

DEVELOPMENT  
MANAGEMENT  
SYSTEM  
TRAINING  
GROWTH  
LEARNING  
GOAL  
CONCEPT  
CERTIFICATION  
EDUCATION  
SYSTEM  
LEARNING AND  
DEVELOPMENT  
POTENTIAL  
SOLUTION  
CONTENT TRAINING  
COACHING  
COACHING  
PERSON  
LEARN  
WORK  
IMPROVE



# Training Calendar

2024-25



**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

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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 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, 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.

## Training Calendar – 2024-25

S. No.	Program Name	Target Group	Duration	Program Schedule
1	Training Program on Office Management & Procedures	Senior and Middle Management Officers	2 Days	29-30 April 2024
2	06 Days Foundation Training Program	Newly Recruited Employees in Government and Public Sector Organizations	6 Days	13-18 May 2024
3	Workshop on Establishment Rules & Procedures	Senior and Middle Management Officers	2 Days	30-31 May 2024
4	Workshop on Cyber Security	Senior and Middle Management Officers	2 Days	13-14 June 2024
5	Workshop on Reservation in Services & Framing of Roster	Senior and Middle Management Officers	2 Days	27-28 June 2024
6	Workshop on Right to Information (RTI) Act & Rule	APIO's, PIO's and Appellate Officers	1 Day	12 July 2024
7	Workshop on Project Management	Senior and Middle Management Officers	3 Days	24-26 July 2024
8	Workshop on Advanced Excel	Senior and Middle Management Officers	2 Days	08-09 August 2024
9	03 Days Training of Trainers Program	Senior and Middle Management Officers	3 Days	28-30 August 2024
10	Workshop on Conduct Rules & Disciplinary Proceedings	Senior and Middle Management Officers	2 Days	12-13 September 2024

<b>S. No.</b>	<b>Program Name</b>	<b>Target Group</b>	<b>Duration</b>	<b>Program Schedule</b>
11	<b>Training Program on Pension &amp; Other Retirement Benefits</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>18-19 September 2024</b>
12	<b>06 Days Foundation Training Program</b>	<b>Newly Recruited Employees in Government and Public Sector Organizations</b>	<b>6 Days</b>	<b>23-28 September 2024</b>
13	<b>Training Program on Stress &amp; Conflict Management and Work-Life Balance</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>18-19 October 2024</b>
14	<b>Training Program on Handling of Court Cases and Arbitration Laws</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>24-25 October 2024</b>
15	<b>Workshop on Leadership Development and Team Building</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>07-08 November 2024</b>
16	<b>Training Program on Office Management &amp; Procedures</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>17-18 November 2024</b>
17	<b>Training Program on Pay Fixation, T.A. Rules &amp; Leave Rules</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>29-30 November 2024</b>
18	<b>Training Program on Contract Management</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>12-13 December 2024</b>
19	<b>Training Program on Procurement Rules &amp; GeM</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>19-20 December 2024</b>
20	<b>Training Program on Budget Formulation &amp; Implementation</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>07-08 January 2025</b>
21	<b>Workshop on Essential Life Skills</b>	<b>Senior and Middle Management Officers</b>	<b>1 Day</b>	<b>15 January 2025</b>

<b>S. No.</b>	<b>Program Name</b>	<b>Target Group</b>	<b>Duration</b>	<b>Program Schedule</b>
22	<b>Orientation Training Program for Retiring Government Officials</b>	<b>Retiring Government Officials- Gazetted &amp; Non-Gazetted</b>	<b>02 Days</b>	<b>23-24 January 2025</b>
23	<b>Workshop on Monitoring &amp; Evaluation of Government Schemes</b>	<b>Senior and Middle Management Officers</b>	<b>1 Day</b>	<b>07 February 2025</b>
24	<b>Training Program on Artificial Intelligence and its use at Workplace</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>13-14 February 2025</b>
25	<b>Workshop on Values &amp; Ethics in Governance</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>20-21 February 2025</b>
26	<b>Training Program on Procurement Rules &amp; GeM</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>06-07 March 2025</b>
27	<b>Training Program on Income Tax &amp; Filing of Returns</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>13-14 March 2025</b>
28	<b>Training Program on Total Quality Management (TQM)</b>	<b>Senior and Middle Management Officers</b>	<b>2 Days</b>	<b>25-26 March 2025</b>

### **Note-**

- Training Program on MS- Office Suite, MS- Word, MS- Excel, MS- PowerPoint, can also be organized as per the Organizational need.
- We also organize a dedicated Training/Orientation Program for the fresher or in service employees as per the Organizational need.
- We also organize the Technical Training programs and Out Bound Training Programs.
- Online training facility is also available with us.

## *Nomination Process*

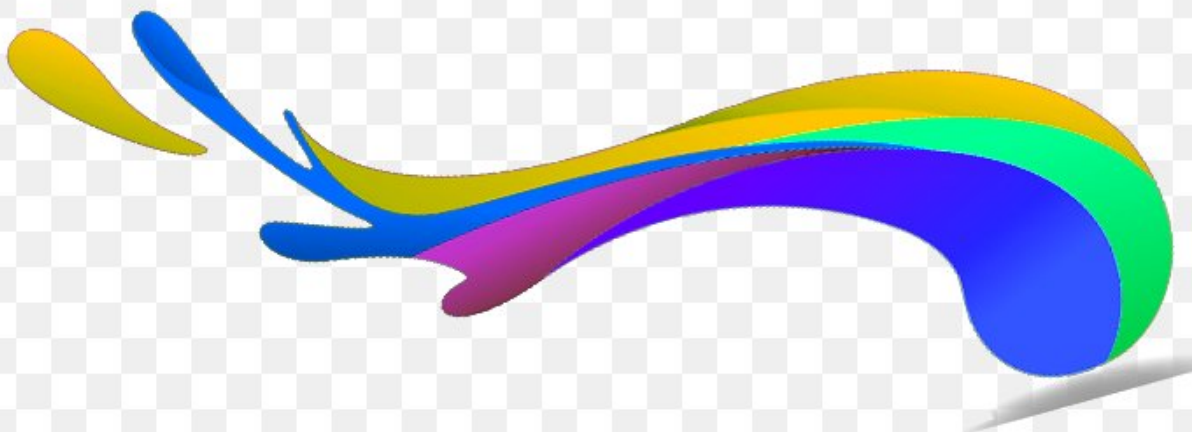
- The program circular inviting nominations will be circulated, approximately 3 weeks prior, from the actual date of the commencement of the Training program.
- The first 30 nominations at most for any batch will be considered, and the intimation regarding the acceptance of nominations for each course will be provided 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 regarding the course content and financials such as the participation fee (per participant or a group participation) for any program, can be obtained separately.

## *Our Institute*

We have a well-established Training center at Dehradun, with a well-equipped Classroom / Conference Room, Computer Lab, and a resourceful library.

## *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 any 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 conduct the **Training Need Analysis** and to do the Training Evaluation for any Organization.
- To develop the **SOP's/ Manuals** for any Organization.
- To do the jobs related to **English-Hindi and Hindi-English Translation**.



शैलेश बगौली, आई.ए.एस.  
Shailesh Bagauli, IAS



मुख्यमंत्री सचिवालय

सचिव, मा० मुख्यमंत्री  
Secretary, Hon'ble Chief Minister  
उत्तराखण्ड शासन,  
Government of Uttarakhand  
4, सुभाष मार्ग, देहरादून  
4, Subhash Marg, Dehradun  
Phone (Off) 0135-2712043

संख्या: 47 /व.नि.स.-स.मु.मं./ 2023  
देहरादून, दिनांक: 30 नवम्बर, 2023

समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव,  
उत्तराखण्ड शासन।

महोदय/महोदया,

कृपया मा० मुख्यमंत्री जी को सम्बोधित श्री अमित गोस्वामी, प्रबन्ध निदेशक, विल एण्ड स्किल क्रिएशन प्रा०लि०, देहरादून के पत्र का अवलोकन करने का कष्ट करें, जिसमें उनके द्वारा उत्तराखण्ड प्रशासन अकादमी नैनीताल तथा अन्य विभागीय प्रशिक्षण संस्थानों की भांति प्रदेश के विभिन्न सरकारी एवं अर्द्ध सरकारी विभागों में कार्यरत कर्मिकों को कार्य/दायित्वों के प्रति जागरूक किए जाने तथा शासकीय नियमों एवं प्रक्रियाओं पर प्रशिक्षण कार्यक्रम आयोजित करने का अवसर प्रदान किए जाने का अनुरोध किया गया है। श्री गोस्वामी द्वारा अवगत कराया गया है कि संस्था द्वारा सीमित संसाधन होने के बावजूद वर्ष 2015 से उपरोक्त विषयों पर अनेक प्रशिक्षण कार्यक्रमों का सफलतापूर्वक आयोजन किया जा रहा है।

कृपया उपरोक्त पत्र संलग्न करते हुए आपसे अनुरोध है कि अपने अधीन विभागों में यथा आवश्यकता प्रशिक्षण कार्यक्रमों का आयोजन नियमानुसार उक्त संस्था के माध्यम से कराए जाने पर विचार करने का कष्ट करें।

संलग्न-यथोपरि।

(शैलेश बगौली)  
सचिव।

प्रतिलिपि:- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. महानिदेशक, उत्तराखण्ड प्रशासनिक प्रशिक्षण संस्थान (ए०टी०आई०) नैनीताल।
2. श्री अमित गोस्वामी, प्रबन्ध निदेशक, विल एण्ड स्किल क्रिएशन प्रा०लि०, देहरादून को सूचनार्थ प्रेषित।

(शैलेश बगौली)  
सचिव।

**TRANSFORMATION**  
means literally going  
beyond your form.

*Wayne Dyer*



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