

TRAINING CALENDAR 2018-2019

S. No.	2018-2019	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN'19	FEB'19	MAR'19
FUNCTIONAL PROGRAMMES													
1.	E-Office Training (3 Days)		16-18										
2.	Human Resource Management and Development (3 Days)								12-14				
3.	Financial Management & Investments (3 Days)		23-25										
4.	EPF & MP Act: Strategies for Voluntary Compliance (3 Days)				16-18							04-06	
5.	Compliance Management (3 Days)					06-08					07-09		
6.	Reservation Provisions & Role of Liaison Officers and Official Language (3 Days)				02-04								
7.	EPFO Software Systems (3 Days)			04-06									
8.	Customer Relation Management (3 Days)						24-26			17-19			
9.	Training Programme on E-Governance in EPFO (3 Days)	25-27						29-31					
10.	New Trends in EPF/EPSS/EDLI Schemes (3 Days)									26-28			

14 Functional Programmes

S. No.	2018-2019	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN'19	FEB'19	MAR'19
REFRESHER TRAINING PROGRAMMES													
1.	Training Programme for Senior Management (3 days)					29-31							
2.	Training Programme for Middle Management (3 days)				09-11								
3.	Refresher Course for APFCs (5 Days)	09-13	07-11	25-29									

5 Refresher Programmes

S. No.	2018-2019	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN'19	FEB'19	MAR'19
MANAGEMENT DEVELOPMENT PROGRAMME													
1.	Attitude for Altitude (5 Days)			18-22					26-30				
2.	Ethics and Values in Governance (3 Days)		28-30				05-07				14-16		
3.	Strategic Management (3 Days)			11-13						10-12			
4.	Leadership & Change Management (3 Days)		02-04					15-17				06-08	
5.	General Management & CRM for EPF Nepal (5 Days)											25 Feb -01 Mar	
6.	General Management & CRM for EPF J&K (5 Days)												11-15
7.	Work Life Balance (3 Days)	18-20					17-19					11-13	
8.	Faculty Development Programme for Zonal Training Institutes (3 Days)											18-20	
9.	Planning for Life after Retirement (3 Days)				23-25			03-05					
10.	Communication and Presentation Skills (3 Days)							10-12	26-28		21-23		

21 Management Development Programmes

S. No.	2018-2019	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN'19	FEB'19	MAR'19
WORKSHOPS													
1.	Workshop on Law Enforcement (3 Days)									12-14			
2.	Workshop on Gender Sensitization (3 Days)											25-27	
3.	Workshop on Right to Information Act (2 Days)			25-26									
4.	Workshop for Exempted Establishments (2 Days)					20-21					31-1 Feb		

05 Workshops

S. No.	2018-2019	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN'19	FEB'19	MAR'19
NATIONAL/INTERNATIONAL TRAININGS/SEMINARS													
1.	National Seminar on Global Trends in Social Security & Pension (1 Days)			29									
2.	Seminar for International Workers of Establishments (1 Day)				06								
3.	International Training Programme on Managing Social Security Systems(5 Days)							22-26					

03 International/National Seminars

S. No.	2018-2019	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'19	FEB'19	MAR'19
DEPARTMENT OF PERSONNEL & TRAINING SPONSORED TRAINING FOR TRAINER PROGRAMME													
1.	Direct Trainers Skills (DTS) (5 Days)					27-31							
2.	Experiential Learning Tools (ELT) (5 Days)									03-07			
3.	Evaluation of Training (EOT) (5 Days)						10-14						
4.	Mentoring Skills (1)									19-21			
5.	Facilitation Skills (1)								14-16				
6.	Systematic Approach to Training (SAT) (1)					01-03							

06 DoP&T programmes

2018-2019	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN'19	FEB'19	MAR'19
Total Number of Trainings in a Month	03	05	06	05	05	04	05	04	06	04	06	01

TOTAL TRAINING PROGRAMMES

**(54 TRAINING PROGRAMMES AT PDUNASS)
Including 06 DoP&T SPONSORED PROGRAMME**

CADRE-WISE DETAILS OF THE TRAINING PROGRAMMES (2018-19)

S. NO.	NAME OF THE TRAINING & MONTH	APFC	APFC/RC-II	RC-II/RC-I	RC-I/ACC
April-2018					
1.	Training Programme on E-Governance in EPFO (3 Days)(25-27 April-18)		✓	✓	
2.	Refresher Course for APFCs (5 Days)(09-13 April-18)	✓			
3.	Work Life Balance (3 Days)(18-20 April-18)			✓	✓
May-2018					
1.	E-Office Training (3 Days)(16-18 May-18)		✓		
2.	Financial Management & Investments (3 Days)23-25 May-18)		✓		
3.	Refresher Course for APFCs (5 Days)(07-11 May-18)	✓			
4.	Ethics and Values in Governance (3 Days)(28-30 May-18)			✓	
5.	Leadership & Change Management (3 Days)(02-04 May-18)				✓
June-2018					
1.	EPFO Software Systems (3 Days)(04-06 June-18)		✓		
2.	Refresher Course for APFCs (5 Days)(25-29 June-18)	✓			
3.	Attitude for Altitude (5 Days)(18-22 June-18)			✓	
4.	Strategic Management (3 Days)(11-13 June-18)				✓
5.	Workshop on Right to Information Act (2 Days)(25-26 June-18)		✓	✓	
6.	National Seminar on Global Trends in Social Security & Pension (1 Days)(29 June-18)		✓	✓	
July-2018					
1.	EPF & MP Act: Strategies for Voluntary- Compliance (3 Days)(16-18 July-18)		✓	✓	
2.	Reservation Provisions & Role of Liaison Officers and Official Language (3 Days)(02-04 July-18)		✓	✓	
3.	Training Programme for Middle Management (3 days)(09-11 July-18)			✓	
4.	Planning for Life after Retirement (3 Days)(23-25 July-18)		✓	✓	✓
5.	Seminar for International Workers of Establishments (1 Day)(06 July-18)	NA	NA	NA	NA
August-2018					
1.	Compliance Management (3 Days)(06-08 Aug.-18)		✓		
2.	Training Programme for Senior Management (3 days)(29-31 Aug.-18)				✓
3.	Workshop for Exempted Establishments (2 Days)(20-21 Aug.-18)	NA	NA	NA	NA
4.	Direct Trainers Skills (DTS) (5 Days)(27-31 Aug.-18)		✓	✓	✓
5.	Systematic Approach to Training (SAT) (1)(01-03 Aug.-18)		✓	✓	✓
September-2018					
1.	Customer Relation Management (3 Days)(24-26 September-18)		✓	✓	

2.	Ethics and Values in Governance (3 Days)(05-07 September-2018)		✓		
3.	Work Life Balance (3 Days)(17-19 September-18)		✓	✓	
4.	Evaluation of Training (EOT) (5 Days)(10-14 September-18)		✓	✓	✓
October-2018					
1.	Training Programme on E-Governance in EPFO (3 Days)(29-31 Oct.-18)		✓	✓	
2.	Leadership & Change Management (3 Days)(15-17 Oct.-18)			✓	
3.	Planning for Life after Retirement (3 Days)(03-05 Oct.-18)		✓	✓	✓
4.	Communication and Presentation Skills (3 Days)(10-12 Oct.-18)				✓
5.	International Training Programme on Managing Social Security Systems(5 Days)(22-26 Oct.-18)	NA	NA	NA	NA
November-2018					
1.	Human Resource Management and Development (3 Days)(12-14 Nov.-18)			✓	
2.	Attitude for Altitude (5 Days)(26-30 Nov.-18)		✓		
3.	Communication and Presentation Skills (3 Days)(26-28 Nov.-18)			✓	
4.	Facilitation Skills (1)(14-16 Nov.-18)		✓	✓	✓
December-2018					
1.	Customer Relation Management (3 Days)(17-19 Dec.-18)		✓	✓	
2.	New Trends in EPF/EPF/EDLI Schemes (3 Days)(26-28 Dec.-18)			✓	
3.	Strategic Management (3 Days)(10-12 Dec.-18)			✓	
4.	Workshop on Law Enforcement (3 Days)(12-14 Dec.-18)		✓		
5.	Experiential Learning Tools (ELT) (5 Days)(03-07 Dec.-18)		✓	✓	✓
6.	Mentoring Skills (1)(19-21 Dec.-18)		✓	✓	✓
January-2019					
1.	Compliance Management (3 Days)(07-09 Jan.-19)			✓	
2.	Ethics and Values in Governance (3 Days)(14-16 Jan.-19)				✓
3.	Communication and Presentation Skills (3 Days)(21-23 Jan.-19)		✓		
4.	Workshop for Exempted Establishments (2 Days)(31 Jan. to 01 Feb.-19)	NA	NA	NA	NA
February-2019					
1.	EPF & MP Act: Strategies for Voluntary- Compliance (3 Days)(04-06 Feb.-19)		✓		
2.	Leadership & Change Management (3 Days)(06-08 Feb.-19)		✓		
3.	General Management & CRM for EPF Nepal (5 Days)(25 Feb. to 01 Mar.-19)	NA	NA	NA	NA
4.	Work Life Balance (3 Days)(11-13 Feb.-19)		✓	✓	
5.	Faculty Development Programme for Zonal Training Institutes (3 Days)(18-20 Feb.-19)	NA	NA	NA	NA
6.	Workshop on Gender Sensitization (3 Days)(25-27 Feb-19)		✓	✓	✓
March-2019					
1.	General Management & CRM for EPF J&K (5 Days)(11-15 March-19)	NA	NA	NA	NA