प्रविधितम सत्ता के प्रमुख अधिवेशन, नोटिश, एमएसआर मर्म, नई दिल्ली।

निर्देश: Workshop on Leadershıp Team Behaviour and Stress Management from 28th to 30th No 2018

उपरोक्त संदेश पर प्राप्त पत्र की प्रतिलिपि सालना की जा रही है। आपसे अनुमोदन है कि उपरोक्त संदेश हेतु हमेशा अधिकारियों के नामांकन इस कार्यालय को दिनांक 28-11-2018 तक निम्नलिखित सालना उपरोक्तानुसार देने का अनुमोदन की जाना चाहिए।

प्रतिलिपि: नोटिश वेबसाइट।
To,
The Director (Pers)
Public Works Department
Govt. of NCT of Delhi
12th Floor, MSO Building, I.P. Estate
New Delhi-110 002

Sub: Workshop on

   From 28th to 30th No. 2018
2. “RTI Act and Sexual Harassment of Women at Workplace Act”.
   From 13th to 15th Dec. 2018

Sir/Madam,

We are enclosing few copies of Brochure on the above Training Programme to be
organized by us at Delhi. Ours is an organization with specialization in training of
human resource, which is an essential ingredient of all organizations. Our main aim
has always been to provide the best training inputs and training techniques to the
participants so that they also become capable of providing necessary guidance and
on-the-job training to their colleagues/staff working under them in furtherance of the
training objectives.

Keeping the above in view, we invite your kind attention to the said training
programme, as given in enclosed Brochure (Scroll down) and request you in
availing the opportunity to get your management functionaries trained by our
reputed specialists to enable render effective support in day to day management.
We, therefore, request you to nominate concerned personnel, not only from the
Head Office but also from your regional & zonal offices for participation in the said
training programme.

We also undertake exclusive in-house training programme on various
topics/subjects, as per the needs of your Organisation. For the purpose, we have
the requisite expertise. Enclosed is a list of organization where in-house training
have been successfully conducted by us. You are welcome to call us on the
numbers, as mentioned for any query/assistance in the matter.

Yours Truly

(A. Vijay Kumar)
Coordinator
9868174685
In-House Training Programme Successfully Completed
for the following Organizations

1. MNIT Allahabad six day training prog. on “Establishment Rules”.
2. Indian Council of Historical Research on “Reservation in Services”.
3. NIT Warangal.
4. Delhi Jai Board 12 day Trg. Prog. in four batches.
5. Export Inspection Council of India (Min. of Commerce & Industry).
6. Centre for Personnel Talent Management (DRDO).
7. Consortium of Educational Communications (An Inter University Centre of UGC).
8. NIT-Suratkali.
13. Indian Inst. of Tropical Meteorology- Pune.
15. Directorate General of Foreign Trade.
17. IIT- Kanpur.
19. HOs, Goa Naval Area.
20. Central Pollution Control Board.
22. Min. of Textiles.
25. ICMR (Hqs.).
27. NIT-Jaipur.
29. MNIT- Allahabad.
30. National Museum (Min. of Culture).
31. DMRC- Jodhpur.
32. Nuclear Power Corporation Ltd.
33. IIT, Delhi.
34. National Institute of Malaria Research.
36. Delhi Public Library.
37. Madras Fertilizer Ltd.
39. MNIT Bhopal.
40. NIT Patna.
41. National Council of Philosophical Research.
42. FCI Arawali Gypsum & Minerals India Ltd, Jodhpur.
43. National Institute of Malaria Research.
44. The Patent Office (Deptt. of Industrial Policy & Promotion).
45. Central Council for Research in Homoeopathy (AYUSH).
46. Central Power Research Institute- Bangalore.
47. Tobacco Board- Guntur.
48. Institute of Bio Resources and Sustainable Devt. Imphal.
50. Cement Corporation of India Ltd.,
51. DRDO (Hqs.)
52. RITES ltd. - Gurgaon.
53. Indian Academy of Highway Engineers-Noida.
54. SVNIT- Surat.
55. MGRI (Min. of MSME)- Wardha
56. BBMB- Chandigarh on “Reservation in Services”.
57. BBMB- Chandigarh on “Essential Labour Law for Line Managers”.
58. IIM- Kozhikode
59. UDAI- Bangalore (Planning Commission)
60. NIT- Raipur
61. Dr. H.S. Gour Viswavidyalaya- Sagar
62. BBMB- Nangal Trg. Centre
63. BBMB- Talwara Trg. Centre.
64. BBMB- Chandigarh (HQ).
65. CPRI- Bangalore
66. NHFDC- Feridabad
67. AYJNIH- (Min. of Social Justice & Empowerment)
Mumbai.
68. Educational Consultants (I) Ltd. (EdCIL)
69. BBMB - Chandigarh & Gunner Nagar.
70. Central University of Himachal Pradesh.
71. SVP National Police Academy-Hyderabad
72. IIM-Kozhikode
73. IISER-Kolkata
74. NIT-Delhi
75. IUCCA-Pune
76. SVP National Police Academy-Hyderabad (2nd Batch)
77. MSRV Pratishthan (Min. Of HRD)-Ujjain
78. National Fertilizers-Noida
79. SVP National Police Academy-Hyderabad (2nd Batch)
80. BIS-Noida
81. IISER-Bhopal
82. National Institute of Technology-Raipur.
83. Central University - Himachal Pradesh.
84. Central Control Board
85. BIS - Mumbai
86. Central University of H.P.
87. I.I.M - Bangalore
88. Bureau of Indian Standards (BIS) Chandigarh
89. Victoria Memorial Hall-Kolkata
90. NIT-Jalandhar
91. CIHCS-Arunachal Pradesh
92. National Police Academy, Hyderabad (3rd Batch)
93. IIT-Roorkee
94. BIS (6th Batch)
95. India Trade Promotion Organisation
96. Naval Dockyard-Vishakhapatnam
97. IIM-Bangalore
98. NIT-Jamshedpur, for group ‘D’ Employees.
99. CIHCS-Dahung, Arunachal Pradesh
100. MNIT-Bhopal
101. Central University - Tripura
102. IIM-Ahmedabad
103. ITDC - New Delhi
104. IIT-Roorkee (In Four Batches)
105. Min. of Panchayati Raj
106. AAKANSHA (Min. of Defence)
107. IIM-Kaslipur
108. IIT-Patna
109. NEECPO-Shillong
110. BBMB-Chandigarh
111. BBMB-Nangal
112. BBMB-Chandigarh
113. National Institute of Malaria Research (ICMR)-Delhi
114. Indo German Tool Room - Ahmedabad
115. National Power Trg. Institute, Neyveli, T.N.
116. IGTR-Ahmedabad
117. G-DOT (MoCIT)

Going on - ATVP (Min of Defence)

Proposal Under Consideration : MRPL-Mangalore, Indian Institute of Maize Research - Ludhiana,
IGNOU - Amarkantak, NIFFT - Ranchi, Tea Boad - Darjeeling, Coir Boad - Kerala
Previous Programme

1,000s of organisations /Institions availed our services as per our Central Govt. Depts. concerned. We had heard that more than
50% of them had been contacted. For instance, we have
some experience backed by experts in the training field. Hence,
we have high
The TPR can design tailor made training packages or courses of
their exclusive interest. To cater to
Programme to cover a variety of the exclusive interests.

Programme undertaken in-house training programme sponsored by large
undertakings in discipline and ethical training. We are also under take

Programme Coverage

From 13th to 15th Dec. 2018

Workshop on ‘RTI Act and Sexual Harassment of Women at Workplace’

- Act 2013 (Provision, Prohibition & Redressal of Grievances)
- Sexual Harassment of Women at Workplace
- Quiz, Exercise & Important Case Law
- Miscellaneous Provisions and Reports
- Tips to dispose them off
- Appeal Authorities, Procedure of 1st Appeal & Settlement ofThird Party Information
- Information exempted under the RTI Act
- RTI Act, 2005
- Records Management for Effective Implementation
- Transparency Officer and RTI Cells
- Duties of PIO and Procedure for furnishing of
- Important Definitions, Responsibility of Public Authority
- Background, General & Salient Features of RTI Act.

Aboutus:
Methodology to be adopted for the Training: Power Point Presentations; Group Discussions; Clarifications on problem Areas; Case Studies & Analysis.

Note: *Participants may bring specific problems and issues encountered in their organisations for finding probable solutions through discussion, if necessary by modification of inputs through consensus within available time.

Venue: Hotel Siddharth, 3, Rajendra Place, New Delhi -110008 (Near Pusa Circle & Nearest Metro Station Rajendra Place)

Programme Management: Apart from own faculty (Sr. Trainers from ISTM) resource persons of eminence will be invited to chair sessions in their areas of specialization subject to availability Guest faculty will interalia be drawn from concerned departments.

Arranged by us: Lunch, Breakfast, Tea/Coffee along with snacks, reading material pen, pad, bag, Participation Certificate, Group Photograph, Detention Certificate (if necessary). Fee receipt etc. However the participants have to make their own arrangement for breakfast & dinner.

Fee: (Including 18% GST) GSTIN-07AAATI5556M1Z9
A. Non-Residential: Rs.15,340/- per participant
B. Residential:- i) On twin sharing basis - Rs. 22,420/ Per Participant
   ii) Single occupancy - Rs. 24,780/- Per Participant

Cheques/DD drawn in favour of 

Place of Accommodation: Hotel Rangoli, In Front of the V (Rajendra Place) New Delhi.

Admission Procedure: Admission will be made on first c first served basis. Intimation regarding admission of the nom to the programme will be communicated as soon as possible, the receipt of nomination.

Each Nomination should contain Following Points:
1. Name & complete address of the Organization nominating Participants.
2. Name of the Participants with Mob. No, phone, email
3. Designation & Experience
4. Academic Qualification.
5. Residential or Non-residential.
6. Details of DD/Cheque/Cash/ at the time of registration or af completion of training.
7. It should bear the signature of the Nominating authority 
   Authorized officer.
Workshop on "Leadership, Team Behaviour and Stress Management" from 28th to 30th Nov. 2018.

Objectives:
1. Identify different pressures of human behavior at work place
2. Identify the roles of attitude, values and work ethics in achieving performance at workplace
3. Describe process of communication in Organisation and role of interpersonal effectiveness in achieving productive performance
4. Describe leadership styles, team & task behavior and motivation at workplace
5. Describe types of stress they face at workplace and the ways to overcome them.

Programme Coverage:
1. Aspects of Human Behaviour in Organisation
2. Attitude, Values & Ethics at Workplace
3. Communication and interpersonal relationship in Organisation
4. Leadership, Team & Task Behaviour and Motivation for Performance
5. Stress and Stress Management
   - Identifying causes of stress
   - Role of time management in stress
6. Stress and Stress Management
   - Role of communication & conflict towards stress
   - Personal and workplace stress
   - Ways of overcoming stress

Activity: Presentation, discussion, Games & Exercises

Workshop Facilitators: Eminent faculty, Master Trainers and Organisation Behaviour specialists from national institutes.

Note: Participants may bring specific problems and issues encountered in their organizations for finding probable solutions through discussion, if necessary by modification of inputs through consensus within available time.

Methodology to be adopted for the Training:
- Powerpoint Presentations; Group Discussions; Clarification on problem areas; Case Studies & Analysis

Venue: Hotel MJ Madhav, 3, Rajendra Place, New Delhi - 110006 (Near Pusa Circle & Nearest Metro Station: Rajendra Place)