



Training Calendar

2019-20

*“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)

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.

Training Calendar -2019-20

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	4-5 July 2019
				8-9 January 2020
2	Workshop on Cyber Security	Senior and middle Management Officers	2 days	15-16 October 2019
3	Workshop on Establishment Rules & Procedures	Senior and middle Management Officers	2 days	8-9 August 2019
4	Workshop on Conduct Rules & Disciplinary Proceedings	Senior and middle Management Officers	2 days	8-9 April 2019
5	Workshop on Right to Information (RTI) Act & Rule	APIO's, PIO's and Appellate Officers	1 day	27 September 2019
6	Workshop on Handling Court Cases	Senior and middle Management Officers	1 day	24 April 2019
7	Workshop on Labor Laws	Senior and middle Management Officers	2 days	16-17 May 2019
8	Workshop on Gender Issues	Senior and middle Management Officers	1 day	28 January 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	11-12 June 2019
				6-7 February 2020
2	Training Programme on Pension & other retirement benefits	Senior and middle Management Officers	2 days	3-4 October 2019
3	Workshop on Income Tax Law and Filing Returns	Senior and middle Management Officers	1 day	25 July 2019
4	Workshop on Pay Fixation	Account Officers and dealing assistants	1 day	28 August 2019
5	Workshop on GST	Account Officers and dealing assistants	1 day	4 March 2020
6	Orientation Training Program for retiring Officials	Senior and middle Management Officers	1 day	18 December 2019

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	13-14 November 2019
2	Train the Trainer Program	Senior and middle Management Officers	2 days	11-12 December 2019
3	Workshop on Leadership Development and Team Building	Senior and middle Management Officers	1 day	11 March 2020
4	Training Program on Effective Parenting Skills	Senior and middle Management Officers	1 day	22 February 2020
5	Basic staff orientation Program	Office Assistants & supporting staff	1 day	05 November 2019

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.

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
- 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 us 1 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, 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

*“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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