



Training Calendar

2022-23

Learning & Development



TRAINING & RESEARCH INSTITUTE (TRI)

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

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

Contact: +91- 9634559780, +91- 7983833702

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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. 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.

Our Vision & Mission

VISION - Our Vision is to inform, educate and inspire people to achieve their professional goals by providing the essential services in the form of high-quality, accessible training, consultancy and other professional development opportunities. We aim to work in the direction of skill enhancement at large scale.

MISSION - We are committed to serve our clients with the best Quality of Trainings and other Consultancy Services. Our mission is to provide Professional development in many different ways to accommodate diverse learning styles and needs. We commit ourselves to be honest in our approach and remain committed for continuous growth and excellence, so as to fulfill the aspirations of our clients and Society at large.

Our Values

Client Centric- We put our clients first in everything we do. We actively listen to our clients to understand their training needs and expectations.

Quality and Excellence; - We go above and beyond to deliver the highest quality solution and exceed our client's expectations.

Trust; - We consider trust as the basis for working together, between associates and in collaboration with partner organizations and clients.

Credibility; - We act with professionalism and conduct ourselves with the highest sense of professionalism and ethics, and promote honesty, integrity and competency in our people.

Commitment; - Full of spirit and drive we engage ourselves to achieve set goals together with our clients. We are only satisfied when our clients are satisfied.

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 Training 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 -2022-23

S. No.	Program Name	Target Group	Duration	Program Schedule
1	06 Days Foundation Training Program	Newly Recruited Employees in Government and Public Sector Organizations	6 Days	25-30 April 2022
2	Training program on Procurement Rules & GeM	Senior and Middle Management Officers	2 Days	19-20 May 2022
3	Workshop on Establishment Rules & Procedures	Senior and Middle Management Officers	2 Days	26-27 May 2022
4	Workshop on New Labour Code	Senior and Middle Management Officers	2 Day	9-10 June 2022
5	Workshop on Reservation in Services & Framing of Roster	Senior and Middle Management Officers	2 Days	23-24 June 2022
6	Workshop on Right to Information (RTI) Act & Rule	APIO's, PIO's and Appellate Officers	1 Day	8 July 2022
7	Workshop on Project Management	Senior and Middle Management Officers	2 Days	21-22 July 2022
8	Workshop on Advanced Excel	Senior and Middle Management Officers	2 Days	4-5 August 2022

S. No.	Program Name	Target Group	Duration	Program Schedule
9	Workshop on Conduct Rules & Disciplinary Proceedings	Senior and Middle Management Officers	2 Days	25-26 August 2022
10	Training Program on Pension, Other Retirement Benefits & Leave Rules	Senior and Middle Management Officers	2 Days	15-16 September 2022
11	Training Program on Handling of Court Cases and Arbitration Laws	Senior and Middle Management Officers	2 Days	22-23 September 2022
12	Training Program on Office Management & Procedures	Senior and Middle Management Officers	2 Days	11-12 October 2022
13	Workshop on Pay Fixation	Account Officers and Dealing Assistants	2 Days	20-21 October 2022
14	Workshop on Big Data Analytics in Government	Senior and Middle Management Officers	2 Days	10-11 November 2022
15	Workshop on Budget Formulation & Implementation	Senior and Middle Management Officers	1 Day	25 November 2022
16	Orientation Training Program for Retiring Government Officials	Retiring Government Officials- Gazetted and Non Gazetted Officers	2 Days	8-9 December 2022

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 2022
18	Training program on Procurement Rules & GeM	Senior and Middle Management Officers	2 Days	10-11 January 2023
19	Workshop on Leadership Development and Team Building	Senior and Middle Management Officers	2 Days	19-20 January 2023
20	Workshop on Income Tax and Filing of Returns	Senior and Middle Management Officers	2 Days	8-9 February 2023
21	06 Days Foundation Training Program	Newly Recruited Employees in Government and Public Sector Organizations	6 Days	20-25 February 2023
22	Training Program on Office Management & Procedures	Senior and Middle Management Officers	2 Days	8-9 March 2023

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 organize Public Awareness Programs, Workshops/ Seminars and also conduct Evaluation work as per the Organizational needs.
- Online training facility is also available 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 Training 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

Kishan Nath,
Chairman





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