

UPCOMING TRAINING COURSES AND CONTENTS IN BRIEF

(SPONSORED BY DOPT, GOVT. OF INDIA)

S.No	Title	Duration	From Date	To Date	Course Director
State Category Programme					
1	Basic Leadership Skills	3-Days	17/04/2017	19/04/2017	SM
2	Leadership and Capacity Building Skills for Development Functionaries	3-Days	17/04/2017	19/04/2017	RM
3	Enabling Digital Payments in Rural Areas	3-Days	24/04/2017	26/04/2017	RM
4	Corruption and Role of Lok Pal	3-Days	2/5/2017	4/5/2017	ES
5	Ethics and Values in Public Governance	3-Days	15/05/2017	17/05/2017	SM
6	Presentation Skill through Power Point	3-Days	22/05/2017	24/05/2017	AC
7	Environment Management Issues - Role of Stakeholders	3-Days	22/05/2017	24/05/2017	ES
8	Gender Equality and Empowerment of Women	3-Days	29/05/2017	31/05/2017	ES
9	Ethics and Values in Public Governance	3-Days	5/6/2017	7/6/2017	SM
10	Use of Free and Open Source Software in Libraries	3-Days	12/6/2017	14/06/2017	AC
11	VAT to GST in Government	3-Days	19/06/2017	21/06/2017	SM
12	Housing for All	3-Days	19/06/2017	21/06/2017	RM
13	Incident Response System	3-Days	3/7/2017	5/7/2017	ES
14	Administrative, Legal Services and Accounts Management for Medical Officers	3-Days	10/7/2017	12/7/2017	SM
15	NGO Management	3-Days	17/07/2017	19/07/2017	AC
16	Integration of Tribal in Development Programmes	3-Days	17/07/2017	19/07/2017	ES
17	Social Audit for Mid Day Meal Scheme	3-Days	24/07/2017	26/07/2017	RM
18	Personal Cleanliness and Health	3-Days	7/8/2017	9/8/2017	SM
19	In service Training for Food Department	3-Days	17/08/2017	19/08/2017	SM
20	Sustainable Development Goal	3-Days	17/08/2017	19/08/2017	RM
21	Workshop on Road Safety	3-Days	26/08/2017	28/08/2017	SM
22	Personal Cleanliness and Health	3-Days	21/09/2017	23/09/2017	SM
23	Administrative, Legal Services and Accounts Management for Medical Officers	3-Days	9/10/2017	11/10/2017	SM
24	Enabling Digital Payments in Rural Areas	3-Days	16/10/2017	18/10/2017	RM
25	Demonitization and Digital Payment	3-Days	23/10/2017	25/10/2017	SM
26	Child Rights and Implication of Child Abuse	3-Days	30/10/2017	1/11/2017	ES
27	Project Management	3-Days	13/11/2017	15/11/2017	AC
28	Swacch Office and Management of Office Waste	3-Days	27/11/2017	29/11/2017	SM
29	Gender Equality and Empowerment of Women	3-Days	4/12/2017	6/12/2017	ES
30	Training on General Financial Rules and Central Treasury Rules	3-Days	18/12/2017	20/12/2017	SM
31	Facilitation Skills for Rural Development Professionals	3-Days	27/12/2017	29/12/2017	RM
32	Incident Command and Operation	3-Days	1/1/2018	3/1/2018	ES
33	Youth Leadership Development	3-Days	8/1/2018	10/1/2018	RM

34	Integrated Waste Land and Watershed Management	3-Days	29/01/2018	31/01/2018	ES
35	Natural Resource Management	3-Days	5/2/2018	7/2/2018	ES
36	NGO Management	3-Days	5/2/2018	7/2/2018	AC
37	Swachh Bharat Mission for schools & AWCs	3-Days	26/02/2018	28/02/2018	AC
38	Workshop on Road Safety	3-Days	5/3/2018	7/3/2018	SM
Trainer Development Programme					
39	Direct Trainers Skill	1-Week	29/05/2017	2/6/2017	SM
40	Design of Training	1-Week	11/9/2017	15/09/2017	AC
41	Training Need Analysis	2-Weeks	9/10/2017	21/10/2017	AC
42	Facilitation	3-Days	16/10/2017	18/10/2017	AC
43	Mentoring	3-Days	26/02/2018	28/02/2018	SM

COURSE DIRECTOR OF THE TRAININGS
ES - ELIZABETH SANGLIANA, ASSISTANT PROFESSOR, GENDER STUDIES, SIPARD
AC- ARPITA CHAUDHURI, ASSISTANT PROFESSOR, COMPUTER APPLICATION, SIPARD
SM - SUDAKHINA MITRA, ASSISTANT PROFESSOR, PUBLIC ADMINISTRATION, SIPARD
RM - RAJIB MALAKAR, ASSISTANT PROFESSOR, RURAL DEVELOPMENT, SIPARD

TRAINING CONTENTS IN BRIEF

TRAINING COURSE ON - PRESENTATION SKILL THROUGH POWER POINT

DURATION - 3 DAYS

1. The essentials of presentations
2. Prepare outlines of presentations
3. Commonly used prepositions
4. Use of signaling, signposting and listing techniques in presentations
5. To use PowerPoint effectively - Saving/opening/deleting and other techniques in presentation

TRAINING COURSE ON - NGO MANAGEMENT

DURATION - 3 DAYS

1. NGO structures, systems, accreditation and management
2. NGO Mission, strategy,
3. Organisation Effectiveness & behaviour for NGOs
4. Managing Accounts / people in NGOs
5. Sustainability and resource mobilization
6. Monitoring and evaluating NGO performance and impact
7. NGO leadership and managing change

TRAINING COURSE ON - PROJECT MANAGEMENT

DURATION - 3 DAYS

1. Basic concepts of Project Management
2. Project Identification
3. Project Planning
4. Project Formulation -
5. Preparation of a Detailed Project Report
6. Project Appraisal
7. Project Implementation and control
8. Project Monitoring
9. Project Evaluation

TRAINING COURSE ON - DIRECT TRAINERS SKILLS

DURATION - 5 DAYS

1. Distinguish between education, training and learning.
2. Systematic Approach to Training.
3. Role of a trainer
4. Use and benefits of visual aids and devise visual aids.
5. Plan, prepare, implement and practice the following training methods:
 - Coaching
 - Lecture
 - Discussion Leading
 - Group Exercise.
6. Explain the process and importance of feedback in training.

TRAINING COURSE ON - DESIGN OF TRAINING
DURATION - 5 DAYS

1. Distinguish between designing Task, learning units, courses and training programmes
2. Constraints in designing training.
3. Performance objectives, Training objectives and Enabling objectives
4. Explain Entry behavior, Andragogy, Mastery Learning, Categories of Knowledge and Skills, Transfer of Learning, Performance aids, training methods, Evaluation
5. Prepare and present a design proposal.

TRAINING COURSE ON - MENTORING SKILLS
DURATION - 3 DAYS

1. Mentoring – Issues and Challenges
2. Relationship Building
3. Behavior Analysis
4. Psychological Growth – Concept and Application
5. Challenges/Constraints/methodology & responsibilities
6. Systematic Approach to Mentoring.

TRAINING COURSE ON - FACILITATION SKILLS

DURATION - 3 DAYS

1. Facilitation: Process and Purpose; Phases within the Facilitation Process.
2. Group Dynamics and Facilitation
3. Understanding the role of the facilitator
4. Skills of a Facilitator
5. Various dimensions of the Facilitation process
6. Key Challenges for the Facilitator
7. Tools and Techniques
8. Facilitation styles
9. Facilitation Role Plays

TRAINING COURSE ON - TRAINING NEEDS ANALYSIS

DURATION - 12 DAYS

1. Framework for TNA consultancy activities.
2. Process for consultancy
3. Selection of tools/techniques Phase I Entry and contracting
4. Data Collection
5. Analysis & diagnosis of data
6. Feedback & withdrawal

TRAINING COURSE ON - USE OF FREE AND OPEN SOURCE SOFTWARE IN LIBRARIES
DURATION - 3 DAYS

1. Library Administration
2. Library Database Administration
3. Library Master Data Management
4. Books Acquisition Module
5. Cataloging Module
6. Circulation Module
7. Micro Document Manager
6. Library Budget Management

TRAINING COURSE ON - SWACHH BHARAT MISSION FOR SCHOOLS & AWCS
DURATION - 3 DAYS

1. Water, Sanitation and Hygiene in Schools
2. Status of Water, Sanitation and Hygiene in Schools
3. Swachh Vidyalaya – The Essential Elements
 - a. Daily hand washing with soap before mid-day meal
 - b. Drinking water
 - c. Operation and maintenance (O&M)
 - d. Behaviour change activities
 - e. Enhanced capacities
4. Swachh Vidyalaya in Action
5. Good Practices in the Field

**TRAINING COURSE ON - LEADERSHIP AND CAPACITY BUILDING FOR
DEVELOPMENT FUNCTIONARIES**

DURATION - 3 DAYS

Content

- Basics of Leadership
- Personal Leadership and Team Leadership
- Constructive Conflict Management
- Improvement of Interpersonal Skills
- Transactional Analysis
- Development of Assertive Behaviors
- Interpersonal Communication Skills
- Facilitation Skills

TRAINING COURSE ON - ENABLING DIGITAL PAYMENTS IN RURAL AREAS

DURATION - 3 DAYS

Content

- Demonetization and digital mode of payment – an analytical discussion
- Cashless transaction and its advantages
 1. *99#
 2. BHIM
 3. PAYTM
 4. Pockets
 5. AADHAAR based payment
 6. SBI pay
 7. Digi purse
- Installing and using different tools of cashless transaction
- Promoting cashless transactions among SHG and MGNREGA wage Seekers
- Digital Mode of Payment- role of Banks
- Planning for execution of cashless transaction

TRAINING COURSE ON - HOUSING FOR ALL

DURATION – 3 DAYS

Content

- Rural Housing Programme in India
- Impact of Indira Awaas Yojana (IAY) on Rural People of Tripura
- Key Features of Pradhan Mantri Awaas Yojana (PMAY)- Gramin
- Financial Arrangement and Targets
- Identification and Selection of Beneficiaries
- Construction of House and Beneficiary Support Services
- Support Mechanism
- Convergence
- e-Governance under PMAY-G
- Affordable Green Rural Housing in Tripura

TRAINING COURSE ON - SOCIAL AUDIT FOR MID DAY MEAL SCHEME

DURATION – 3 DAYS

Content

- Key Development Issues in the School
- Principles and tools of Social Accountability
- Social Audit Theory
- Audit of schemes Rules, 2011
- RTI and Social Audit
- Tools of Social Accountability with special reference to Transparency in Mid Day Meal
- Process of conducting social audit under Mid Day Meal
- Roles and responsibilities of functionaries.

TRAINING COURSE ON - SUSTAINABLE DEVELOPMENT GOAL

DURATION – 3 DAYS

Content

- Understanding Sustainable Development
- 17 Sustainable Development Goals (SDG) and targets
- India and SDGs: Potential Sustainable Development Goals for India
- Lab to Land – Strategies for Implementation

**TRAINING COURSE ON - FACILITATION SKILLS FOR RURAL
DEVELOPMENT PROFESSIONALS**

DURATION – 3 DAYS

Content

- Concepts and Principles of Facilitation
- Areas of Facilitation
- Competencies of Facilitators
- Facilitator Style
- Facilitation Process
- Introduction to Facilitation Techniques
- Developing Basic Facilitation Skills
- Facilitation Practice

TRAINING COURSE ON - YOUTH LEADERSHIP DEVELOPMENT

DURATION - 3 DAYS

Content

- Introduction to Leadership and Leadership Styles
- Interpersonal Relations
- Introduction to Communication Skills and Communication barriers
- Group Dynamics and Team Building
- Stress Management
- Managing Conflict
- Problem Solving and Decision Making
- Managing time meaningfully
- Motivation

TRAINING COURSE ON - CORRUPTION AND ROLE OF LOK PAL

DURATION - 3 DAYS

Content

- Ethics, Values and Corruption in governance and the need for Lok Pal
- Jan Lok Pal Bill : History
- Jan Lok Pal Bill movement
- Features of the Jan Lok Pal Bill
- Fundamental duties
- The Lok Pal and Lokayukta Act, 2013 and
- Lok Pal in Tripura
- Role of Lok Pal and Lok Ayukta in Eradicating Corruption with case studies
- Combating corruption through IEC
- Will Lok Pal Bill eradicate corruption in India? : Group Discussion and Presentation

TRAINING COURSE ON - **ENVIRONMENT MANAGEMENT ISSUES - ROLE OF STAKEHOLDERS**
DURATION - **3 DAYS**

Content

- Need for Environment Management : An introspection and brain storming
- Providing livelihood through Natural Resource Management
- Natural Resource scenario, challenges and prospects
- Inclusive and sustainable development
- Environment Protection Act
- Level of Environment degradation and impact to the Natural Resources of Tripura
- Identification of Stakeholders and Role of Stakeholders in protecting the Environment and Natural Resources of Tripura
- Combating environmental issues through IEC
- Group Discussion and Presentation on various environmental threats/issues facing the state

TRAINING COURSE ON - **GENDER EQUALITY AND EMPOWERMENT OF WOMEN**
DURATION - **3 DAYS**

Content

- Concept of Gender, Gender Mainstreaming and Gender Issues
- Why the issue of Equality of women in the 21st Century
- Gender Issues in Tripura
- Laws for women's protection and their impact with reference to case studies
- Role of IEC in promoting Gender Equality and Empowering Women
- Role of Stakeholders in bringing about Gender Equality and Empowerment of Women

TRAINING COURSE ON - INCIDENT RESPONSE SYSTEM
DURATION - 3 DAYS

Content

- Need for Disaster preparedness
- Concept DRR
- Disaster Management Act 2005
- Relationship between Disaster and IRS and the stakeholders
- Concept of IRS and IRS procedures
- Combating environmental issues through IEC
- Practical sessions on IRS

TRAINING COURSE ON - INTEGRATION OF TRIBALS IN DEVELOPMENT PROGRAMMES

DURATION - 3 DAYS

Content

- Objectives and Need of the programme
- Concept of Tribals and Scheduled Tribes in India, features and characteristics of the STs in India with reference to Tripura Tribals
- Tribal Forest Protection Act 2004
- Government of Tripura's development programmes for the Tribals
- Constitutional safeguards and provisions for the STs
- Role of TTAADC in the development of Tribals in Tripura
- Role of stake holders in the development process of the Tribals : A stake holder's analysis

TRAINING COURSE ON - CHILD RIGHTS AND IMPLICATION OF CHILD ABUSE

DURATION – 3 DAYS

Content

- Objectives and Need of the programme
- Concept of Child Rights and Child Abuse
- Constitutional safeguards and provisions for the Children and Protection of Child Rights (CPCR) Act, 2005
- Government of Tripura's development programmes for the Children (Education Sector)
- Government of Tripura's development programmes for the Children (Social Welfare and Social Education Sector)
- Child abuse and Child Labour in Tripura : The way forward
- Role of stakeholders in the protection and development of children in Tripura : An introspection and identification of responsibilities

TRAINING COURSE ON - NATURAL RESOURCES MANAGEMENT

DURATION – 3 DAYS

Content

- Concept of Natural Resources, Natural Resource scenario today, issues, challenges and prospects
- Environmental challenges in India and Global Warming and Climate Change
- Basics of Climate Change and Impact for India.
- Status of Air and water Quality in India : Role of Forest and Importance of Plantation and kinds of plantations in India; Different types of Forestry practices in Tripura
- Natural Resources Issues : Drinking water & Pollution
- NTP Plantation Policy
- Protecting natural resources through Solid Waste Management & Generation and Composition of waste; Treatment and Disposal Technologies in Solid Waste Management
- Inclusive and sustainable development : Humanizing NRM, Social Aspects in SWM

TRAINING COURSE ON - BASIC LEADERSHIP SKILLS
DURATION - 3 DAYS

Content

1. Goal Setting
2. Effective Communication Skill
3. Steps to Problem Solving and Decision Making Planning
4. Benefits of Delegation and learn the steps to delegate.
5. Handling Internal Communications
6. Meeting Management : Understand the purpose of ground rules of Meeting and Design and Manage Meetings
7. Managing Oneself – Self Awareness, Self Assessment , Social Awareness and Relationship Management.
8. Emotional Intelligence.

TRAINING COURSE ON - ETHICS AND VALUES IN PUBLIC ADMINISTRATION
DURATION - 3 DAYS

Content

1. Present Context of Public Governance – Why do we need Ethics and Values in Public Governance today?
2. Inner Governance a-An Introduction – Real life Examples
3. Ethical Dilemmas in life and in Public Governance- Sharing Experience and explore solutions
4. CAP – Using Creativity, Accountability and Positivity in Public Service.
5. Film Shows on CAP
6. Building Relationships in work and family – Life’s Balance Sheet –Experience based learning
7. Care for our Environment
8. Learning Exercise on Character and Competence – Jog with the Pot.

TRAINING COURSE ON - VAT TO GST IN GOVERNMENT

DURATION - 3 DAYS

Content

1. Road Map to GST : Legal Framework, Change Management and Cross Empowerment
2. Procedure for registration from VAT to GST
3. GST Registration to Service Tax or Enrollment to Service Tax.
4. GST Rate Structure and Exemption Limits.
5. GST Network : Role of GST Suvidha Provider in India

TRAINING COURSE ON - ADMINISTRATIVE AND FINANCIAL MANAGEMENT TRAINING FOR MEDICAL OFFICERS (MOS) AND MEDICAL OFFICERS INCHARGE (MOICS)

DURATION - 3 DAYS

Content

1. Importance of Administrative Skills and Financial Capabilities for Medical Officers
2. Machinery of Government, Function of various grades of officers: Dak Receipts, Registration and Distribution: Receipts Opening of File ; File Numbering System ; Guidelines to Noting and Drafting; Forms and Procedure of Communication in office ; Noting and Drafting
3. Tripura Service Conduct Rules 1988 ; CCS Rules 1965 & Disciplinary Proceedings
4. General Provident Fund & Group Insurance Scheme
5. An introduction to Financial Matters : Maintenance Of Bill Registers
 - Movement of Registers - Bill Registers
 - Cash Book(Govt/Non-Govt) : Cash Receipt Registers ; Asset Registers; Cheques/ Drafts issue Register; Cash Analysis
 - Budget Control

Contd...

6. Cheque/Draft : Different kinds of bills – cash book –vouchers – stock and issues
7. Fund Management in accordance with Budget Provision w.r.t Health Deptt
8. DDO Powers and Functions & DFPRT
9. Medical Negligence – Medical Ethics– Code of Conduct ; Consumer Protection Act
10. Role of Medical Officers in Medico legal Cases
11. Preparation of Pay Bill :Medical Allowance Rules/Medical Attendance: Preparation of Medical Advance Bill; Purchase Procedure
12. Leave Rules: :Attendance/Casual Leave : TA & LTC Rules /Joining Time : Commuted Leave
13. Management of OPD/IPD Services and Importance of Health Information System/Reporting.

TRAINING COURSE ON - PERSONAL CLEANLINESS AND HEALTH

DURATION - 3 DAYS

Content

1. Communal facilities
2. Personal Hygiene : Good personal habits, overcrowding and its effects
3. Food Poisoning and Contamination
4. Protection from food contamination
5. Pet Health
6. Rubbish Storage, collection and disposal and environment management
7. Community intervention for environmental health : Community Rubbish collection system; community and yard clean ups
8. Measures to stop litter
9. Environment Management : Area Beautification
10. Pest Control
11. Protective Clothing and Equipment(Personal protective equipment)

TRAINING COURSE ON - SWACCH OFFICE AND MANAGEMENT OF OFFICE WASTE
DURATION - 3 DAYS

Content

1. Background, Objectives and Scope
2. Responsibilities: Overall Responsibilities, Responsibilities of Administration/Contracted Agency
3. Assessments and Inspections : Self Evaluation, Gap assessment and Periodic Inspections
4. Infrastructure Set up : Infrastructure Set-up, Water and Drainage Infrastructure, Sanitary Infrastructure ,Water and Drainage Infrastructure
5. Man power Requirement
6. Cleaning Practices and Cleaning Equipments
7. Waste Management
8. Outsourcing and parameters for evaluating outsourcing

TRAINING COURSE ON - WORKSHOP ON ROAD SAFETY
DURATION - 3 DAYS

Content

- India Status of Road Safety
- Police Leadership in Road Safety
- Speed Management
- Traffic Silence
- Road Safety Audit
- Making Roads Motorcycle Friendly
- Road Operation for Heavy Vehicles
- Safe Site Inspections

TRAINING COURSE ON - GENERAL FINANCIAL RULES AND CENTRAL TREASURY RULES
DURATION - 3 DAYS

Content

1. General System of Financial Management
 2. Budget Formulation and Implementation : Government Accounts; Works ; Procurements
 3. Inventory Management and Contract Management
 4. Grants –in-aid and loans
 5. General System of Control over Central Treasury
 6. Payment of revenues of the Government Into the Government Account
 7. Custody of money relating to or standing in the Government Account
 8. Transfer of moneys standing in the Government Account ; Responsibility for Money Withdrawn
 9. Inter-Government Transactions
- Subsidiary Rules : General Organization Management And Working Of Central Treasuries

TRAINING COURSE ON - IN-SERVICE TRAINING FOR FOOD DEPARTMENT
DURATION - 3 DAYS

Content :

1. Machinery of Government, Function of various grades of officers: Dak Receipts, Registration and Distribution: Receipts, Forms and Procedure of Communication: Opening of File ; File Numbering System
2. Guidelines to Noting and Drafting
3. DDO Powers and Functions: DFPRT
4. Conduct Rules and Disciplinary Proceedings
5. An introduction to Financial Matters: Maintenance Of Bill Registers, Movement of Registers and Bill Registers, Cash Book(Govt/Non-Govt), Budget Control, Asset Registers, Cheque/Draft, Cash Receipt Registers, Cheques/ Drfats issue Registers and Cash Analysis

Contd.

6. Preparation of Budget : Important points to remember w.r.t Food Deptt
7. Purchase Procedure
8. Treasury Functions w.r.t Food Deptt
9. Leave Rules: :Attendance/Casual Leave:TA & LTC Rules /Joining Time : Commuted Leave
10. Preparation of Pay Bill :Medical Allowance Rules/Medical Attendance: Preparation of Medical Advance Bill
11. Group Insurance :GPF/EPF
12. Consumer Protection Acts & Rules

TRAINING COURSE ON - DEMONETIZATION AND DIGITAL PAYMENT

DURATION - 3 DAYS

Content :

1. Introduction to Cashless Society
2. Demonetization Effect and Current India
3. e-Transaction : Citizen Transaction to Digital Platform
4. Cashless Digital Payment Methods
5. Banking Cards (Debit / Credit / Cash / Travel / Others)
6. Unstructured Supplementary Service Data (USSD)
7. AADHAR Enabled Payment System (AEPS)
8. Unified Payment Interface (UPI)
9. Mobile Wallets
10. Banks Pre-Paid Cards
11. Point of Sale Machines
12. Internet Banking
13. Mobile Banking
14. Micro ATM's
15. Enabling Digital Payments for Rural India