

# TRAINING CALENDAR 2017-2018

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>FUNCTIONAL PROGRAMME</b>													
1.	Administration & Establishment (5 Days)		22-26										
2.	Human Resource Management and Development (5 Days)					21-25							
3.	Financial Management & Investments (5 Days)								06-10				
4.	EPF & MP Act: Strategies for Self-Compliance (3 Days)						06-08						
5.	Good Governance (3 Days)		29-31										
6.	Reservation Provisions & Role of Liaison Officers (3 Days)						13-15						
7.	Official Language (2 Days)									18-19			
8.	Disciplinary Proceedings & IOs/POs (3 Days)						27-29						
9.	Customer Relation Management (3 Days)								15-17				

**09 Functional Programmes**

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>INDUCTION/REFRESHER TRAINING PROGRAMMES</b>													
1.	Induction Training Programme (3 Weeks) at PDUNASS		01-19 (1 <sup>st</sup> & 2 <sup>nd</sup> Batch)	05-24 (4 <sup>th</sup> & 5 <sup>th</sup> Batch)	03-21 (7 <sup>th</sup> & 8 <sup>th</sup> Batch)								
	Induction Training Programme (3 Weeks) at ZTI (SZ), Chennai		01-19 (3 <sup>rd</sup> Batch)	05-24 (6 <sup>th</sup> Batch)	03-21 (9 <sup>th</sup> Batch)								
2.	Refresher Course for APFCs (2 Weeks)									11-22 (1 <sup>st</sup> )	08-19 (2 <sup>nd</sup> )	12-23 (3rd)	
												29 Jan -09 Feb (4 <sup>th</sup> )	

**13 Induction/Refresher Programmes**



S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>MANAGEMENT DEVELOPMENT PROGRAMME</b>													
1.	Attitude for Altitude -Outbound Training Programme (5 Days)			26-30	24-28				06-10				
2.	Ethics and Values in Governance (3 Days)		24-26				18-20				03-05		
3.	Strategy Management (3 Days)									06-08			
4.	General Management & CRM for EPF Nepal (5 Days)					14-19						26 Feb -02 Mar	
5.	General Management & CRM for J&K, EPF (5 Days)							03-07					05-09
6.	Work Life Balance (3 Days)							25-27		18-20		14-16	
7.	Faculty Development Programme for Zonal Training Institutes (3 Days)											28 Feb -02 Mar	

15 Management Development Programmes

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>WORKSHOPS</b>													
1.	Workshop on EPF Mission & Implementation Strategy (2 Days)	17-18											
2.	Workshop on Citizen Centric Service Delivery (2 Days)	27-28											
3.	Workshop on Law Enforcement (2 Days)									04-05			
4.	Workshop on Official Language (1 Day)							31					
5.	Workshop on Gender Sensitization (2 Days)											05-07	
6.	Workshop on Right to Information Act (2 Days)			29-30									
7.	Workshop for Exempted Establishments (2 Days)									14-15	24-25		

08 Workshops



S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>NATIONAL/INTERNATIONAL SEMINARS</b>													
1.	National Seminar on Global Trends in Social Security & Pension (2 Days)	25-26											
2.	International Seminar on Social Security (2 Days)					07-08							
3.	Seminar for International Workers of Establishments (1 Day)								30				

03 International/National Seminars

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>DEPARTMENT OF PERSONNEL &amp; TRAINING SPONSORED TRAINING FOR TRAINER PROGRAMME</b>													
1.	Direct Trainers Skills (DTS) (5 Days)					21-25							
2.	Design of Training (DOT) (5 Days)					28 Aug -01 Sept							
3.	Experiential Learning Tools (ELT) (5 Days)								27 Nov -01 Dec				
4.	Evaluation of Training (EOT) (5 Days)						18-22						
5.	Mentoring Skills (1)							04-06					
6.	Facilitation Skills (1)								08-10				
7.	Systematic Approach to Training (SAT) (1)					01-03							

07 DoP&T programmes

2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
Total Number of Trainings in a Month	03	05	04	03	06	05	04	06	06	04	05	01

**TOTAL TRAINING PROGRAMMES**  
INDUCTION TRAINING PROGRAMME FOR APFCs

(52 TRAINING PROGRAMMES AT PDUNASS)  
(03 AT ZTI (SZ), CHENNAI) TOTAL=55  
Including 07 DoP&T SPONSORED PROGRAMME