assessment of US President Donald Trump's foreign policy record in the Indo-Pacific region. The book was commissioned and published by Routledge in 2021 (UK edition) and 2022 (South Asia edition). Kashish's research papers have been published at the Observer Research Foundation (India), Institute for National Security Studies (Israel), the Centre for Asia and Globalization (Singapore), Deccan Herald (India), Marine Corps University Press (US), The Hindu (India), etc. On various foreign policy issues, Kashish has been quoted across media platforms such as The Wall Street Journal, South China Morning Post, Foreign Policy, Bloomberg, TIME magazine, and Al Jazeera.

Personal Interests:

- Photography
- Travelling
- Swimming



Ms. Charmaine Fernandes

Secretary - Chairman's Office

Academic Background:

- Graduate in Commerce from St. Andrew's College, Bandra

Professional Experience:

- Secretary in Reliance Industries for 2 and half years
- Senior Flight Attendant with Jet Airways for 10 years
- Senior Customer Service Executive in Jet Airways for 3 and half years
- Visa Submission Officer at Dubai/Singapore VFS Global Services for 6 months

Personal Interests:

- Playing All kinds of Sports
- Watching Sports/OTT
- Playing Playstation



Mr. Sunil Sampat

Secretary to Chairperson,
Reliance

Academic Background:

- Master of Commerce & Accounting (M. Com. - Part 1) - 2005
- Bachelor of Commerce & Economics (B.Com.) - 2004
- IATA Foundation & Consultant Level – 2004

Professional Experience:

- August 2019 – till date: (03 Years 10 Months) with Reliance as Secretary to Chairperson
- Nov 2006 - July 2019: Jet Airways (I) Ltd.: Several Roles as below:
 - December 2015 – July 2019: (03 Years 08 Months) as Cabin Supervisor
 - March 2008 – November 2015: (07 Years) as Cabin Crew
 - November 2006 – February 2008: (16 Months) as Crew Scheduler & Systems Coordinator
- April 2004 – October 2006: (02 Years 07 Months) Countrywide Financial Services International Pvt. Ltd as Team Leader

Personal Interests:

- Travelling
- Visiting ancient temples
- Learning scriptures
- Vedic texts.



Mr. Yohan Jacob

**Admissions Executive, Dhirubhai
Ambani International School,
Mumbai**

Academic Background:

- Bachelor of Business Administration (Finance) from Christ College, Pune

Professional Experience:

- Works with Dhirubhai Ambani International School, Mumbai as Admissions Executive and is part of the Chairpersons Office
- Account Specialist: JP Morgan Chase
- Payable Accountant: Willis Towers Watson
- Technical Associate (Reconciliation): Financial Software & Systems (FSS)

Personal Interests:

- Playing All kinds of Sports
- Watching OTT
- Playing PC games



Mr. Ajay Rodrigues

Executive Assistant, Reliance Foundation

Academic Background:

- Graduate in Commerce from Mumbai University

Professional Experience:

- Executive Assistant at Reliance Foundation - Present
- Worked as a Sr Executive at Reliance Industries for 3 years
- Worked at Jet Airways as a Cabin Supervisor and a Check Crew for 10 years
- Worked for Fly Globspan - Cabin Crew 6 months
- Worked with Jet Airways as a cabin crew- 2 years
- Worked with Virgin Atlantic as a Cabin Crew - 3 years
- Worked with DNATA(Emirates) as a customer service Agent- 3 years
- Worked with Jet Airways Pvt Ltd as a Customer Service Executive - 3 years

Personal Interests:

- Playing all kind of Sports
- Listening to Music



Mr. Rakesh Kharbanda

Admissions and Outreach,
Jio Institute

Academic Background:

- Bachelors of Engineering from University of Rajasthan
- Masters of Business Administration from PDEU, Gujarat

Professional Experience:

- Working in Outreach & Admissions and International Relations at Jio Institute
- Worked as Sr. Manager - Planning and Development and Dy. Head - Office of International Relations at PDEU for around 7.5 years - in different areas such as Fund Raising, Rankings, Government Relations, International Admissions
- Worked as Sr. Officer Projects - Energy Division , Govt of Gujarat - setting up Renewable Energy projects - Solar and Wind for around 3.5 years
- Keen to Learn new things

Personal Interests:

- Playing Snooker
- Cooking



Ms. Ritu Mishra

Marketing & Outreach Manager,
Jio Institute

Academic Background:

- MBA Tech (IT), Marketing from NMIMS Mumbai

Professional Experience:

- Marketing Professional with over 4 years of experience working with top brands like Reliance Jio.
- Managed company wide projects, like developing the brand architecture for Jio Institute.
- Developed the marketing & communications strategy for Jio Institute which also includes social media.
- Strong background in Marketing & IT with a 5-year dual degree course from NMIMS, Mumbai.
- Focus areas: Branding, Marketing, Digital Marketing, Business Development, Communications.

Personal Interests:

- Travelling
- Listening to Music

NOTES



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