

TRAINING CALENDAR 2011-2012

S. No.	2011-2012	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'12	FEB'12	MAR'12
FUNCTIONAL PROGRAMME													
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						
MANAGEMENT DEVELOPMENT PROGRAMME													
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			