

DRAFT TRAINING CALENDAR 2009-2010

S. No.	2009-2010	APRIL'9	MAY'9	JUNE'9	JULY'9	AUG'9	SEP'9	OCT'9	NOV'9	DEC'9	JAN'10	FEB'10	MAR'10
A. FUNCTIONAL & TECHNICAL PROGRAMMES													
1.	Training Programme on Computer Applications & Inhouse Softwares	9-11 13-15	4-6 18-20 21-23	1-3 22-24 29-1 st July	2-4	10-12	10-12 14-16 29-1 st Oct.						
2.	Compliance Management Quasi-Judicial Proceedings APFCs + RPFC-II + 3 day Computer Software Training	27-2 st May											
3.	Compliance Management - Exempted Establishments APFCs + RPFC-II + 3 day Computer Software Training				6-11								
4.	Recovery Management APFCs + RPFC-II + 3 day Computer Software Training			8-13			31 st Aug - 5 th Sept,						
5.	Finance & Accounts Management APFCs + RPFC-II + evening Computer Software Training		11-16										
6.	Inquiry Officers & Presenting Officers						7-9						
7.	Employees' Pension Scheme APFCs + RPFC-II + 3 day Computer Software Training	20-25											
8.	Customer Relationship Management APFCs + RPFC-II + 3 day Computer Software Training		25—30					5-10	30-5th Dec.			8-10	
9.	Establishment & Administration APFCs + RPFC-II + Evening Computer Software Training				20-25								
10.	Training Course on Reservations & Concessions					3-8							

	APFCs + RPFC-II + 3 day Computer Software Training												
11.	Induction Programme for Promoted APFCs with Evening Computer Software Training (DP)				13-31					7-24			
12.	Public Procurement & Contract Management APFCs + RPFC-II + 3 day Computer Software Training			15-20									
13.	Labour & Industrial Laws APFCs + RPFC-II + 3 day Computer Software Training							19-24					
14.	Training Programme for OICs of SROs									14-16			
15.	Training Programme for AD (IS) + Computer Software Training				1-6								
16.	Training Programme for AD /DD (Audit) *	<i>Dates to be decided</i>											
17.	Training Programme for JE s & AE s *	<i>Dates to be decided</i>											
B. GENERAL MANAGEMENT PROGRAMMES													
18.	Managerial Effectiveness –Indian Ethos & Contemporary Challenges APFCs + RPFC-II + Evening Computer Software Training								16-21				
19.	Leadership, Creativity and Innovation RPFC-I + ACCs + Evening Computer Software Training								23-28			15-26 (outsider s)	1-6 (outsider s)
20.	Communication & Presentation Skills APFCs + RPFC-II										18-22		
21.	Planning for Life after Retirement Officers nearing Retirement + 3 day Computer Software Training								9-14				

22.	Gender Sensitisation APFCs + RPFC-II + 3 day Computer Software Training					24-28							
23.	Lifestyle Management for Officers above 45 years All Cadres + 3 day Computer Software Training						21-26						
C. REFRESHER TRAINING PROGRAMMES													
24.	Refresher Course for APFCs											15-26	
25.	Mid career Training programme for RC-I with Evening Computer Software Training										18-29		
26.	Mid career Training programme for RC-II with Evening Computer Software Training					17-29							
27.	Refresher Course on Implementation of Official Language ADs (OL) + 2 day Computer Software Training	30 –2 May											
D. WORKSHOPS AND SEMINARS													
28.	Workshop on Preventive Vigilance + 2 day Computer Software Training										4-8		
29.	Workshop on Creating Excellence in EPFO + 3 day Computer Software Training									7-12			
30.	Workshop on ACRs			29 – 1 July									
31.	Workshop for Exempted Establishments Employers & Employee Representatives						7-8						
32.	Workshop for Un-exempted Estts. Employers & Employee Representatives									3-4			
33.	Workshop on Right to Information Act 2005 All Cadres + 3 day Computer										11-15		

	Software Training												
E. OUTBOUND TRAINING PROGRAMMES													
34.	Team Building All Cadres							26-31					
35.	Crisis Management All Cadres											1-5	
36.	Attitude for Altitude All Cadres								3-7				
F. INTERNATIONAL PROGRAMMES													
37.	International Seminar on Social Security Systems - Issues and Challenges								5-6				
G. FACULTY DEVELOPMENT PROGRAMMES													
38.	Direct Trainers Skills-I					17-21							
39.	Design of Training					24-28							
40.	Experiential Learning Tools				13-17								
41.	Systematic Approach to Training					10-12							
42.	Evaluation of Training							5-10					
43.	Mentoring								9-11				
44.	Facilitation									16-18			
	Total	7	5	6	6	7	7	4	8	4	4	4	1

Total programmes proposed = 63

*** Dates will be decided in consultation with Concerned Divisional Head at HQ.**