

CIRCULARTO ALL THE EMPLOYEES OF ICAI (Excluding Joint Secretary and above)

The Executive Committee at its 549<sup>th</sup> meeting held on 15<sup>th</sup> July, 2015 has decided that participation in structured training programmes by the employees of the Institute shall be mandatory for 20 hours per year. While 10 hours training would be on behavioral and soft skill aspects, the other 10 hours would be for building technical traits. The said benchmark of participating in the training programmes would also form part of the basis of performance evaluation mechanism of the employees; and till the time an employee logs in the specified number of training hours, his/her case shall not be brought forward for consideration for appropriate benefits like time bound promotions cases etc. The same would be effective from the current financial year 2015-16.

In the light of the above, in addition to the training programmes already organized, a series of training programmes are planned to be organized for all the levels of the employees of the Institute at ITO/Noida as per the dates mentioned against them. It may be noted that all the employees have to attend atleast one batch corresponding to their current designations and give confirmation therefore in the mode and by the last dates as specified below. The employees from outstation shall be eligible for making travel and stay arrangements as per their eligibility.

S.No.	Designation	Topic(s)	Date of Training Programme	Last Date of sending confirmation	Batch Size and venue
1.	<b>Class IV employees including Peon, Sr. Peon, Drivers, Chowkidar/Sr Chowkidar, GTM, Sweeper, Attendant, Daftri/Sr. Daftri and equivalents (Total 2 batches)</b>	Work life Balance Emotional Intelligence for Relationship management	<u>1<sup>st</sup> batch</u> <b>31<sup>st</sup> July 2015 (Friday)</b> <b>1<sup>st</sup> August 2015 (Saturday)</b>	<b>27<sup>th</sup> July 2015 (Monday)</b>  Through e-mail at <a href="mailto:hrt@icai.in">hrt@icai.in</a> or personnel @ <a href="mailto:icai.in">icai.in</a> or phone: 011-30110424, 448	50 in one batch  Sector 62 Noida office, ICAI

S.No.	Designation	Topic(s)	Date of Training Programme	Last Date of sending confirmation	Batch Size and venue
		Motivation of Power of positive attitude  (to be conducted by AIMA)	<u>2<sup>nd</sup> batch</u>  11 <sup>th</sup> September 2015 (Friday) 12 <sup>th</sup> September 2015 (Saturday)	4 <sup>th</sup> September 2015 (Friday)	Venue shall be specified later
2	Assistants, LDC, Steno-typist, UDC, Sr. Steno-typist, Assistant (Gr-I) and equivalents (total 2 batches)	Motivation of Power of positive attitude  Managing Time and prioritizing Managing change  (to be conducted by AIMA)	<u>1<sup>st</sup> batch</u>  7 <sup>th</sup> August 2015 (Friday) 8 <sup>th</sup> August 2015 (Saturday)  <u>2<sup>nd</sup> batch</u>  18 <sup>th</sup> September 2015 (Friday) 19 <sup>th</sup> September 2015 (Saturday)	31 <sup>st</sup> July 2015(Friday)  Through e-mail at <a href="mailto:hrt@icai.in">hrt@icai.in</a> or personnel @ icai.in	60 in one batch  Venue shall be specified later

S.No.	Designation	Topic(s)	Date of Training Programme	Last Date of sending confirmation	Batch Size and venue
3	Section Officer (SO), Section Officer (SU) [SO(SU)] and equivalents (Total 2 batches)	Managing Time and prioritizing Managing change  Motivation Power of positive attitude  (to be conducted by AIMA)	<u>1<sup>st</sup> batch</u>  -already held on 17 <sup>th</sup> July 2015 and 18 <sup>th</sup> July 2015  <u>2<sup>nd</sup> batch</u>  21 <sup>st</sup> August 2015 (Friday)  22 <sup>nd</sup> August 2015 (Saturday)	Through e-mail at <a href="mailto:hrt@icai.in">hrt@icai.in</a> or personnel @ icai.in  12 <sup>th</sup> August 2015 (Wednesday)	60 in one batch  Venue shall be specified later
4	Executive Officer to Deputy Secretary/Sr. Deputy Secretary and equivalents (total 3 batches)	Strategic Thinking, Effective Communication, Negotiating Conflict, Ethics in Accounting, Team Building and Managing Work life balance  (to be conducted by IMT, Ghaziabad)	<u>1<sup>st</sup> batch</u>  21 <sup>st</sup> August 2015 (Friday) 22 <sup>nd</sup> August 2015 (Saturday)  <u>2<sup>nd</sup> batch</u>  11 <sup>th</sup> September 2015 (Friday) 12 <sup>th</sup> September 2015 (Saturday)	12 <sup>th</sup> August 2015 (Wednesday)  Through e-mail at <a href="mailto:hrt@icai.in">hrt@icai.in</a> or personnel @ icai.in  4 <sup>th</sup> September 2015 (Friday)	125 in one batch  Venue shall be specified later

S.No.	Designation	Topic(s)	Date of Training Programme	Last Date of sending confirmation	Batch Size and venue
			<p><b>3<sup>rd</sup> batch</b></p> <p><b>18<sup>th</sup>September 2015 (Friday)</b>  <b>19<sup>th</sup>September 2015 (Saturday)</b></p>	<p>at <a href="mailto:hrt@icai.in">hrt@icai.in</a> or personnel @ icai.in</p> <p><b>10<sup>th</sup>September 2015(Thursday)</b></p> <p>Through e-mail at <a href="mailto:hrt@icai.in">hrt@icai.in</a> or personnel @ icai.in</p>	

**(V.Sagar)**

**Secretary**