

# TRAINING CALENDAR 2011-2012

| S. No.                                  | 2011-2012   | APRIL | MAY   | JUNE  | JULY  | AUG   | SEP   | OCT'           | NOV           | DEC   | JAN'12 | FEB'12 | MAR'12 |
|---|---|-------|-------|-------|-------|-------|-------|----------------|---------------|-------|--------|--------|--------|
| <b>FUNCTIONAL PROGRAMME</b>             |   |       |       |       |       |       |       |                |               |       |        |        |        |
| 1.                                      | Establishment & Administration                              | 25-29 |       |       |       |       |       |                |               |       |        |        |        |
| 2.                                      | EPF & Application Software                                  |       | 23-27 |       |       | 08-12 |       | 17-21          |               |       | 17-21  |        |        |
| 3.                                      | Labour Laws   |       |       | 08-10 |       |       |       |                |               |       |        |        |        |
| 4.                                      | Inquiry /Presenting Officer                                 |       |       |       | 20-22 |       |       |                |               |       |        |        |        |
| 5.                                      | Training programme for Newly promoted APFC's                |       | 02-13 |       | 18-29 | 01-12 |       |                | 14-25         | 12-23 |        | 06-17  |        |
| 6.                                      | Financial Management in EPFO                                |       |       |       | 04-06 |       |       |                | 23-25 & 30-02 |       |        |        |        |
| 7.                                      | Employees' Pension Scheme,1995                              |       |       | 06-08 |       |       |       |                |               | 12-14 |        |        |        |
| 8.                                      | Compliance Management                                       |       |       |       |       | 23-26 | 05-09 |                |               |       |        | 06-10  |        |
| 9.                                      | Social Security : Issues & Challenges                       |       |       |       |       |       | 22-23 |                |               |       |        |        |        |
| 10.                                     | Training Programme for Liaison Officers                     |       |       |       |       |       | 12-16 |                |               |       |        |        |        |
| <b>MANAGEMENT DEVELOPMENT PROGRAMME</b> |   |       |       |       |       |       |       |                |               |       |        |        |        |
| 1.                                      | Strategic Management  |       |       |       |       |       |       |                | 02-04         |       |        |        |        |
| 2.                                      | Enhancing Managerial Effectiveness                          |       |       | 20-22 |       |       | 21-23 |                |               |       |        | 06-08  |        |
| 3.                                      | Faculty Development Programme for Zonal Training Institutes |       |       |       |       |       |       |                |               | 28-30 |        |        |        |
| 4.                                      | Planning For Life After Retirement                          |       | 25-27 |       |       |       |       |                |               |       | 09-11  |        |        |
| 5.                                      | General Management Programme                                |       |       | 06-10 |       |       |       |                |               |       |        |        |        |
| 6.                                      | Customer Relationship Management                            | 25-27 |       |       | 27-29 |       |       |                |               |       |        |        |        |
| 7.                                      | Communication & Presentation Skills                         |       |       |       |       |       |       |                |               |       | 02-06  |        |        |
| 8.                                      | Outbound Training Programme                                 |       | 09-13 |       |       |       |       | 17-21 & 31- 04 | 16-20         |       |        |        |        |

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### WORKSHOPS/SEMINARS

|    |                                    |  |    |       |  |  |  |       |  |  |  |  |  |
|----|------------------------------------|--|----|-------|--|--|--|-------|--|--|--|--|--|
| 1. | Seminar Exempted Establishment     |  |    |       |  |  |  | 13-14 |  |  |  |  |  |
| 2. | Seminar on International Workers   |  | 30 |       |  |  |  |       |  |  |  |  |  |
| 3. | Workshop Un-Exempted Establishment |  |    | 13-14 |  |  |  |       |  |  |  |  |  |

### DEPARTMENT OF PERSONNEL & TRAINING SPONSORED TRAINING FOR TRAINER PROGRAMME

|    |                                      |  |  |  |  |       |       |       |       |       |  |  |  |
|----|--------------------------------------|--|--|--|--|-------|-------|-------|-------|-------|--|--|--|
| 1. | Direct Trainers Skills               |  |  |  |  | 01-05 |       |       |       |       |  |  |  |
| 2. | Design of Training                   |  |  |  |  | 08-12 |       |       |       |       |  |  |  |
| 3. | Experiential Learning Tools          |  |  |  |  |       | 26-30 |       |       |       |  |  |  |
| 4. | Evaluation of Training               |  |  |  |  |       |       |       | 14-18 |       |  |  |  |
| 5. | Mentoring Skills                     |  |  |  |  |       |       | 12-14 |       |       |  |  |  |
| 6. | Facilitation Skills                  |  |  |  |  |       |       | 17-19 |       |       |  |  |  |
| 7. | Systematic Approach to Training(SAT) |  |  |  |  |       |       |       |       | 23-25 |  |  |  |