




Training Calendar

2021-22



*“Most of the **important things in the world** have been accomplished by people who have **kept on trying when there seemed to be no hope at all.**”*

TRAINING & RESEARCH INSTITUTE (TRI)

(An Institute under Will & Skill Creation (P) Limited)

~ Dale Carnegie

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

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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 conduct and manage seminars, conferences and classes for the craftsman and technicians in various disciplines.
- 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 English-Hindi and Hindi-English Translation works.

Our Institute

We have a well established Training center 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 Blossom School, Sahastradhara Road, Dehradun, Uttarakhand.

Training Calendar -2021-22

S. No.	Program Name	Target Group	Duration	Program Schedule
1	Training Program on Office System and Procedures	Section Officers, Administrative Officers and Office Executives	2 Days	22-23 April 2021
2	Training program on Procurement Rules & GeM	Senior and middle Management Officers	2 Days	06-07 May 2021
3	Workshop on Establishment Rules & Procedures	Senior and middle Management Officers	2 Days	21-22 May 2021
4	Workshop on Handling Court Cases	Senior and middle Management Officers	1 Day	11 June 2021
5	Workshop on Reservation in Services & Framing of Roster	Senior and middle Management Officers	2 Days	18-19 June 2021
6	Workshop on Right to Information (RTI) Act & Rule	APIO's, PIO's and Appellate Officers	1 Day	09 July 2021
7	Basic staff orientation Program	Office Assistants & supporting staff	3 Days	22-24 July 2021
8	Workshop on Advanced Excel	Senior and middle Management Officers	2 Days	05-06 August 2021

S. No.	Program Name	Target Group	Duration	Program Schedule
9	Workshop on Conduct Rules & Disciplinary Proceedings	Senior and middle Management Officers	2 Days	26-27 August 2021
10	Training Programme on Pension, Other Retirement Benefits & Leave Rules	Senior and middle Management Officers	2 Days	08-09 September 2021
11	Training Program on Sustainable Development Goals	Senior and middle Management Officers	2 Days	24-25 September 2021
12	Training Program on Data Analytics using MS Excel	Senior and middle Management Officers	2 Days	07-08 October 2021
13	Workshop on Pay Fixation	Account Officers and dealing assistants	2 Days	28-29 October 2021
14	Training of Trainers Program	Senior and middle Management Officers	3 Days	10-12 November 2021
15	Workshop on Budget Formulation & Implementation	Senior and middle Management Officers	1 Day	26 November 2021
16	Orientation Training Program for retiring Government Officials	Retiring Government Officials- Gazetted and Non Gazetted Officers	2 Days	09-10 December 2021

S. No.	Program Name	Target Group	Duration	Program Schedule
17	Workshop on Values & Ethics in Governance	Senior and middle Management Officers	2 Days	22-23 December 2021
18	Training program on Procurement Rules & GeM	Senior and middle Management Officers	2 Days	14-15 January 2022
19	Workshop on Leadership Development and Team Building	Senior and middle Management Officers	2 Days	21-22 January 2022
20	Workshop on Income Tax and Filing of Returns	Senior and middle Management Officers	2 Days	10-11 February 2022
21	Training Program on Office Management & Procedures	Senior and middle Management Officers	3 Days	23-25 February 2022
22	Orientation Training Program on PFMS & IFMS	Senior and middle Management Officers	2 Days	10-11 March 2022
23	Workshop on Critical Thinking & Problem Solving Skills	Senior and middle Management Officers	1 Day	19 March 2022

Note-

- Training Program on MS- Office Suite, MS- Word, MS- Excel, MS- PowerPoint, can also be organized as per the Organizational needs.
- We also organize a dedicated Training/Orientation Program for the fresher or in service employees as per the Organizational needs.
- We can organize Public Awareness Programs, Workshops/ Seminars and also conduct Evaluation work.
- Online training facility is also with us.

Nomination Process

- The program circular inviting nominations will be circulated, approximately 3 weeks prior, from the actual date of the commencement of the program.
- The first 30 nominations at most for any particular batch will be considered, and the intimation regarding the acceptance of nominations for each course will be intimated by one week prior from the commencement of the program.
- 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 program than 15 days prior intimation will be needed.
- Any queries with regard to the course content and financials such as the participation fee (per participant or a group participation) for any particular program, can be obtained separately.

Amit Goswami

Managing Director

Will & Skill Creation (P) Ltd.

Kishan Nath

Chairman

Will & Skill Creation (P) Ltd.

*“A mission statement is not something you write overnight...
But fundamentally, your mission statement becomes your
constitution, the solid expression of your vision and values.
It becomes the criterion by which you measure everything
else in your life.”*

- Stephen Covey



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