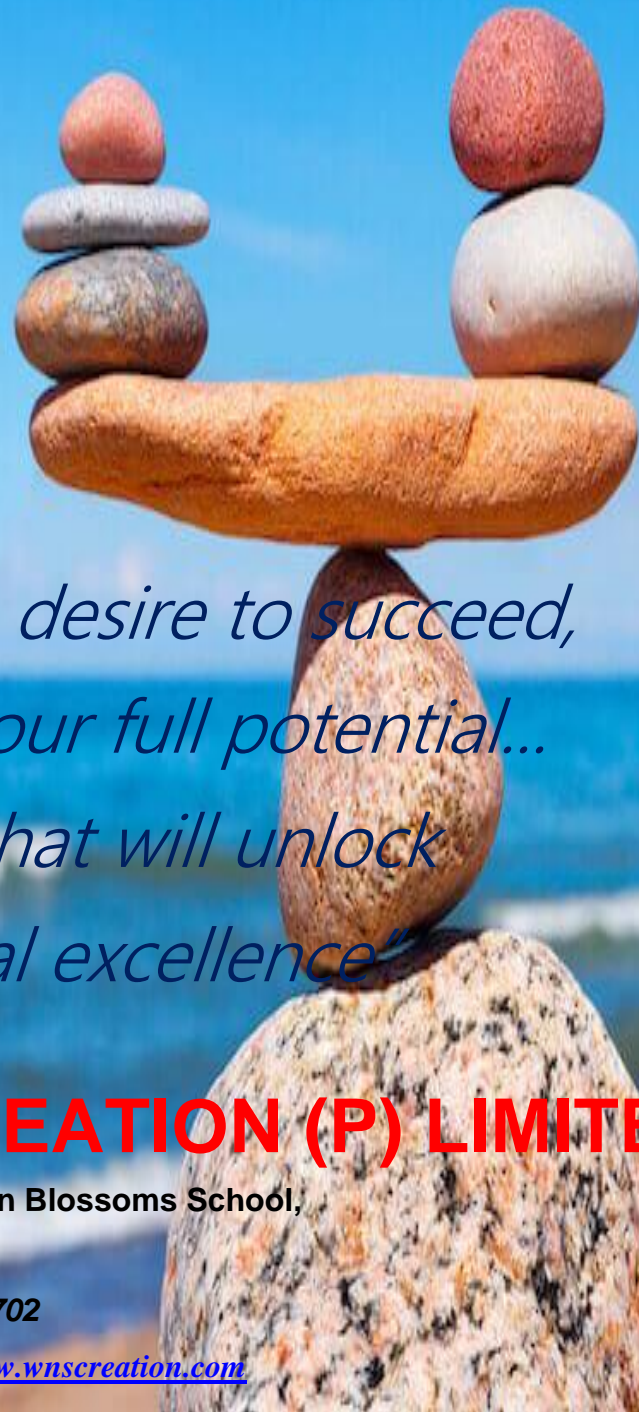


Training Calendar



2020-21



*"The will to win, the desire to succeed,
the urge to reach your full potential...
these are the keys that will unlock
the door to personal excellence"*

WILL & SKILL CREATION (P) LIMITED

16 Danda Nooriwala, In front of New Doon Blossoms School,
Sahastradhara Road, Dehradun

Contact: +91- 9634559780, +91- 7983833702

Email- wnscreation@gmail.com ; Website- www.wnscreation.com

About Will & Skill Creation

Will & Skill Creation Private Limited is a duly incorporated company under the Company's Act 2013, based at Dehradun. It is one of the finest and emerging organization committed to serve the great cause of organizational excellence through development and delivery of Trainings in the areas of Human Resource Development, Management Development, Skill and Capacity Building, Behavioral and Soft skills, Legal and Financial matters, Establishment related matters and in other relevant disciplines too. As a long term strategic business partner we are also poised to serve our clients, by providing them with an effective and quality based consulting assistance too.

Our Vision

Our Vision is to effectively serve the society and the respective organizations by providing the essential services in the form of quality training, consultancy and other such valued assistance. We also aim to work in the direction of skill enhancement at large scale.

Our Values

We are committed to serve our clients with the best Quality of Trainings and other Consultancy Services. We commit ourselves to be honest in our approach and remain committed for continuous growth and excellence, so as to fulfill the aspirations of organizations and society at large.

Our Team

Will & Skill Creation is a professionally managed and a committed organization with a core team of dedicated and experienced professionals drawn from leading Government, Corporate, Academic and Social Sector organizations whose wide and rich experience about the overall working system and prevailing management practices adds a distinguished value to the company.

Our Services

- To conduct programs and workshops in the areas of Human Resource Development, Management Development, Legal and Financial matters Capacity & Skill enhancement and in other upcoming areas as per the specific need of an organization.
- To organize Public Awareness and General Sensitization Training Programs
- To conduct and manage Seminars, Conferences and Classes for the Craftsman and Technicians in various disciplines.
- To conduct Training Need Assessment and Training Evaluation
- To conduct Business of Consultancy in all matters and problems relating to Industries, Administration, Financial Management, Marketing, Market Research, Publicity, Personnel, etc.
- To assist our client organizations in various stages of Policy Framing and other related matters
- To assist our client organizations for the work of English-Hindi and Hindi-English Translation

Our Institute

We have a well established Training centre at Dehradun, with a well equipped

- Classroom/Conference Room
- Computer Lab
- A resourceful library.

The centre is located in the peaceful vicinity of Dehradun with the name of **TRAINING & RESEARCH INSTITUTE (TRI)**, 16 Danda Nooriwala, in front of New Doon Blossoms School, Sahastradhara Road, Dehradun, Uttarakhand.

Management Development Programs

S. No.	Program Name	Target Group	Duration	Program Schedule
1	Training Program on Office System and Procedures	Section Officers, Administrative Officers & Executives	2 Days	17-18 July 2020 10-11 December 2020
2	Workshop on Cyber Security	Senior and middle Management Officers	2 Days	08-09 October 2020
3	Workshop on Establishment Rules & Procedures	Senior and middle Management Officers	2 Days	06-07 August 2020
4	Workshop on Conduct Rules & Disciplinary Proceedings	Senior and middle Management Officers	2 Days	10-11 September 2020
5	Workshop on Right to Information (RTI) Act & Rule	APIO's, PIO's and Appellate Officers	1 Day	24 July 2020
6	Workshop on Handling Court Cases	Senior and middle Management Officers	1 Day	21 August 2020
7	Workshop on Labor Laws	Senior and middle Management Officers	2 Days	24-25 September 2020
8	Workshop on Administrative Vigilance, Role of IO/PO	Senior and middle Management Officers	1 Day	03 November 2020
9	Workshop on Reservation In Services & Framing of Roster	Senior and middle Management Officers	2 Days	15-16 October 2020

Financial Management Program

S. No.	Program Name	Target Group	Duration	Program Schedule
1	Training Program on Procurement Rules & GeM	Senior and middle Management Officers	2 Days	27-28 August 2020
				07-08 January 2021
2	Training Program on Pension, Other Retirement Benefits & Leave Rules	Senior and middle Management Officers	2 Days	27-28 January 2021
3	Workshop on Income Tax Law and Filing Returns	Senior and middle Management Officers	2 Days	04-05 February 2021
4	Workshop on Pay Fixation	Account Officers and dealing assistants	1 Day	23 February 2021
5	Workshop on Gender Budget & Outcome Budget	Senior and middle Management Officers	2 Days	22-23 December 2020

Note-

- Training Program on any other Topics related to Financial Matters, can also be organized as per the organizational requirement

Behavioral and Soft Skills Training Program

S. No.	Program Name	Target Group	Duration	Program Schedule
1	Workshop on Values & Ethics in Governance	Senior and middle Management Officers	2 Days	15-16 September 2020
2	Workshop on Prevention of Sexual Harassment of Women at Workplace (POSH)	Senior and Middle Management Officers	1 Day	10 February 2021
3	Workshop on Design Thinking	Senior and middle Management Officers	1 Day	06 November 2020
4	Workshop on Leadership Development & Team Building	Office Assistants & supporting staff	1 Day	17 March 2021
5	Workshop on HR Strategies	Senior and Middle Management Officers	1 Day	05 March 2021

Note-

- Training Program on MS- Office Suite, MS- Word, MS- Excel, MS- PowerPoint, can also be organized as per the organizational requirements
- We can organize a dedicated Employee Orientation Program for the newly appointed employees and an In-service Refresher Training Course for the employees who are already working in your organization

General Information & Nomination Process

- The program circular inviting nominations will be send, approximately 3 weeks prior, from the actual date of the commencement of the program to each organization
- **In present scenario of COVID 19, the above mentioned dates for the trainings are subject to change as per the Guidelines issued by the Government. We are ready to conduct the Training programs both via Online Medium and once after Lockdown situation we will start with Classroom Sessions by following the appropriate norms of Social Distancing**
- If there is any specific need for a particular course, by an organization and wants a specific batch for their employees or desire for an in-house training, than a prior 15 days intimation is needed to be provided to the concerned authorities of our organization
- Any quarries with regard to the course content and financials involved such as the participation fee (per participant or a group participation), for any particular program can be obtained by contacting us.

Contact Details:-

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Amit Goswami
Managing Director

Kishan Nath
Chairman

Aim for perfection,



Expect excellence,

Accept your results



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