

Greeting From National Institute of Secretariat Training & Development !
Subject:-Executive Development Programme-Call for Nominations

Dear Sir/Madam,

The Executive Development Programs offered by the National Institute Of Secretariat Training & Development (NISTD) are rooted in a philosophy of continual learning, making them highly suitable for busy working executives. These programs are specifically designed to cater to the needs of professionals who face time constraints and challenges in enrolling for traditional lengthy courses. They serve as a valuable opportunity for individuals who have been unable to access up-to-date managerial tools and techniques through formal education. By delivering concise yet comprehensive content, NISTD's Executive Development Programs enable participants to stay updated with the latest advancements in the business world and enhance their managerial skills effectively.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs:-

Code No.	Topics	Date & Duration (2 Days)	Venue	Course Fee INR Per Participant + 18% GST Extra	
				Non Residential (RS)	Residential (Twine Sharing) (Rs)
EDP 001	Business Excellence For Organizational Performance	10-11 March,2024 Last Date 06th March,2024	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 002	Innovation & Change Management For Organizational Excellence	10-11 March,2024 Last Date 06th March,2024	Udaan Dekeling Resort Darjeeling, Darjeeling, West Bengal, India India	36,690.00	56,390.00
EDP 003	Digital Workplace : Essentials for non-IT Executives.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 004	Leadership & Managerial Skills, Management & Business Administration	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 005	Building Organizational Excellence in Digital Era.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 006	Organizational Productivity through Digital, Transformation.	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 007	Supply chain management,	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 008	Construction Management TQM & Safety in Under Capacity Building program	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00

EDP 009	Change Management, Social Media ethics, Cyber Hygiene, Security Techniques and use of ICT for Database Management & GST Under Capacity Building	10-11 March,2024 Last Date 06th March,2024	Hotel Summit Swiss Heritage Resort & Spa Darjeeling, Darjeeling, West Bengal, India	36,690.00	56,390.00
EDP 010	"Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts" Under Capacity Building in Govt. departments, autonomous bodies	24-25 March,2024 Last Date 16th March 2024	Lemon Tree Hotel, Port Blair,Andeman & Nicobar	36,690.00	56,390.00
EDP 011	"Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace" & GST Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
EDP 012	Leadership & Managerial Skills, Management & Business Administration	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
EDP 013	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
EDP 014	"Totality of Project Management" - leading to Certificate In Project Management (CIPM)' Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Sea Shell Coral Cove, Andeman & Nicobar	36,690.00	56,390.00
EDP 015	Renewable Energy, Policies & Regulations and Electrical Vehicle Charging Under Capacity Building program	24-25 March,2024 Last Date 16th March 2024	Hotel Sentinel, Andeman & Nicobar	36,690.00	56,390.00
EDP 016	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of Vith Pay Commission Report & Grant of Financial Up-gradation & GST Under MACP" Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 017	E-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 018	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world-class expert in waste management and pollution control. Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 019	Leadership & Managerial Skills, Management & Business Administration	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00
EDP 020	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting & GST Under Capacity Building	14-15 April,2024 Last Date 06th April , 2024	Hotel Country Inn Tarika Riverside Resort, Jim Corbett, Uttrakhand, India	36,690.00	56,390.00

