

TRAINING CALENDAR 2010-2011

S. No.	2010-2011	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'11	FEB'11	MAR'11
A. FUNCTIONAL PROGRAMMES													
1.	Financial Management in EPFO	20-22			21-23					21-23			
2.	Social Security : Issues & Challenges		19-21				22-24				19-21		
3.	Training programme for Newly promoted APFC's	26- 07 May			12-23		06-17		22-30				
4.	Establishment & Administration			14-18								7-11	
5.	Compliance Management		24-28		26-30					6-10		21-25	
6.	Employees' Pension Scheme 95								24-26				
B. MANAGEMENT DEVELOPMENT PROGRAMME													
1.	Enhancing Managerial Effectiveness	21-23	19-21		07-09		08-10		10-12		19-21		
2.	General Management Programme			07-11		02-07				06-10		09-11	
3.	Strategic Management							06-07					
4.	Achieving Personal Excellence					25-27		20-22					
5.	Planning For Life After Retirement			16-18									
6.	Faculty Development											23-25	
C. WORKSHOPS/SEMINARS													
1.	Seminar on International Workers			25				21					
2.	Workshop Exempted Establishment					20-21							17-18
3.	Workshop Un-Exempted Establishment											17-18	

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D. DEPARTMENT OF PERSONNEL & TRAINING SPONSERED TRAINING for TRAINER PROGRAMME													
1	Direct Trainers Skills					09-13							
2.	Design of Training					16-20							
3.	Experiential Learning Tools						13-17						
4.	Evaluation of Training							25-29					
5.	Mentoring Skills								24-26				
6.	Facilitation Skills								29- 01 Dec				
7.	Workshop on SAT						22-24						

Financial Management in EPFO

No. of Courses: 3

Aim:

Understanding of the systems of accounting and book keeping at Corporate Head Quarter levels of Employees' Provident Fund Organisation as well as subscriber and establishment accounting in field offices.

Objective:

At the end of the course the participants would be able to:

- Understand accounting principles and practices followed in govt. in general and Employees' Provident Fund Organisation in particular
- Describe basic concepts of preparing Balance Sheet and Budget in Employees' Provident Fund Organisation
- Describe Banking and Investment of Funds
- Explain subscriber and Establishment accounting
- Describe New Fund Management System.
- Understand various softwares applied in accounting.
- Maintain and reconcile Cash Book.

Duration: 3 days

Participation Level:

APFCs and RPFCs from Employees' Provident Fund Organisation.

Course Content :

Principles of Accounting followed in government / Employees' Provident Fund Organisation, Audit, Budget and Budgetary Controls, Balance Sheet, Negative Balances, Banking arrangements, Investment, Annual Statement of Accounts, Challans, Cash Book Maintenance and Reconciliation Software of accounting.

Methodology:

Lectures, discussions, case studies, group exercise and presentation

Faculty:

In-house faculty.

Group Size: 25

Social Security Systems- Issues and Challenges

No. of Courses: 3

Aim:

The course is aimed at clarifying concepts of social security provisioning, administrative arrangements for coverage and compliance issues in social security in different countries/organisations.

Objective:

At the end of the programme, the participants would be able to:

- State and explain the need of Social Security Provisioning
- Identify institutional arrangements required and available to implement social security programs
- Explain the challenges before social security systems especially for developing countries
- Measure coverage gap and delineate alternative mechanisms to address the problem

Duration: 3 days

Participation Level:

Senior and middle level officers from Employees' Provident Fund Organisation, Employees' State Insurance Corporation, and other social security organizations from Asia-Pacific and African countries.

Course Profile:

Conceptual understanding of social security. Targeting in social security provisioning, total population Vs working population, targeted coverage and actual coverage, coverage gap in developing countries, effective compliance measures to address coverage issues. Performance evaluation of social security programs.

Methodology:

Lectures, case studies, group discussions, presentation of papers and panel discussions.

Faculty:

External faculty from ILO, UN, World Bank and internal faculty.

Group Size: 25

Foundation Course for Promoted APFCs

No. of Courses: 4

Aim:

The aim of this course is to equip the newly promoted APFCs with managerial skills and build competencies in core functional areas.

Objective:

At the end of the course, the participants would be able to:

- Use management techniques for enhancing self effectiveness
- Describe various provisions of EPF and MP Act 1952 and its Schemes
- Initiate and conduct QJP under sections 7A and 14B of the EPF & MP, 1952 and assess the liability.
- Explain the conditions for granting exemption
- Explain the various provisions available for Recovery of dues under the EPF and MP Act, 1952 and the IIInd Schedule of the Income Tax Act.
- Explain the benefits in the EPS' 95
- Explain the do's and don'ts of Conduct Rules
- Explain the importance of CRM

Duration: 2 weeks

Programme Content:

Social Security - Concept and implementation, enhancing managerial effectiveness, compliance management, conditions for granting exemption, recovery provisions under the EPF and MP Act, 1952, Income Tax Act (Schedule II & III), EPS' 95 its work procedure, practical exercises, discussion on the recent Court Cases, resolving issues of date of Birth. DPC and its procedure and practice, procedure of screening committee, follow up of DPC recommendations etc. conduct rules and disciplinary proceedings, reservations, roaster, its procedure and practice, significance and maintenance of service book, LTC, pensioner benefits, leave rules, medical rules, consumer grievance redressal forum, EPF IGMS, case studies, sensitization on CRM.

Methodology:

Lectures, case studies, exercises and group discussion.

Faculty:

Besides the internal faculty of NATRSS, eminent resource persons from various fields will be invited for this course.

Participants: Newly Promoted APFCs

Group Size: 30

Establishment and Administration

No. of Courses: 2

Aim:

The course aims at providing knowledge and skills of establishment rules and administrative procedures.

Objective:

At the end of the course the participants would be able to:

- State and explain the provisions regarding recruitment , appointment, promotion, seniority, pay fixation and reservation policy and its implementation
- Enumerate leave/medical rules, pension rules, LTC rules, TA/DA rules and advances.
- Explain the do's and don'ts of Conduct Rules.
- Explain the procedure for initiating Major Penalty and Minor Penalty.

Duration: 5 day

Participation Level:

Middle and junior management level officers from Employees' Provident Fund Organization.

Course Content:

Principles of seniority, its determination, dispute resolution, promotion, DPC and its procedure, procedure of screening committee, follow up of DPC recommendations etc. Reservations, roaster, its procedure and practice, significance and maintenance of service book, LTC, pensioner benefits, leave rules, medical rules, conduct rules, disciplinary proceedings etc.

Methodology:

Lectures, case studies, exercises and group discussion.

Faculty:

In-house and External faculty.

Group Size: 25

Compliance Management

No. Of Courses: 4

Aim:

The course aims at enriching skills in conducting Quasi Judicial Proceedings provided under sections 7A and 14B of the EPF & MP Act, 1952, at developing skills in ensuring compliance by the exempted establishments and identifying key areas for conducting their inspections and at providing an overview of the Recovery Management system in EPFO and developing skills for better Recovery Management.

Objective:

At the end of the programme, the participants should be able to:

- Explain the various compliance provisions of the EPF and MP Act, 1952
- Initiate and conduct QJP under sections 7A and 14B of the EPF & MP, 1952 and assess the liability.
- Explain the conditions for granting exemption
- Inspect the Books / Records of Exempted Establishments
- Explain the various Provisions available for Recovery of dues under the EPF and MP Act, 1952 and the IIInd Schedule of the Income Tax Act.

Duration: 5 days

Participation Level:

Junior and Middle Management level officers of Employees Provident Fund Organization.

Course Content:

Compliance provisions of the EPF and MP Act, drafting of speaking orders, court cases and judgments, CPC and CrPC provisions and default management, prosecution procedures, etc. Conditions for granting exemption, techniques of reading Books and Accounts, Monitoring Tools for Compliance of Exempted Establishments. Recovery provisions under the EPF and MP Act, 1952, Income Tax Act (Schedule II & III), Income Tax Certificate Proceedings, writing of recovery proceedings, Case Laws/ Case Studies.

Methodology: Lectures, group discussions, case studies, presentations and panel discussion.

Faculty: In-house faculty

Group Size: 25

Employees' Pension Scheme, 95

No. of Courses: 1

Aim:

The course aims at providing knowledge and skills about Employees' Pension Scheme 1995, its work procedures and benefits delivery.

Objective:

At the end of the course, the participants would be able to:

- Describe various provisions of the EPS' 95
- Calculate benefits under the EPS' 95
- Clarify doubts regarding benefits under EPS' 95

Duration: 3 days

Participation Level: APFCs and RPFs from EPFO

Course Content:

EPS' 95, its work procedure, practical exercises on reckoning of pensionable salary /service in different situation, discussion on the recent Court Cases, banking arrangements for disbursement of pension, pension reconciliation, resolving issues of date of Birth.

Methodology:

Lectures, practical exercises, discussion, presentations, case studies.

Faculty:

In-house faculty

Group Size: 25

Enhancing Managerial Effectiveness

No. of Courses: 6

Aim:

The course aims at equipping participants with self management techniques for enhancing self effectiveness and thereby managerial effectiveness.

Objective:

At the end of the course the participants would be able to:

- Enhance their self awareness with the aid of psychometric tools
- Apply inter-personal skills for self development.
- Enhance their leadership effectiveness applying various leadership theories.

Duration: 3 days

Participation Level:

Senior and Middle Management level officers from Employees' Provident Fund Organization and officers from other organizations in social security in India and abroad

Course Content:

Emotional Intelligence, Operational framework of Emotional Intelligence, Johari Window, Transactional Analysis, MBTI, Leadership theories, creating team synergy, integration module

Methodology:

Lectures, case studies, experience sharing, laboratory method, outward bound learning.

Faculty:

External Faculty from IIM/MDI/IIT Universities/Corporate sector and in-house faculty.

Participation size: 20

General Management Programme

No. of Courses: 4

Aim:

The course aims at developing competencies in the area of general management and people management skills with a view to enhance managerial effectiveness of the participants

Objective:

At the end of the course, the participants would be able to:

- Enumerate and explain various functions of management
- Apply the principles of management for enhancing their managerial effectiveness
- Explain principles and techniques of enhancing interpersonal effectiveness
- Apply motivational techniques for enhancing the performance and productivity of their respective office

Duration: 5 days

Participation Level: Senior APFCs & RPFC II

Course Content:

Management principles and functions, Planning, Organizing, Controlling, Directing motivation theories and strategies, enhancing interpersonal communication, leadership theories, creating and managing teams, managing conflict, integration module,

Methodology:

Lectures, presentations, individual and group exercises, case studies.

Faculty:

in-house faculty.

Participation Size: 20

Strategic Management

No. of Courses: 1

Aim:

The programme aims at equipping participants with the knowledge and skills of strategic management with a view to develop strategic orientation and thinking amongst senior management level officers

Objective:

At the end of the course, participants will be able to:

- Explain the need and significance of strategy
- Describe the conceptual framework of strategic management
- Develop strategy applying the theoretical framework of strategic management
- Enumerate the challenges involved in implementation of strategy
- Apply the concept of balanced Scorecard for implementation of strategy in EPFO

Duration: 2 days

Participation Level: Addl. CPFC/RPFC-I

Content:

Strategy & organization, Strategic Management Process, Employing Strategy Model Through:

- Develop Vision and Mission
- Setting Strategic Objectives
- Creating a Strategy to Achieve Objectives
- Implementing and Executing Strategy
- Evaluating and Correcting

Implementation challenges of strategy: Introduction and application of concept of Balanced Scorecard as a development and execution framework of Strategic Management

Methodology:

Lectures, presentations, individual and group exercises, case studies.

Faculty:

In-house/visiting faculty.

Participation size: 15

Achieving Personal Excellence

No. of Courses: 2

Aim:

The training module is aimed at the promotion of personality development of the participants with regard to the different behavioural dimensions that have multifaceted influence upon organisational effectiveness.

Objective:

At the end of the course, the participants would be able to:

- Develop awareness about various behavioral dimensions of their personality
- Develop a positive attitude
- Enhance their focus and concentration
- Develop greater sense of responsibilities
- Enhance their self esteem
- Become better team player
- Appreciate the significance of integrity, values and ethic in sustained success in life

Duration: 3 days

Participation Level: APFC/RPFC(II)/RPFC(I)

Course Content:

Success, Purposefulness & Goal Setting & Power, Concentration & Focus, Will Power, Courage & Persistence, Self Motivation, Self Esteem, working in a team, cooperation & communication, personal professional development, service and satisfaction, integrity, value and ethics, creativity and innovation

Methodology:

Lectures, presentations, individual and group exercises, case studies.

Faculty:

in-house faculty.

Participation size: 15

Planning for Life after Retirement

No. of Courses: 1

Aim:

The course aims at providing knowledge and skills for retirement planning and leading an active post retired life.

Objectives:

At the end of the course the participants would be able to :

- Assess their financial needs in post-retired life
- Choose suitable options from alternative investment plans
- Manage the stress of retired life

Duration: 3 days

Participants Level:

Officers at the verge of retirement in Employees' Provident Fund Organization,

Course Profile:

Understanding retirement and the process involved, change in mental attitudes, managing stress consequent to retirement, financial planning including taxation, writing of wills, discovering own potential and putting it to use etc.

Methodology:

Lecture, case studies and syndicate presentations.

Faculty:

External faculty from reputed management institutes and corporate world.

Group Size: 25

Faculty Development

No. of Courses: 1

Aim:

The course aims at developing competencies in the area of identifying training needs, designing and delivering training courses, implementing and evaluating the impact of training.

Objective:

At the end of the course, the participants would be able to:

- Identify training needs using standard TNA toolkit.
- Design and implement training course.
- Evaluate a training course.

Duration: 3 days

Participation Level:

Permanent & Visiting Faculties of Zonal training Institutes and participants from other training academies in government and public sectors.

Course Content:

Systematic approach to training and development, tools and techniques for identification of training needs, designing training courses, direct trainers skills, evaluation approaches, methods for training and development;

Methodology:

Lectures, presentations, individual and group exercises, case studies.

Faculty: in-house faculty.

Participation size: 15

National Workshop on International Workers: Employers' responsibilities under EPF & MP Act

Number of courses: 2

Aim:

To discuss the responsibilities of employers for international workers under the provisions of the EPF& MP Act 1952.

Course Content:

1. Coverage of international workers under EPF&MP Act
2. Employer responsibilities regarding international workers
3. Detachment and related procedures
4. Bilateral agreements
5. FAQs on international workers

Participants:

HR Managers; Officers responsible for compliance

Methodology:

Lectures, discussions, FAQs

Faculty:

In-house faculty

Duration: 1 day

Group Size: 40

Workshop for Exempted Establishments

No. of Courses: 2

Aim:

The course aims at providing knowledge and skill for effective compliance of conditions of exemptions under the EPF & MP Act, 1952.

Objective:

At the end of this course the participants would be able to:

- State the provisions regarding exemption
- Explain the process and procedures for grant of exemption
- Identify the issues involved in compliance management of exemption
- State the nature and periodicity of returns from exempted establishments

Duration: 2 day

Participation Level:

Senior and Middle management officers of exempted establishments and trustees of their BOT.

Course Profile:

Provisions and procedures for exemption, cancellation of exemption procedure and its effect, court rulings, investment pattern.

Methodology:

Lecture, discussion, experience sharing, FAQs

Faculty:

In-house faculty

Group Size: 60

Workshop for Unexempted Establishments

No. of Courses: 2

Aim :

Securing effective compliance with provisions of EPF & MP Act 1952 and schemes framed thereunder from Unexempted Establishments

Agenda :

- Discussing the provisions of the Act and the Schemes
- Deliberating on key issues posing challenges in compliance
- Sorting out processes and procedures for better coordination and cooperation.

Duration : 2 days

Participants:

Senior and Middle management officers of unexempted establishments and industry representatives both from Labour & Management.

Course Content:

Provisions of EPF & MP Act, and the schemes framed there under. Duties and responsibilities of employers, provisions in respect of contract employees, returns prescribed under the three schemes.

Methodology:

Lecture, discussion, experience sharing, FAQs.

Faculty:

In house faculty

Group Size: 60