

TRAINING CALENDAR 2020-21

011-24690331

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5-6 Institutional Area,

Lodhi Road

New Delhi-110003



NATIONAL PRODUCTIVITY COUNCIL

Regional Directorate Wise

*R=Residential and NR=Non-Residential Fee

S. No.	Title of Programme	Date	Participant	Venue	Participation Fee (Exclusive of GST)	Organised by			
HQ DELHI									
Econ	Economic Services								
1	Project Management and Financial Management	May 18-22, 2020	Middle/ Senior	Gangtok, Sikkim	49000/- (R) 37000/- (NR)	ES HQ			
2	Effective Office Administration & Financial Management	June 22-26, 2020	Middle/ Senior	Leh, Ladakh	49000/- (R) 37000/- (NR)	ES HQ			
3	Performance & Financial Management for Organizational Excellence	July 20-24, 2020	Middle/ Senior	Leh, Ladakh	49000/- (R) 37000/- (NR)	ES HQ			
4	Conflict Resolution and Strategic Financial Management	Aug 24-28, 2020	Middle/ Senior	Munnar, Kerala	49000/- (R) 37000/- (NR)	ES HQ			
5	Project Management, Planning, Monitoring and Evaluation	Sept 21-25, 2020	Middle/ Senior	Gangtok, Sikkim	49000/- (R) 37000/- (NR)	ES HQ			
6	Effective Office Administration & Financial Management	Oct 12-16, 2020	Middle/ Senior	Porbander, Gujarat	49000/- (R) 37000/- (NR)	ES HQ			
7	Performance & Financial Management for Organizational Excellence	Nov 23-27, 2020	Middle/ Senior	Port Blair, A & N	49000/- (R) 37000/- (NR)	ES HQ			
8	Effective Office Administration & Financial Management	Dec 14-18, 2020	Middle/ Senior	Jaisalmer, Rajasthan	49000/- (R) 37000/- (NR)	ES HQ			
9	Conflict Resolution and Strategic Financial Management	Jan 18-22, 2021	Middle/ Senior	Port Blair, A & N	49000/- (R) 37000/- (NR)	ES HQ			
10	Project Management and Financial Management	Feb 22-26, 2021	Middle/ Senior	Port Blair, A & N	49000/- (R) 37000/- (NR)	ES HQ			
11	Performance Management, Monitoring and Evaluation for Organizational Excellence	Mar 22-26, 2021	Middle/ Senior	Gangtok, Sikkim	49000/- (R) 37000/- (NR)	ES HQ			
Infor	nation Technology								
1	Digital Workplace : Essentials for non-IT Executives	11-15 May, 2020	Middle/ Senior	Gangtok	Rs.49000/- (R) Rs. 38000/- (NR)	IT HQ			
2	Role of Innovation & Creativity through Digital Transformation	15-19 June, 2020	Middle/ Senior	Kodaikanal	Rs.49000/- (R) Rs.38000/- (NR)	IT HQ			
3	Good Governance & Transparency through RTI	13-17 July, 2020	Middle/ Senior	Munnar	Rs.49000/- (R) Rs. 38000/- (NR)	IT HQ			
4	Leadership Challenges in Digital Transformation	17-21 August, 2020	Middle/ Senior	Ooty	Rs.49000/- (R) Rs. 38000/- (NR)	IT HQ			
5	Organizational Productivity through Digital Transformation	14-18 September, 2020	Middle/ Senior	Goa	Rs. 52000/- (R) Rs. 38000/- (NR)	IT HQ			
6	Digital Workplace : Essentials for non-IT Executives	12-16 October, 2020	Middle/ Senior	Gangtok	Rs.49000/- (R) Rs. 38000/- (NR)	IT HQ			
7	Role of Innovation & Creativity through Digital Transformation	23-27 November, 2020	Middle/ Senior	Port Blair	Rs.55000/- (R) Rs. 40000/-	IT HQ			

Digital Transformation for Organization 2020 Senior Senior Senior Rs. 52000/- (R) IT HQ Rs. 38000/- (NR) Leadership Challenges in Digital Transformation Digital Transformation Digital Transformation Digital Transformation Digital Transformation Digital Era	
Leadership Challenges in Digital Transformation Building Organizational Organizational Productivity Through Digital Transformation Productivity Improvement through team building and effective communication Vigilance for organizational efficiency Efficient operation and maintenance of boilers Preparatory Training Course For EM / EA Exam Industry 4.0 for productivity enhancement Finance of program of the productivity enhancement Proper Senior Senior Senior Rs. 52000/- (R) IT HQ Rs. 38000/- (NR) RD BENGALURU RD BENGALURU Middle, Senior Rs. 38000/- (NR) RD BENGALURU Productivity Improvement through team building and effective communication May 11-15, 2020 Middle, Senior Senior Rs. 50000/- (R) Bangal RD Bangal Efficient operation and maintenance of boilers August 3-7, 2020 Middle Bangalore Dy Alip (NR) Bangal RD Bangalore For EM / EA Exam Preparatory Training Course For EM / EA Exam August 24-28, 2020 Middle Bangalore Sponsored (NR) RD Bangalore RD Bang	
10 Excellence in Digital Era Senior Organizational Productivity 11 through Digital Transformation RD BENGALURU Productivity Improvement 1 through team building and effective communication 2 Vigilance for organizational efficiency 3 Efficient operation and maintenance of boilers 4 Preparatory Training Course For EM / EA Exam 5 Preparatory Training Course For EM / EA Exam 6 Industry 4.0 for productivity Productivity 15-19 March, 2021 Middle, Senior Middle, Senior Middle, Senior Middle, Senior Middle, Senior Middle Bangalore Middle Bangalore Middle Bangalore To be decided BD y AIP (NR) Bangal To be decided RD B	
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renhancement Sep 7-11, 2020 Middle Goa Rs.50000/- (R) Bangal DPE Sponsored (NR) Bangal Rs.50000/- (R) RD	lore
7 Energy conservation and audit Oct 5-7, 2020 Middle Bangalore Sponsored (NR) 8 Energy conservation and audit New 2-6, 2020 Middle Kodaikanal Rs 50000/- (R)	lore
X Engray concervation and alight May 7-6 2020 Middle Kadalkanal Resolution, 191	
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12Productivity Week programsFeb 15, 2021MiddleKochiRs.3000/- (NR)RD Bangal	lore
13 Vigilance and RTI Mar 8-12, 2021 Middle / Senior Trivandrum Rs.50000/- (R) RD Bangal	lore
RD CHANDIGARH	
Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance Latest motivational techniques, Middle / Senior Dharamsha Rs.49000/-(R) RD Chandi	igarh
Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act, 2005 implementation April 20-24, 2020 Middle / Senior Gangtok Rs.49000/-(R) RD Chandi Modern Office Management	igarh
3 Improving Leadership, Managerial and Administrative Skills May 11-15,2020 Middle / Senior Gangtok Rs.49000/-(R) RD Chandi	igarh
Improving organizational 4 performance through Digital May 18-22,2020 Middle / Senior Ooty Rs.49000/-(R) RD Chandi	igarh
Modern Management Practices for 5 improving Organizational May 25-29, 2020 Middle / Senior Leh Rs.48000/-(R) RD Chandi	
6 Modern Office Management and Middle / Senior Dharamsha Rs.49000/-(R) RD Chandi	igarh

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7	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act, 2005 implementation and CIC/SIC Judgments) and Modern HR Practices	June 15-19, 2020	Middle / Senior	Gangtok	Rs.49000/-(R)	RD Chandigarh
8	Improving Leadership, Managerial and Administrative Skills	June 22-26, 2020	Middle / Senior	Manali	Rs.48000/-(R)	RD Chandigarh
9	Modern Management Practices for improving Organizational Performance	July 6-10, 2020	Middle / Senior	Leh	Rs.48000/-(R)	RD Chandigarh
10	Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance	July 13-17, 2020	Middle / Senior	Leh	Rs.48000/-(R)	RD Chandigarh
11	Enhancing Managerial Effectiveness and Modern H.R Practices	July 20-24, 2020	Middle / Senior	Mount Abu	Rs.49000/-(R)	RD Chandigarh
12	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act, 2005 implementation and CIC/SIC Judgments) and Modern HR Practices	July 27-31, 2020	Middle / Senior	Manali	Rs.48000/-(R)	RD Chandigarh
13	Improving Leadership, Managerial and Administrative Skills	August 10-14, 2020	Middle / Senior	Mount Abu	Rs.49000/-(R)	RD Chandigarh
14	Modern Office Management and Modern Performance Management	August 17-21, 2020	Middle / Senior	Leh	Rs.48000/-(R)	RD Chandigarh
15	Smart Governance through Digital transformation	August 24-28, 2020	Middle / Senior	Mount Abu	Rs.49000/-(R)	RD Chandigarh
16	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act, 2005 implementation and CIC/SIC Judgments) and Modern Office Management	September 7-11, 2020	Middle / Senior	Dharamsha la	Rs.49000/-(R)	RD Chandigarh
17	Enhancing Managerial Effectiveness and Modern H.R Practices	September 14-18, 2020	Middle / Senior	Ooty	Rs.49000/-(R)	RD Chandigarh
18	Modern Office Management and Modern Performance Management	September 14-18, 2020	Middle / Senior	Gangtok	Rs.49000/-(R)	RD Chandigarh
19	Advance Course on RTI Act, 2005 and Modern HR Practices	September 21-25, 2020	Middle / Senior	Leh	Rs.48000/-(R)	RD Chandigarh
20	Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management	October 5-9, 2020	Middle / Senior	Dharamsha la	Rs.49000/-(R)	RD Chandigarh
21	Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance	October 12-16, 2020	Middle / Senior	Gangtok	Rs.49000/-(R)	RD Chandigarh
22	Managing finance for improving organizational performance and effective cost management	October 19-23, 2020	Middle / Senior	Manali	Rs.48000/-(R)	RD Chandigarh
23	Improving Leadership, Managerial and Administrative Skills	November 2-6, 2020	Middle / Senior	Puri	Rs.49000/-(R)	RD Chandigarh
24	Advance Course on RTI Act, 2005 and Modern HR Practices	November 23-27, 2020	Middle / Senior	Goa	Rs.48000/-(R)	RD Chandigarh
25	Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management	December 7-11, 2020	Middle / Senior	Goa	Rs.48000/-(R)	RD Chandigarh
26	Improving Leadership, Managerial and Administrative Skills	December 14-18, 2020	Middle / Senior	Portblair	Rs.49500/-(R)	RD Chandigarh
27	Advance Course on RTI Act, 2005 and Modern Management Techniques	December 14-18, 2020	Middle / Senior	Puri	Rs.49500/-(R)	RD Chandigarh

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Latest motivational retorious, and Modern HR Practices Latest motivational retorious, and the process of effective ten bruilding and Leadership Skills for improving organizational performance Improving organizational performance Improving organizational performance Improving organizational performance and effective cost management and Advance Course on RTI Act, 2005 and Modern HR Practices or Improving Leadership, Managerial and Administrative Skills or improving Organizational performance and effective cost management and Administrative Skills or improving Organizational Proformance and effective cost management Practices or Improving Leadership, Managerial and Administrative Skills or improving Organizational Practices or Improving Organization Organization Organization Organization Organization Organization Organiza	28				Goa	Rs.49000/-(R)	RD Chandigarh
Semior Portblair Rs.49500/-(R) RD Chandiga Chardership Skills for improving organizational performance Improving	29		January 4-8,2021		Goa	Rs.48000/-(R)	RD Chandigarh
31 performance through Digital transformation 22,2021 Senior Goa Rs.48000/-(R) Chandiga	30	effective team building and Leadership Skills for improving organizational performance			Portblair	Rs.49500/-(R)	RD Chandigarh
32 organizational performance and effective cost management 22,2021 Senior Senior Portblair Rs.49500/-(R) Chandiga Advance Course on RTI Act, 2005 And Modern HR Practices February 1-5, 2021 Senior Portblair Rs.49500/-(R) Chandiga Modern Management Practices for improving Leadership, Managerial Administrative Skills Modern Management Practices for improving Organizational Performance Performance Performance Performance Management Practices for Senior Senior Portblair Rs.49500/-(R) Chandiga RD Chandiga Rs.48000/-(R) Portblair Rs.49500/-(R) RD Chandiga Rs.48000/-(R) RD Chandiga Rs.48000/-(R) Rs.48000	31	performance through Digital transformation	•		Goa	Rs.48000/-(R)	RD Chandigarh
34 Improving Leadership, Managerial and Administrative Skills 2021 Senior PortDall* Rs.49500/-{R} Chandiga Modern Management Practices for improving Organizational Performance 2021 Senior Goa Rs.48000/-{R} Chandiga Senior Performance 2021 Senior Goa Rs.48000/-{R} Chandiga Senior Performance 2021 Senior Goa Rs.48000/-{R} Chandiga Senior Performance Management Practices for Techniques 37 Smart Governance through Digital transformation Advance Course on RTI Act, 2005 Advance Course on Modern Management Act Senior Senio	32	organizational performance and			Goa	Rs.48000/-(R)	RD Chandigarh
Modern Management Practices for Epbruary 22-26, Middle / Senior Puri Rs.49500/-{R} Chandiga Performance Performance Enhancing Managerial Effectiveness and Modern Performance Management Techniques Performance Management Techniques Senior Senior Rs.48000/-{R} RD Chandiga Performance Management Techniques Senior Senior Rs.48000/-{R} Rs.480	33		February 1-5, 2021		Portblair	Rs.49500/-(R)	RD Chandigarh
Performance	34	and Administrative Skills			Puri	Rs.49500/-(R)	RD Chandigarh
Seffectiveness and Modern February 22-26, Middle / Senior Rs.48000/-(R) RD Chandiga	35	improving Organizational			Goa	Rs.48000/-(R)	RD Chandigarh
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Advance Course on Modern Office 20-24 July Middle/ Senior Advance Course on Secretarial 4 Effectiveness for ES, PPS, PA, PS & Office staff. Advance Course on Change 5 Management 8 Advance Course on Change 5 Management 8 Transformational Leadership 6 Effective Office Management 8 RTI Advance Course on Change 5 Management 8 RTI 0 Organizational Effectiveness with 7 Focus on Innovation and Creating Digital Organisation 1 Diversion 1 Senior 1 Senior 1 Senior 1 Senior 2 Senior 2 Senior 2 Senior 3	39	effective team building and Leadership Skills for improving	March 15-19, 2021		Portblair	Rs.49500/-(R)	RD Chandigarh
Systematic Problem Solving, 1 Conflict Resolution and Change Management 2 Office Productivity through 5 'S' 18-22 May 2020 Senior Senior Leh Rs. 48750 (R) Senior Rs. 48750 (R) Senior Senior Leh Rs. 48750 (R) Senior Senior Senior Rs. 48750 (R) Senior Rs. 48750 (40		March 22-26,2021		Goa	Rs.48000/-(R)	RD Chandigarh
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and lean principles 2020 Senior Len Rs. 48750 (R) Gandhina Advance Course on Modern Office 20-24 July Middle/ Senior Somnath Rs. 48750 (R) MPC Gandhina Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office staff. Advance Course on Change Senior Senior Senior Somnath Rs. 48750 (R) Middle/ Senior Senior Senior Senior Senior Senior Rs. 48750 (R) MPC Gandhina Advance Course on Change Senior Senior Senior Rs. 48750 (R) MPC Gandhina Effective Office Management & RTI Senior Senior Senior Senior Rs. 48750 (R) Middle/ Senior Rs. 48750 (R) MPC Gandhina Organizational Effectiveness with Focus on Innovation and Creating Digital Organisation Systematic Problem Solving	1	Conflict Resolution and Change	17-21 April 2020	•	Gangtok	Rs. 48750 (R)	NPC Gandhinagar
and Productivity Management 2020 Senior Somnath Rs. 48750 (R) Gandhina Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office staff. Advance Course on Change Middle/Senior Advance Course on Change Management & Transformational Leadership Effective Office Management & RTI Organizational Effectiveness with Focus on Innovation and Creating Digital Organisation Systematic Problem Solving Advance Course on Change Middle/Senior Middle/Senior Middle/Senior Middle/Senior Middle/Senior Middle/Senior Focus on Innovation and Creating Digital Organisation Systematic Problem Solving	2				Leh	Rs. 48750 (R)	NPC Gandhinagar
4 Effectiveness for ES, PPS, PA, PS & 24-28 August 2020 Senior Goa Rs. 48750 (R) & NPC Gandhina Advance Course on Change 5 Management & Transformational Leadership 6 Effective Office Management & RTI Organizational Effectiveness with Focus on Innovation and Creating Digital Organisation 19-23 October Middle/ Senior Kovalam Rs. 48750 (R) NPC Gandhina Middle/ Senior Puri Rs. 48750 (R) NPC Gandhina Organizational Effectiveness with Focus on Innovation and Creating Digital Organisation Systematic Problem Solving	3					Rs. 48750 (R)	NPC Gandhinagar
5 Management & Transformational Leadership 6 Effective Office Management & RTI Organizational Effectiveness with Focus on Innovation and Creating Digital Organisation 19-23 October Milddle/ Senior Novalam Rs. 48750 (R) Middle/ Senior NPC Gandhina NPC Gandhina NPC Gandhina Senior Middle/ Senior Middle/ Senior Focus on Innovation and Creating Digital Organisation Systematic Problem Solving	4	Effectiveness for ES, PPS, PA, PS	24-28 August 2020		Goa	Rs. 48750 (R)	NPC Gandhinagar
Organizational Effectiveness with Focus on Innovation and Creating Digital Organisation Organizational Effectiveness with Social Organisation Systematic Problem Solving Organizational Effectiveness with Social Organisation Systematic Problem Solving	5	Management & Transformational			Kovalam	Rs. 48750 (R)	NPC Gandhinagar
7 Focus on Innovation and Creating Digital Organisation 13-19 February Middle/ Gangtok Rs. 48750 (R) Gandhina Systematic Problem Solving	6	Effective Office Management & RTI			Puri	Rs. 48750 (R)	NPC Gandhinagar
Systematic Problem Solving	7	Focus on Innovation and Creating Digital Organisation			Gangtok	Rs. 48750 (R)	NPC Gandhinagar
8 Conflict Resolution and Change 15-19 March 2021 Wilddle/ Port Blair Rs 49750 (R) NPC	8		15-19 March 2021		Port Blair	Rs. 49750 (R)	NPC Gandhinagar
Technology & Development	Tech						
Effective Office Management with 9 Focus on e-governance and Digital 2020 Senior Somnath Rs. 48750(R) NPC Gandhina	9	Focus on e-governance and Digital				Rs. 48750(R)	NPC Gandhinagar

Proc	ductivity Awareness									
10	Process Safety Management	18-19 June 2020	Middle/	Vadodara	Rs.15300 (R)	NPC				
	System in chemical industries	10-19 Julie 2020	Senior	vauodara	13.15500 (13)	Gandhinagar				
Env	ronment Management	24.25 Cantombar				NDC				
11	Waste to Wealth	21-25 September 2020	Middle	Udaipur	Rs.48750 (R)	NPC Gandhinagar				
12	Waste to Wealth	14- 18 December 2020	Middle/ Senior	Goa	Rs.48750 (R)	NPC Gandhinagar				
	RD HYDERABAD									
1	Leadership Competency for Organizational Excellence	20 - 24 April 2020	Middle / Senior	Leh, Ladakh	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division				
2	Industry 4.0 - Top 5 Skills	11 - 15 May 2020	Middle / Senior	Gangtok	Rs.49500/- (R) Rs.30000/- (NR)	HR Division				
3	Leadership program for women be Assertive and confident -	11 - 15 May 2020	Middle / Senior	Gangtok	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division				
4	Introductory course on Sustainability Reporting	11 - 15 May 2020	Middle / Senior	Gangtok	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EnV Division				
5	CCS (Conduct) Rules, 1964	21 May 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division				
6	CCS (CCA) Rules, 1965	28 May 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division				
7	Knowledge Management and Talent Management	01 - 05 June 2020	Middle / Senior	Manali	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division				
8	Generation Gap Management for Effective Performance	01 - 05 June 2020	Middle / Senior	Manali	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division				
9	Inventory in Supply Chain Management	01 - 05 June 2020	Middle / Senior	Darjeeling	Rs. 49,500/- (R) Rs. 30,000/- (NR)	IE Division				
10	Right to information Act, 2005	17 - 18 June 2020	Middle / Senior	Hyderabad	Rs. 15,000/- (NR)	HR Division				
11	Energy Efficiency through IoT	22 – 26 June 2020	Middle / Senior	Hyderabad	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EM Division				
12	Sexual Harassment of Women at Work Place (Prevention,). Act, 2013	24 June 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division				
13	Emotional Intelligence	06 - 10 July 2020	Middle / Senior	Kodaikanal	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division				
14	Effective Office Management through RTI Act Implementation	06 - 10 July 2020	Middle / Senior	Kodaikanal	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division				
15	Achieving Organizational Excellence through Digital Transformation	20 - 24 July 2020	Middle / Senior	Ooty	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division				
16	Kaleidoscope Leadership & Enhanced Productivity through Grid	20 - 24 July 2020	Middle / Senior	Ooty	Rs. 49,500/- (R)	HR Division				

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					Rs. 30,000/- (NR)	
17	Achieving Organizational Effectiveness through Developing the Millennial Work Culture & Insights on Gender Sensitivity	20 - 24 July 2020	Middle / Senior	Leh, Ladakh	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
18	Industrial air pollution control system	20 - 24 July 2020	Middle / Senior	Ooty	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EnV Division
19	Sexual Harassment of Women at Work Place (Prevention,). Act, 2013	06 August 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
20	Noting & Drafting in Government Offices	13 August 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
21	Modern Office Management with Special Reference to Secretarial Staff	17 - 21 August 2020	Middle / Senior	Munnar	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
22	Managing People at Work Place in Digital Age with Special Reference to Industry 4.0	17 - 21 August 2020	Middle / Senior	Munnar	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
23	Upcoming Trends in Energy Efficiency in Buildings 1.Net Zero Buildings 2.Smart Building 3.Data Analytics 4.Artificial Intelligence	24 – 28 August 2020	Middle / Senior	Goa	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EM Division
24	Lean Manufacturing for Organisational Excellence	07 – 11 September 2020	Middle / Senior	Udaipur	Rs. 49,500/- (R) Rs. 30,000/- (NR)	IE Division
25	Contract Management & Indian Contract Act, 1872	09 September 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
26	Preparation of EOI, RFP, DPR, Amendments, Evaluation & Finalization Process	14 - 18 September 2020	Middle / Senior	Darjeeling	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
27	Leadership Competencies & Challenges for Digital India	14 - 18 September 2020	Middle / Senior	Darjeeling	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
28	Water Foot-printing and Wastewater treatment	14 - 18 September 2020	Middle / Senior	Darjeeling	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EnV Division
29	Sexual Harassment of Women at Work Place (Prevention,). Act, 2013	08 October 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
30	Project Management	12 - 16 October 2020	Middle / Senior	Udaipur	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
31	Data Analytics for Organizational Excellence	12 - 16 October 2020	Middle / Senior	Udaipur	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
32	CCS (Conduct) Rules, 1964	19 October 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
33	CCS (CCA) Rules, 1965	21 October 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
34	Right to information Act, 2005	09 - 10 November 2020	Middle / Senior	Hyderabad	Rs. 15,000/- (NR)	HR Division

35	Noting & Drafting in Government Offices	18 November'20	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
36	Competency Mapping & Assessment Development Centres	23 - 27 November 2020	Middle / Senior	Puri	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
37	Leadership Competencies for Achieving Organizational Excellence	23 - 27 November 2020	Middle / Senior	Puri	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
38	The NationalVoluntary Guidelines on Social, Environmental and Economic Responsibilities of Business (NVG-SEE)	23 - 27 November 2020	Middle / Senior	Puri	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EnV Division
39	Noting & Drafting in Government Offices	07 December 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
40	Energy & Water Management	07 – 11 December 2020	Middle / Senior	Gangtok	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EM Division
41	Managing Work Place Stress for Effective Performance	14 - 18 December 2020	Middle / Senior	Goa	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
42	Interpersonal Effectiveness and Leadership Skills for Achieveing Organizational Excellence	14 - 18 December 2020	Middle / Senior	Goa	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
43	ISO Integrated Management System	14 – 18 December 2020	Middle / Senior	Ooty	Rs. 49,500/- (R) Rs. 30,000/- (NR)	IE Division
44	Responsible Supply chain	14 - 18 December 2020	Middle / Senior	Goa	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EnV Division
45	Sexual Harassment of Women at Work Place (Prevention,). Act, 2013	08 Januray 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
46	General Financial Rules with special focus on Procurement Process	11 January 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
47	Managerial Effectiveness	18 - 22 January 2021	Middle / Senior	PortBlair	Rs. 49,500/- R) Rs. 30,000/- (NR)	HR Division
48	Leadership & Team Building	18 - 22 January 2021	Middle / Senior	PortBlair	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
49	Government Audit and Clearance of C & A G's Audit Paragraphs	28 January 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
50	Government Audit and Clearance of C & A G's Audit Paragraphs	18 February 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
51	Constituion of India (With Special focus on financial matters)	25 February 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
52	Managing People at Work Place	08 - 12 February 2021	Middle / Senior	Mysore	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
53	HR Analytics	08 - 12 March 2021	Middle / Senior	Gangtok	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
54	Greening the Economy:	18 - 22 January	Middle /	PortBlair	Rs. 49,500/-	EnV Division

	Sustainable Industries / Organisations	2021	Senior		(R) Rs. 30,000/- (NR)	
55	Industry 4.0 Management System (ISO 9001, 14001, 45001 & 50001)	08 - 12 March 2021	Middle / Senior	Goa	Rs. 49,500/- (R) Rs. 30,000/- (NR)	IE Division
56	Latest Trends & Developments in Thermal & Electrical Utilities	15 - 19 March 2021	Middle / Senior	Port Blair	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EM Division
57	File Management, Record Keeping & Grievance Redressal Mechanism	18 March 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
		RD JA	AIPUR			
1	5S - A tools for Good House Keeping Practices	April 7-9, 2020	Middle / Senior	Jaipur	Rs.30000/- (R) Rs.12000/- (NR)	RD Jaipur
2	Work Place Conflict & Resolution Management: Insight on Gender Sensitivity & CSR	April 13-17 2020	Middle / Senior	Jaipur	Rs.49500/- (R) Rs.30000/- (NR)	RD Jaipur
3	Innovation, Foresight and Scenario Planning For Efficient Resources Management	April 20-24 2020	Middle / Senior	Mussoorie	Rs.49500/- (R) Rs. 30000/- (NR)	RD Jaipur
4	Operational Strategic Management for Achieving & Sustaining Performance	May 11-15 2020	Middle / Senior	Mount Abu	Rs.55500/- (R) Rs.30000/- (NR)	RD Jaipur
5	Advance Course On Secretarial Effectiveness : Capacity Building	May 18-22 2020	Middle / Senior	Mussoorie	Rs.49500/- (R) Rs. 30000/- (NR)	RD Jaipur
6	Talent Management & HR Analytics	May 25-29 2020	Middle / Senior	Gangtok	Rs.55500/- (R)	RD Jaipur
7	High Performing Teams & Systematic Problem Solving	June 16-20 2020	Middle / Senior	Shimla	Rs.49500/- (R) Rs. 30000/- (NR)	RD Jaipur
8	Preventive Vigilance & e- Procurement: Key to Good Governance	June 22-26 2020	Middle / Senior	Mount Abu	Rs.55500/- (R)	RD Jaipur
		RD KA	ANPUR			
1	Effective Production, Planning & Control	21-May-20	Middle/ Senior	Rudrapur	NR-6500	RD Kanpur
2	Applications of Robotics in Industrial Automation	25-May-6 June -20	Middle/ Senior	Lucknow	NR-28320	RD Kanpur
3	Stress & Time Management	26-30 May-20	Middle/ Senior	Dalhouusie	R-48500	RD Kanpur
4	Managerial Effectiveness: Focus on Team Work And Conflict Management	8-12 Jun-20	Middle/ Senior	Nainital	R-48500	RD Kanpur
5	Digital Marketing, Cloud Computing, website development, Mobile Application Development for Industrial Automation	10-27 Jun-20	Middle/ Senior	Kanpur	NR-32000	RD Kanpur
6	Developing competencies of Executives Secretaries, Personal Assistant & Office Staff for Better Performance	22-26 Jun-20	Middle/ Senior	Gangtok	R-48500	RD Kanpur
7	Management of Waste for Circular Economy	22-26 Jun-20	Middle/ Senior	Gangtok	R-48500	RD Kanpur
8	Spares Parts Management	23-Jun-20	Middle/ Senior	Kanpur	NR-5000	RD Kanpur
9	PTC for Energy Managers and Energy Auditors	17-21 Aug-20	Middle/ Senior	Kanpur	NR-18000	RD Kanpur
10	Systematic Problem Solving	3-5 Sep-20	Middle/ Senior	Kanpur	NR-12000	RD Kanpur

Performance Measurement and Management	23-27 Nov-20	Middle/ Senior	Goa	R-48500	RD Kanpur
Waste Minimization & Industrial Waste Water Management	26-29 Oct-`20	Middle/ Senior	Goa	R-42000	RD Kanpur
Effective Office Management: Focus on challenges, commitments, imapct and Rewards	28-Dec- 1 Jan 21	Middle/ Senior	Port Blair	R-52,500	RD Kanpur
Lean Manufacturing & Industry 4.0	18-20 Jan-21	Middle/ Senior	Kanpur	NR-12000	RD Kanpur
Performance Management for Organisational Effectiveness	2-6 Feb-21	Middle/ Senior	Kanyakumar i	R-48500; NR- 28000	RD Kanpur
5S and Total Productive Maintenance	22-24 Feb-21	Middle/ Senior	Kanpur	NR-12000	RD Kanpur
Energy Efficiency in Industrial Utilities	3-5 Mar-21	Middle/ Senior	Haridwar	R-30000; NR- 15000	RD Kanpur
Industrial Safety	16-18 Mar-21	Middle/	Kanpur	R-36000, NR-	RD Kanpur
	RD KO				
5-Days Intensive Training Programme for 21 th National Certification Examination for EA & EM, 2020	24-28 August, 2020	Middle/ Senior	Kolkata	Rs. 15000/- (NR)	EM
Total Productive Maintenance	02-04 December, 2020	Middle/ Senior	Kolkata	Rs. 10000/- (NR)	T&D
Material Flow Cost Accounting(MFCA)-ISO 14051	15-19 February, 2021	Middle/ Senior	Goa	Rs. 55000/-(R)	EnM
"BEE Schemes, Rules & Regulation of EC Act"	23-25 February, 2021	Middle/ Senior	Kolkata	Rs. 10000/- (NR)	EM
	RD F	PATNA			
Improving Leadership, Managerial and Administrative Skills	27-28 April 2020	Middle/ Senior	Patna	Rs. 10000/- (NR)	RD Patna
5S – A tool for good housekeeping	11-12 May 2020	Middle/ Senior	Ranchi	Rs. 10000/-	RD Patna
	,				
Modern Office Management and Project Management techniques	8-12 June 2020	Middle/ Senior	Gangtok	Rs. 50000/- (R) Rs. 25000/- (NR)	RD Patna
	<u> </u>		Gangtok Ranchi	(R) Rs. 25000/-	RD Patna
Project Management techniques Preparatory Training Programme for Energy Managers and Auditors	8-12 June 2020	Senior Middle/	<u> </u>	(R) Rs. 25000/- (NR) Rs. 10000/-	
Project Management techniques Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020 Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020 Modern Management Practices for organisational performance	8-12 June 2020 6-7 August 2020 24-25 August	Senior Middle/ Senior Middle/	Ranchi	(R) Rs. 25000/- (NR) Rs. 10000/- (NR) Rs. 10000/-	RD Patna
Project Management techniques Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020 Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020 Modern Management Practices for	8-12 June 2020 6-7 August 2020 24-25 August 2020	Senior Middle/ Senior Middle/ Senior Middle/	Ranchi Patna	(R) Rs. 25000/- (NR) Rs. 10000/- (NR) Rs. 10000/- (NR) Rs. 50000/- (R) Rs. 25000/-	RD Patna RD Patna
Project Management techniques Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020 Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020 Modern Management Practices for organisational performance Modern HR practices for improved	8-12 June 2020 6-7 August 2020 24-25 August 2020 21-25 Sept 2020	Senior Middle/ Senior Middle/ Senior Middle/ Senior Middle/ Senior	Ranchi Patna Bodh Gaya	(R) Rs. 25000/- (NR) Rs. 10000/- (NR) Rs. 10000/- (NR) Rs. 50000/- (R) Rs. 25000/- (NR) Rs. 10000/-	RD Patna RD Patna RD Patna
Project Management techniques Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020 Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020 Modern Management Practices for organisational performance Modern HR practices for improved organisational performance Modern Office Management and	8-12 June 2020 6-7 August 2020 24-25 August 2020 21-25 Sept 2020 12-13 Oct 2020	Middle/ Senior Middle/ Senior Middle/ Senior Middle/ Senior Middle/	Ranchi Patna Bodh Gaya Ranchi	(R) Rs. 25000/- (NR) Rs. 10000/- (NR) Rs. 10000/- (NR) Rs. 50000/- (NR) Rs. 25000/- (NR) Rs. 10000/- (NR) Rs. 50000/- (NR) Rs. 50000/- (R) Rs. 50000/- (R) Rs. 25000/-	RD Patna RD Patna RD Patna RD Patna
Project Management techniques Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020 Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020 Modern Management Practices for organisational performance Modern HR practices for improved organisational performance Modern Office Management and Project Management techniques	8-12 June 2020 6-7 August 2020 24-25 August 2020 21-25 Sept 2020 12-13 Oct 2020 2-6 Nov 2020	Senior Middle/ Senior Middle/ Senior Middle/ Senior Middle/ Senior Middle/ Senior Middle/ Senior	Ranchi Patna Bodh Gaya Ranchi Goa	(R) Rs. 25000/- (NR) Rs. 10000/- (NR) Rs. 10000/- (NR) Rs. 50000/- (R) Rs. 25000/- (NR) Rs. 50000/- (NR) Rs. 50000/- (NR) Rs. 50000/- (R) Rs. 25000/- (NR) Rs. 25000/- (NR) Rs. 10000/-	RD Patna RD Patna RD Patna RD Patna RD Patna
	Waste Minimization & Industrial Waste Water Management Effective Office Management: Focus on challenges, commitments, imapct and Rewards Lean Manufacturing & Industry 4.0 Performance Management for Organisational Effectiveness 5S and Total Productive Maintenance Energy Efficiency in Industrial Utilities Industrial Safety 5-Days Intensive Training Programme for 21 th National Certification Examination for EA & EM, 2020 Total Productive Maintenance Material Flow Cost Accounting(MFCA)-ISO 14051 "BEE Schemes, Rules & Regulation of EC Act"	Waste Minimization & Industrial Waste Water Management Effective Office Management: Focus on challenges, commitments, imapct and Rewards Lean Manufacturing & Industry 4.0 Performance Management for Organisational Effectiveness 5S and Total Productive Maintenance Energy Efficiency in Industrial Utilities Industrial Safety 16-18 Mar-21 RD KO 5-Days Intensive Training Programme for 21 th National Certification Examination for EA & EM, 2020 Total Productive Maintenance Material Flow Cost Accounting(MFCA)-ISO 14051 "BEE Schemes, Rules & Regulation of EC Act" Improving Leadership, Managerial and Administrative Skills 28-Dec- 1 Jan 21 24-28 August, 2020 22-24 Feb-21 RD KO 2020 24-28 August, 2020 2020 22-28 August, 2020 22-29 23-25 February, 2021 23-25 February, 2021	Waste Minimization & Industrial Waste Water Management Effective Office Management: Focus on challenges, commitments, imapct and Rewards Lean Manufacturing & Industry 4.0 Performance Management for Organisational Effectiveness 5S and Total Productive Maintenance Energy Efficiency in Industrial Utilities Industrial Safety Total Productive Maintenance Middle/ Senior RD KOLKATA 24-28 August, 2020 Total Productive Maintenance Middle/ December, 2020 Middle/ Senior RD KOLKATA Middle/ Senior RD KOLKATA Middle/ Senior RD KOLKATA Total Productive Maintenance Middle/ December, 2020 Middle/ Senior Middle/ Senior RD KOLKATA Total Productive Maintenance Middle/ Senior Middle/ Senior Middle/ Senior RD KOLKATA Middle/ Senior RD KOLKATA Total Productive Maintenance 15-19 Middle/ Senior Middle/ Senior Middle/ Senior RD PATNA Improving Leadership, Managerial and Administrative Skills Total Program Middle/ Senior RD PATNA Improving Leadership, Managerial and Administrative Skills Total Program Middle/ Senior RD PATNA Improving Leadership, Managerial and Administrative Skills Total Program Middle/ Senior RD PATNA Middle/ Senior Middle/ Senior Middle/ Senior Middle/ Senior Middle/ Senior Middle/ Senior	Waste Minimization & Industrial Waste Water Management Effective Office Management: Focus on challenges, commitments, imapct and Rewards Lean Manufacturing & Industry 4.0 Performance Management for Organisational Effectiveness 5S and Total Productive Maintenance Energy Efficiency in Industrial Utilities Industrial Safety 16-18 Mar-21 Senior RD KOLKATA 5-Days Intensive Training Programme for 21 th National Certification Examination for EA & EM, 2020 Total Productive Maintenance Material Flow Cost Accounting(MFCA)-ISO 14051 "BEE Schemes, Rules & Regulation of EC Act" Port Blair Middle/ Senior Kanpur Middle/ Senior Middle/ Senior RD KOLKATA Kolkata Kolkata Senior RD Kolkata Kolkata Senior RD Kolkata Middle/ Senior RD Kolkata Kolkata Kolkata Egguator Goa Middle/ Senior RD Kolkata Kolkata Kolkata Kolkata February, Senior Senior Kolkata Kolkata Middle/ Senior Kolkata Kolkata February, Senior Middle/ Senior Kolkata Kolkata	Waste Minimization & Industrial Waste Water Management Effective Office Management: Focus on challenges, commitments, imapct and Rewards Lean Manufacturing & Industry 4.0 Performance Management for Organisational Effectiveness SS and Total Productive Maintenance Energy Efficiency in Industrial Utilities 5-Days Intensive Training Programme for 21 th National Certification Examination for EA & EM, 2020 Total Productive Maintenance Material Flow Cost Material Flow Cost Material Flow Cost Accounting(MFCA)-ISO 14051 "BEE Schemes, Rules & Regulation of EC Act" Improving Leadership, Managerial and Administrative Skills ILean Manufacturing & Industrial 28-Dec-1 Jan 21 Middle/ Senior Senior Middle/ Senior Middle/ Senior Senior Middle/ Senior Senior Senior Middle/ Senior Senior Senior Middle/ Senior Seni

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		RD BHUBAN	<u>IESHWAR</u>			
Opera	ations And Quality Management					
1	Project Planning , Implementation, Monitoring and Evaluation	04-08 May, 2020	Middle/ Senior	Bhubanesw ar	Rs 49,500/-(R) Rs 30,000/- (NR)	RD Bhubaneswa r
2	Performance Management, Monitoring and Evaluation for Organizational Excellence	18-22 May, 2019	Middle/ Lower	Gangtok	Rs 49,500/-(R) Rs 30,000/- (NR)	RD Bhubaneswa r
3	Advance tool and technique for QES professional	10-12 August ,2020	Middle/ Senior	Puri	Rs 30,000/-(R) Rs 20,000/- (NR)	RD Bhubaneswa r
4	Improving Effectiveness of Challenges of Safety Professionals	2-6 Septmber,2020	Middle/ Senior	Jaisalmer	Rs 49,000/-(R)	RD Bhubaneswa r
5	Project Planning , Implementation, Monitoring and Evaluation	14-18,December,2020	Middle/ Senior	Goa	Rs 49,000/-(R)	RD Bhubaneswa r
Envir	onment Management					
1	Waste Management Rules 2016	26-28 May, 2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/- (NR)	RD Bhubaneswa r
Huma	n Resource Management					
1	Improving Effectiveness Of Private Secretaries & Personal Assistants	26-28 May, 2020	Middle/ Lower	Puri	Rs.30,000(R)/ Rs.20,000/- (NR)	RD Bhubaneswa r
2	Leadership and enablers of achieving Organization excellence	15-19 June,2020	Middle/ Senior	Kodaikanal	Rs.49,500/-(R)	NPC Bhubaneswa r
3	Successful Retirement Planning	15-19 June,2020	Middle/ Senior	Kodaikanal	Rs.49,000/-(R)	RD Bhubaneswa r
4	Gender Sensation and Sexual Harassment	24-26 June,2020	Middle/ Senior	Puri	Rs.30,000(R)/ Rs.20,000/- (NR)	NPC Bhubaneswa r
5	Effective Office Management and Strategic Financial Planning	6-10 July,2020	Middle/ Senior	Ooty	Rs.49,500/-(R)	RD Bhubaneswa r
6	Vigilance as a Management Tool	6-10 July,2020	Middle/ Senior	Ooty	Rs.49,500/-(R)	RD Bhubaneswa r
7	Successful Retirement Planning	17-21, August ,2020	Middle/ Senior	Jodhpur	Rs.49,000/-(R)	RD hubaneswar
8	Improving Effectiveness Of Private Secretaries & Personal Assistants	5-7 October, 2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/- (NR)	RD hubaneswar
9	Performance Management	23-27 November,2020	Middle/ Senior	Portblair	Rs.49,000/-(R)	RD Bhubaneswa r
10	Leadership and enablers of achieving Organization excellence	23-27, November,2020	Middle/ Senior	Portblair	Rs.49,000/-(R)	RD Bhubaneswa r
11	Successful Retirement Planning	14-18,December,2020	Middle/ Senior	Goa	Rs.49,000/-(R)	RD Bhubaneswa r
12	Modern HR Practices for improving organizational performance and effective office administration	21-23,December,2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/- (NR)	RD Bhubaneswa r
13	Vigilance as a Management Tool	18-22,January,2020	Middle/ Senior	Goa	Rs.49,000/-(R)	RD Bhubaneswa r

14	Systematic Problem Solving, Conflict Resolution and Change Managemen	4-6,January,2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/- (NR)	RD Bhubaneswa r
15	Managerial Leadership & Team Building	1-5 February, 2020	Middle/ Senior	Portblair	Rs.49,000/-(R)	RD Bhubaneswa r
16	Improving Effectiveness Of Private Secretaries & Personal Assistants	1-5 February, 2020	Middle/ Senior	Portblair	Rs.49,000/-(R)	RD Bhubaneswa r
17	Gender Sensation and Sexual Harassment	16-18 February, 2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/- (NR)	RD Bhubaneswa r
Tech	nology & Development					
1	Project Planning , Implementation, Monitoring and Evaluation	04-08 May, 2020	Middle/ Senior	Bhubanesw ar	Rs.49,500/-(R) Rs.30,000/- (NR)	RD Bhubaneswa r
2	Performance Management, Monitoring and Evaluation for Organizational Excellence	18-22 May, 2019	Middle/ Lower	Gangtok	Rs.49,500/-(R) Rs.30,000/- (NR)	RD Bhubaneswa r
3	Advance tool and technique for QES professional	10-12 August ,2020	Middle/ Senior	Puri	Rs.30,000/-(R) Rs.20,000/- (NR)	RD Bhubaneswa r
4	Improving Effectiveness of Challenges of Safety Professionals	2-6 Septmber,2020	Middle/ Senior	Jaisalmer	Rs.49,000/-(R)	RD Bhubaneswa r
5	Project Planning , Implementation, Monitoring and Evaluation	14-18,December,2020	Middle/ Senior	Goa	Rs.49,000/-(R)	RD Bhubaneswa r
6	Digital Transformation & Managing Change at Workplace	4-6,January,2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/- (NR)	RD Bhubaneswa r
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