



SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

The Principal
College of Technology and Engineering
Udaipur - 313001
(Rajasthan)

Ref. No.: SIERD/T-31, T-32 & T-33/2017
Date: 08.09.2017

Prog. No. T-31 : Workshop on "Employee Selection & Recruitment, Performance Appraisal & Performance Management, Assessment Techniques & Psychometric Tests and Career Development" from 16th to 18th November 2017, at Kochi.

Prog. No. T-32 : Workshop on "Developing Professional Competencies and Skills in Office Management Including Public Speaking, Personality Development, Time Management, Effective Communication Skills, and etc." From 23rd to 25th November 2017, at Lucknow.

Prog. No. T-33 : Workshop on "Public Procurement, E-Procurement, Government e-Market Palace (GeM) and Inventory Management" from 14th to 16th December 2017 at Goa.

Dear Sir/Madam,

Enclosed please find Brochures on the above Workshop to be organized by us. Ours is an organization with specialization in training of human resource, which is an essential ingredient of all organizations. Our main aim has always been to provide the best training inputs and training technique to the participants so that they also become capable of providing the necessary guidance.

Keeping the above in view, we invite your kind attention of the programme coverage of our training as given in enclosed Brochures. We request you to avail of this opportunity of getting your management functionaries trained by reputed specialists for recurring effective support in day to day management. We, therefore, request you to nominate concerned personnel not only from the Head Office but also from your regional & zonal offices for participation.

Our Institute (SIERD), is organizing Training Programs on various subjects for the benefit of the officers working in Govt. Departments, Public Sector Undertakings, Autonomous Bodies etc. for a considerable time. The programme are conducted on a highly participative basis by highly experienced professional faculties organisations having an indepth experience on the subject both as a Trainer and a career Bureaucrat.

We request you to forward nominations for the above programme from your organizations as per the nomination form at Appendix / overleaf where the details of course fee etc. have been indicated. Assuring you of our best Service.

We shall be glad to have the nomination from your Organisations.

With best regards.

Note : Kindly do inform us about nomination through E-mail / Fax / or Speed-Post to avoid inconveniences of delay in Courier & Ordinary Post.

End: The programme Brochure



Dr. Neeraj Kumar
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22.9.2017
Yours faithfully
Neeraj Kumar
Coordinator (SIERD)

Prog. No. T-31 : Workshop on "Employee Selection & Recruitment, Performance Appraisal & Performance Management, Assessment Techniques & Psychometric Tests and Career Development" from 16th to 18th November 2017, at Kochi.

INTRODUCTION:-

Employees have always been vital for achieving effectiveness, efficiency and productivity of all organizations. This requires selection of the right people for the right job, assessing their performance and motivation them for making positive contributions for the organization as well as enhancing their career prospects. Keeping this in view, the three day Workshop on "Employee Selection & Recruitment, Performance Appraisal & Performance Management, Assessment Techniques & Psychometric Tests and Career Development" have been designed to give an overall view of techniques and procedures involved in getting the right manpower and optimizing their performance ability. The topics and subtopics of the workshop are core areas of Human Resource Management in all organizations.

WHO SHOULD ATTEND :-

The Workshop is targeted for Middle and Senior Level Officers of all functional areas, and more particularly for those who deal with matters related to establishment, personnel and administration.

COURSE OUTLINE

Days - I	Days - II	Days - III
<ul style="list-style-type: none">• Key Areas of HR Planning• Employee Recruitment• Selection Methods• Induction & Orientation	<ul style="list-style-type: none">• Job Analysis & Design• Performance Appraisal• Assessment Techniques• Performance Management	<ul style="list-style-type: none">• Psychometric Tests - Introduction• Types of Psychometric Tests• Career Development• Employee Retention

FACULTY :

The faculty will consist of experts and senior level functionaries having extensive exposure to Central Autonomous Bodies in the areas of finance and administration.

COURSE DURATION :-

It will be three days from 16th to 18th Nov. 2017, and will be conducted from 10AM to 5PM daily. There will be twelve sessions, four sessions each day. Each session will be of 75 minutes duration.

FEE:-

Non-Residential: Rs. 11000 + 18% GST Total = Rs. 12980/- Per Candidate (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate, working lunch, Tea/coffee with snacks and other Estt. Charges.

RESIDENTIAL:-

a) **Twin Sharing:-** Rs. 20000 + 18% GST Total = Rs. 23600/- Per Candidate Per programme Inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) **Single Occupancy:-** Rs. 26000 + 18% GST Total Rs. 30680/- Per Candidate (Fee Includes breakfast & dinner).

RESIDENTIAL CANDIDATE : Check in 15th Nov. 2017, Afternoon & Check out 19th Nov. 2017, Forenoon

ARRANGEMENT BY US :-

Working lunch, Reading Material, Pad, Pen, Bag/Folder, Participation Certificate, Group Photograph, (Detention Certificate if necessary), and Fee Receipt **Candidates have to make their own arrangement for Transport.**

LAST DATE :-

Registration for programmes Residential accommodation is 9th Nov. 2017 and for Non Residential 14th Nov. 2017. Nomination can also be forwarded after the last date on Enquiry/confirmation.

NOMINATION:-

The Organization may please send the nomination starting the Name, Designation, their Mobile No. and Contact No. with full address with requisite fee by crossed DD/Cheque/NEFT drawn in favour of "Systematic Institute of Economic Research & Development" payable at New Delhi. NEFT payment may be made direct to Current A/c No. 606700301000128 (IFSC Code VIJB0006067, MICR NO. 1100029070) VIJAYA Bank, Patel Nagar, Branch, New Delhi under intimation by email. PAN No. BXPPK7937K, GST NO. : 07BXPPK7937K1Z1N

For registration /any other information, Please Contact: (Neeraj Kumar) Coordinator (Admin) Mob. 9958014267

Prog. No. T-32 : Workshop on "Developing Professional Competencies and Skills in Office Management Including Public Speaking, Personality Development, Time Management, Effective Communication Skills, and etc." From 23rd to 25th November 2017, at Lucknow.

INTRODUCTION:-

Over the last few years, we are going through a paradigm shift in the work environment. Officials need to develop and inculcate specific skills that enable them to face the demands of a modern work situation. In the new and challenging environment, it is imperative that the employees are equipped with key communication skills. At the same time, they need to develop certain key competencies to work effectively. None of these could be achieved without self-confidence, positive thinking, effective goal setting and ability to manage time competently. The workshop is designed to provide an overview of such skills and how to achieve them through key concepts and effective exercises using Behavioural Sciences which are used by the leading employers all over India and the world.

WHO SHOULD ATTEND :-

The target participants for the workshop are all Middle & Senior level officials across all departments of an organization.

COURSE OUTLINE :-

- Communication Skills - Introduction & Effective Communication, Barriers to Communication
- Group Exercise on Communication
- Public Speaking - Introduction & Qualities of a Good Speaker
- Developing Effectiveness in Public Speaking
- Personality Development - Personal Styles
- Behavioral Skills in Personality Development
- Identifying & Measurement of Key Competencies
- Developing Key Professional Competencies
- Positive Thinking & Self Confidence
- Effective Goal Setting
- Time Management & Change Ability - Introduction
- Time Management - Key Skills & Group Exercise

LAST DATE :-

Registration for programmes Residential accommodation is 16th Nov. 2017 and for Non Residential 21st Nov. 2017 Nomination can also be forwarded after the last date on Enquiry/Confirmation.

FEE:-

Non-Residential: Rs. 11000 + 18% GST Total = Rs. 12980/- Per Candidate per programme (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/ folder, Participant certificate, working lunch, Tea/coffee with snacks and other Estt. Charges).

RESIDENTIAL:-

a) Twin Sharing:- Rs. 20000 + 18% GST Total = Rs. 23600/- Per Candidate Per programme Inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) Single Occupancy:- Rs. 26000 + 18% GST Total Rs. 30680/- Per Candidate per programme (Fee Includes breakfast & dinner).

ARRANGEMENT BY US :- Working lunch, Reading Material, Pad, Pen, Bag/Folder, Participation Certificate, Group Photograph, (Detention Certificate if necessary), and Fee Receipt.

Prog. No. T-33 : Workshop on "Public Procurement, E-Procurement, Government e-Market Place (GeM) and Inventory Management" from 14th to 16th December 2017 at Goa.

INTRODUCTION :-

The course is designed keeping in view the growing emphasis on optimizing the purchase and inventory management system, through application of modern management practices to bring in economy and efficiency, ensuring compliance of regulatory provision and maintenance of transparency.

WHO SHOULD ATTEND :-

The course may be attended by Middle and Senior Level Officers & Managers dealing with Purchase, Material Management, Administration and Finance & Accounts in Government Departments, Statutory Bodies, PSUs and Autonomous Bodies.

COURSE OUTLINE :-

- Public Procurement - Principles, Procedures & Ethical Considerations & Financial Rules relating to Procurement with reference to GFR.
- Tender Creation & CVC Guidelines on Public Procurement
- Drafting of Integrity Pact
- E-Procurement Guidelines & Drafting of Tender for E-Procurement (NIT & BOQ)
- Creation of Nodal & User Account; User Access Control
- E-Publishing & Back End Infrastructure for E-Procurement with Live Demo on CPP Portal & Duties and Responsibilities of Nodal Officer for E-Procurement
- Bidders Perspective
- Opening & Evaluation of Technical Bid & Financial Bid
- Award of Contract
- Government e-Market Place (GeM) of DGS&D-
- Introduction & Organizational Registration
- GeM-Procurement Cycle & Payment Procedures.

LAST DATE :-

Registration for programmes Residential accommodation is 7th Dec. 2017 and for Non Residential 12th Dec. 2017 Nomination can also be forwarded after the last date on Enquiry/Confirmation.