

TRAINING CALENDAR 2019-2020

S.No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
FUNCTIONAL PROGRAMMES									
1.	Human Resource Management and Development (3 Days)			09-11					
2.	Financial Management & Investments (3 Days)							17-19	
3.	EPF & MP Act: Strategies for Voluntary Compliance (3 Days)			14-16					
4.	Compliance Management (5 Days)					09-13			
5.	Reservation Provisions & Role of Liaison Officers (2 Days)						09-10		
6.	Preventative Vigilance and Functions of Inquiry (IOs) and Presenting Officers (POs) (3 Days)			14-16					
7.	Customer Relationship Management (3 Days)							26-28	
8.	E-Governance in EPFO (3 Days)						06-08		
9.	Official Language (2 Days)							13-14	
10.	Training Programme on EPS, 1995 & International Workers (3 Days)					02-04			
11.	Training Programme for Audit Officers (3 Days)						29-31		

11 Functional Programmes

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
ORIENTATION PROGRAMMES FOR CBT MEMBERS/OFFICERS OF EPFO									
1.	Orientation Programme for CBT Members (1 Day) - (Dates to be decided)								
2.	Orientation Programme for Officers on Deputation (1 Day) -(Held on 13 th June 2019)								
3.	Orientation Programme on Promotion to RPFC-II (5 Days)					16-20			
4.	Orientation Programme on Promotion to RPFC-I (5 Days)				25-29				
5.	Orientation Programme on Promotion to ACC (3 Days)							03-05	

05 Orientation Programmes for CBT Members/Officers of EPFO

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
MID CAREER TRAINING PROGRAMMES									
1.	Mid-Career Training Programme for Senior Level Management (4 weeks)			10 Oct -06 Nov					
2.	Mid-Career Training Programme for Middle Level Management (4 weeks)				04-29				
3.	Mid-Career Training Programme for Junior Level Management (4 weeks)						13 Jan.-07 Feb.		

03 Mid-Career Programmes

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
MANAGEMENT DEVELOPMENT PROGRAMME									
1.	Attitude for Altitude (5 Days) (Outbound Programme)			21-25					
2.	Ethics and Values in Governance (3 Days)					18-20			
3.	Strategic Management (3 Days)	07-09					15-17		
4.	Leadership & Change Management (3 Days)			21-23			20-22		
5.	Excellence in Leadership & Governance for EPF Nepal (5 Days)								16-20
6.	Work Life Balance (3 Days) –(Held on 10-12 April 2019)								
7.	Planning for Life after Retirement (3 Days)			30 th Oct.-01 st Nov.			22-24		
8.	Communication and Presentation Skills (3 Days)			21-23			27-29		
9.	Self-Management & Skills for Professional Excellence (3 Days)					02-04			

13 Management Development Programme

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
WORKSHOP									
1.	Workshop on Gender Sensitization (2 Days)			03-04					
2.	Workshop on Right to Information Act (2 Days)							24-25	
3.	Workshop for Exempted Establishments (2 Days)					23-24		10-11	

04 Workshops

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
NATIONAL/INTERNATIONAL TRAININGS/SEMINARS									
1.	National Seminar on Global Trends in Social Security & Pension (1 Days)					02			
2.	Seminar for International Workers of Establishments (1 Day)				22				
3.	International Training Programme on Managing Social Security Systems (5 Days)				04-08				

03 International/National Seminars

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
DEPARTMENT OF PERSONNEL & TRAINING SPONSORED TRAINING FOR TRAINER PROGRAMME									
1.	Direct Trainers Skills (DTS) (5 Days)	29 July-02 Aug.							
2.	Design of Training (DoT) (5 Days)	05-09							
3.	Systematic Approach to Training (SAT) (3 Days)	28-30							
4.	Evaluation of Training (EOT) (5 Days)		23-27						
5.	Mentoring Skills (3 Days)			16-18					
6.	Training Need Analysis (TNA) (6 Days)				04-09				
7.	Experiential Learning Tools (ELT) (5 Days)				18-22				
8.	MT Development on Facilitation Skills (6 Days)					04-11			

08 DoP&T programmes

2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
Total Number of Trainings in a Month	04	01	10	06	08	08	06	01

TOTAL TRAINING PROGRAMMES

**(47 TRAINING PROGRAMMES)
Including 08 DoP&T SPONSORED PROGRAMME**

CADRE-WISE DETAILS OF THE TRAINING PROGRAMMES (2019-20)

S. NO.	NAME OF THE TRAINING & MONTH	APFC	APFC/RC-II	RC-II/RC-I	RC-I/ACC
August-2019					
1.	Direct Trainers Skills (DTS) (5 Days)	NA	NA	NA	NA
2.	Strategic Management (3 Days)				✓
3.	Design of Training (DoT) (5 Days)	NA	NA	NA	NA
4.	Systematic Approach to Training (SAT) (3 Days)	NA	NA	NA	NA
September-2019					
1.	Evaluation of Training (EOT) (5 Days)	NA	NA	NA	NA
October-2019					
1.	Workshop on Gender Sensitization (2 Days)	✓	✓	✓	✓
2.	Mid-Career Training Programme for Senior Level Management (4 Weeks)				✓
3.	Human Resource Management and Development (5 Days)	✓	✓		
4.	EPF & MP Act: Strategies for Voluntary Compliance (3 Days)	✓	✓	✓	
5.	Preventative Vigilance & Functions of Inquiry Officers and Presenting Officers (3 Days)	Vigilance Officers of EPFO			
6.	Mentoring Skills (3 Days)	NA	NA	NA	NA
7.	Attitude for Altitude (5 Days)			✓	✓
8.	Leadership & Change Management (3 Days)				✓
9.	Communication & Presentation Skills (3 Days)				✓
10.	Planning for Life after Retirement (3 Days)	✓	✓	✓	✓
November-2019					
1.	International Training Programme on Managing Social Security Systems (5 Days)	NA	NA	NA	NA
2.	Mid-Career Training Programme for Middle Level Management (4 Weeks)			✓	
3.	Transfer Need Analysis (TNA) (6 Days)	NA	NA	NA	NA
4.	Experiential Learning Tools (ELT) (5 Days)	NA	NA	NA	NA
5.	Seminar for International Workers of Establishments (1 Day)	NA	NA	NA	NA
6.	Orientation Programme on Promotion to RPFC-I (5 Days)	Promoted RPFC-II to RPFC-I			

December-2019					
1.	National Seminar on Global Trends in Social Security & Pension (1 Day)	NA	NA	NA	NA
2.	Training Programme on EPS, 1995 & International Workers(3 Days)		✓	✓	
3.	Self-Management & Skills for Professional Excellence (3 Days)	✓	✓	✓	
4.	MT Development on Facilitation Skills (6 Days)	NA	NA	NA	NA
5.	Compliance Management (5 Days)	✓	✓		
6.	Orientation Programme on Promotion to RPFC-II (5 Days)	Promoted APFC to RPFC-II			
7.	Ethics and Values in Governance (3 Days)	✓	✓	✓	✓
8.	Workshop for Exempted Establishments (2 Days)	NA	NA	NA	NA
January-2020					
1.	E-Governance in EPFO (3 Days)	✓	✓	✓	
2.	Reservation Provisions & Role of Liaison Officers (2 Days)		✓	✓	
3.	Mid-Career Training Programme for Junior Level Management (4 Weeks)	✓	✓		
4.	Strategic Management (3 Days)	✓	✓		
5.	Leadership & Change Management (3 Days)	✓	✓		
6.	Planning for Life after Retirement (3 Days)	✓	✓	✓	✓
7.	Communication & Presentation Skills (3 Days)	✓	✓		
8.	Training Programme for Audit Officers (3 Days)	Audit Officers of EPFO			
February-2020					
1.	Orientation Programme on Promotion to ACC (3 Days)	Promoted RPFC-I to ACC			
2.	Workshop for Exempted Establishments (2 Days)	NA	NA	NA	NA
3.	Official Language (2 days)	AD(OL)/DD(OL)			
4.	Financial Management & Investment (3 Days)	✓	✓		
5.	Workshop on Right to Information Act (2 Days)	✓	✓	✓	✓
6.	Customer Relation Management (3 Days)				✓
March-2020					
1.	General Management & CRM for EPF Nepal (5 Days)	NA	NA	NA	NA

Orientation Programme for CBT Members (1 Day) for CBT Members (To be decided)