



# **PROJECT PROPOSAL**

## **Foundation Training Programme for Class - III**

**CONCEPT PAPER**

**PROGRAMME BUDGET**

**TRAINING OF TRAINERS**

**COURSE GUIDE**

**&**

**COURSE BUDGET**

**By**

***State Training Planning & Evaluation Agency, (STPEA)***

***Yashwantrao Chavan Academy of Development Administration  
(YASHADA), Pune – 411007***

# CONCEPT PAPER

## Foundation Training Programme for Class - III

**Introduction:** State Training Policy 2011 specifically lies down that the training will be imparted to all civil servants – At the time of entry into service. Civil servants at grass-root level play an important role in the social & economic development. The vision of Foundation Training Programme for cutting-edge employees is to empower them with the necessary knowledge, skill & attitude (Developing suitable competencies) that can easily boost-up the entire service delivery of government institution/ departments to the citizen.

### **The Programme:**

Part A: 05 Days - Training on Generic Competencies

Part B: 02 Days - Field visit

Part C: 05 Days - Training on Building organization awareness and subject specific orientation

### **Programme Planning:**

Number of District Identified: - 31 Districts

Number of Foundation Training Batches to be Organized per District: - 05 Batches

Total Number of Batches of Foundation Training to be Organized: - 155 Batches

Batch Size: - 40 Trainees

Target population of Foundation Training: - 6200 Trainees

Number of Trainers Identified per District: - 06 Trainers

Target population of Trainers: - 186 Trainers

Batch Size of ToT: - 31 Trainees

Number of ToT to be Organized: - 06 Batches

**Venue of the Training:** Regional Administrative Training Institute

## PROGRAMME BUDGTE

Sr. No. (A)	Name of Training (B)	Number of Courses (C)	Number of Trainees (D)	Duration (E)	Per Day Per Trainee Charge (F)	Total Training Amount $D * E * F = (G)$
1	Foundation Training (Generic)	155	6200	05	1500/-	4,65,00,000/-
2	Foundation Training (Field Visit)	155	6200	02	1500/-	1,86,00,000/-
3	Foundation Training (Building organizational awareness and subject specific Orientation)	155	6200	05	1500/-	4,65,00,000/-
4	Training of Trainers	06	186	06	2000/-	2,23,20,000/-
					<b>Total</b>	<b>13,39,20,000/-</b>

## **TRAINING OF TRAINERS**

### **Objectives Training of Trainers**

- 1) To illustrate how perception & assumption can affect behavior & communication
- 2) To build communication skill
- 3) To inculcate respect for time
- 4) To develop sensitivity towards gender & identity
- 5) To develop an understanding of learning styles & behavioral preferences
- 6) To encourage sincerity, commitment & ethical decision making

## Time-table of Training of Trainers

Day	Title of Topic	Duration	Resource person
Day I	Introduction to Training	09.45 am to 11.15 am	PMTs
	Introduction to Program	11.30 am to 01.00 pm	PMTs
	Teaching Methods	02.00 pm to 03.30 pm	PMTs
	Group discussion on Process Sheet preparation	03.45 pm to 05.15 pm	PMTs
Day II	Teaching by PRTs & Draft Process Sheet preparation By PTs	09.45 am to 01.00 pm	PRTs
	Process Sheet Finalization By PTs	02.00 pm to 03.30 pm	PRTs
	Process Sheet Finalization By PTs	03.45 pm to 05.15 pm	PRTs
Day III	Draft Process Sheet preparation By PTs	09.45 am to 01.00 pm	PRTs
	Process Sheet Finalization By PTs	02.00 pm to 03.30 pm	PRTs
	Process Sheet Finalization By PTs	03.45 pm to 05.15 pm	PRTs
Day IV	Draft Process Sheet preparation By PTs	09.45 am to 01.00 pm	PRTs
	Process Sheet Finalization By PTs	02.00 pm to 03.30 pm	PRTs
	Process Sheet Finalization By PTs	03.45 pm to 05.15 pm	PRTs
Day V	Draft Process Sheet preparation By PTs	09.45 am to 01.00 pm	PRTs
	Process Sheet Finalization By PTs	02.00 pm to 03.30 pm	PRTs
	Process Sheet Finalization By PTs	03.45 pm to 05.15 pm	PRTs
Day VI	Teaching by PTs	09.45 am to 11.15 am	PTs
	Teaching by PTs	11.30 am to 01.00 pm	PTs
	Teaching by PTs	02.00 pm to 03.30 pm	PTs
	Future Plan of Action	03.45 pm to 05.15 pm	PMTs, PRTs & PTs

## **COURSE GUIDE**

**Titel of the Programme:** Foundation Training Programme for Class – III

**Target Group:**

- After 23<sup>rd</sup> September 2011 recruited frontline government Class-III functionaries of all departments.
- Those who have received no training since recruitment
- Belong to Group C
- have high interaction with citizen

**Aim of the Programme:**

- To build capacity of functionaries at the cutting-edge level.
- To promote good-governance and citizen-centricity.
- To improve Public Services Delivery.
- To target attitudinal orientation, motivation, upgrade skill and knowledge.
- To develop generic and domain specific competencies
- To bring about a significant positive change in values and culture of the organizations.

**Objectives and Embedded Competencies:** Part A: Generic Competencies

1. To build a citizen centric and inclusive attitude
  - 1.1 People First: Responds Sensitively to the needs of the Citizens
2. To develop empathy and sensitivity in public interface
  - 2.1 Integrity: Acts Ethically
  - 2.3 Empathy: Understand unspoken content
3. To increase accountability and increase ownership
  - 2.4 Takes accountability: Delivers Results consistently
  - 4.3 Initiative and drive: Takes actions on immediate priorities
4. To develop and hone the ability for decision making
  - 3.2 Decision making: Follows Guidelines effectively

5. To develop effective communication skills of listening, speaking and presentation
  - 4.11 Communication skills: Listens attentively and presents information clearly
6. To improve interpersonal skills
  - 4.9 Developing others: Expresses positive expectations of others
  - 4.11 Communication skills: Listens attentively and presents information clearly
7. To develop problem-solving, creative and critical thinking skills 4.2
  - Conceptual thinking: Applies Basic Rules
  - 4.4 Seeking information: Conducts Basic Search
  - 4.8 Problem solving: Breaks Down Problems
8. To promote team cohesion in diverse attributes (Attitude, Skills, Behaviour, Beliefs)
  - 4.12 Team-work: Cooperates with Others
9. To equip with conflict resolution skills
  - 3.1 Consultation and consensus building: Open to Consultation and Presents Views in a Concise Manner with the help of Data
  - 3.2 Decision making: Follows Guidelines Effectively
10. To promote time management skills
  - 3.2 Decision making: Follows Guidelines Effectively
  - 4.5 Planning and coordination: Organizes and Schedules Own Work
11. To foster self-reflection/metacognition
  - 4.10 Self-awareness and self-control: Is Aware of Self and Restrains Emotional Impulses
  - 2.2 Self Confidence: Acts confidently within job role
12. To develop skills for Stress Management and build competencies
13. To encourage the importance of personal and workplace hygiene (Swachh Bharat Abhyan)To equip with conflict resolution skills

**Objective: Part B: Field Visit**

- 1) To familiarize the trainees with local socio- economic & cultural environment
- 2) To observe issues, challenges & problem faced by local population
- 3) To explore best practices & Solutions to improve public service delivery

**Objectives: Part C- 5 Days: Training on Build organization awareness and subject specific orientation**

1. To develop an understanding of the organisation's mandate, structure, policies, processes, norms and its interface with other organisations.  
1.3 Organizational awareness: Understands Formal Structure
2. To align attitude & interest with the needs & goals of the organizations  
1.4 Commitment to the organization: Aligns Self with the Organization
3. To give an overview of domain and service specific functions of the officers/staffs  
1.3 Organizational awareness: Understands Formal Structure
4. To develop domain and service specific competency sets for efficiency and improve Public Service Delivery in consultation with stakeholder.  
4.1 Result Orientation: Focuses on doing what is Expected  
4.2 To encourage application of general competencies in their Job-functions.

**Programme Duration and Design:**

1. Duration: Two week
2. Three distinct 5-2-5 Day modules where:
3. Part A: 5-days Generic Competencies Module
4. Developed on the basis of Generic Modules prepared by a group of resource persons (master trainers and experts on generic domain areas) and to be delivered in association with ATIs
5. Part B: 2-day of NGO and field/site visits



6. Part C: 5-days Domain Specific Module (organization awareness and subject specific orientation like *Office Procedure, Record Act 2005 & Rules 2007, MCSR, Prevention of delay in discharge of official duty Act-2005 & Citizen Charter/ Service delivery Act – 2015 as well as Administrative audit, Financial management and Visit to Government Institutes / Department – Civil Hospital, Rural Hospital, RTO, Labour Office, Nagar parishad, Nagar Palika & Grampanchayat etc.*)

### **Course Style:**

- Trainee-centered
- Learning by doing
- Emphasis on application
- Peer-learning
- Individual/Team activities
- Supported/Supplemented by Visuals, Exercises and Reading Material

Since the Course is intensive, it is residential. Accordingly, to obtain full benefit from the Course, it is expected that the participants pay full attention and time to Course activities.

### **Facilitators:**

- Experienced Master Trainers
- Experts on generic and domain areas of YASHDA

### **Facilitation Guideline:**

- Complete understanding and knowledge about the vision, modalities, design and the content of the programme
- Thoroughness with the resources and tools
- Ability to follow the session plan
- Ability to adopt an effective style with reference to the audience
  - ▶ Multi-sensory training for lasting impact which includes content, activities, discussions, displays, creative tasks etc.

- ▶ Clear directions and expectations for each activity
- ▶ Handling questions, disagreements, varying energy levels
- ▶ Planning time for maximum effectiveness
- Capability to adopt a mix of participatory and authoritative style of delivery
  - ▶ Clear understanding of one's strengths and limitations so that methodologies can be built to use both efficiently-voice and body language
- Capacity to create a congenial atmosphere
 

*A successful session/workshop is contingent on the level of preparedness and collectedness the facilitator maintains. Requisite knowledge, skills and attitude in each session ensures effectiveness. Each workshop is learning for the facilitator to deliver effective training sessions*

## **COURSE OBJECTIVES:**

### **A: 1. Motivation**

At the end of the session, participants will be able to –

- Explain the importance of 'motivation'

### **A: 2. 'The System' and employee's role**

At the end of the session, participants will be able to –

- Describe 'The System'
- Explain employee's role in the 'big picture to individual'

### **A: 3. Self-Reflection**

At the end of the session, participants will be able to –

- Describe 'self-reflection'
- Relate himself with 'self-reflection'

### **A: 4. Personal and organizational values**

At the end of the session, participants will be able to –

- Explain 'personal' and 'organizational' values

### **A: 5. Qualities of an excellent employee**

At the end of the session, participants will be able to –

- Explain the qualities of an excellent employee
- Clarify the relationship between ‘dos’ and don’ts of an excellent employee

### **A: 6. Swachh Bharat Abhyan**

At the end of the session, participants will be able to –

- Explain the concept of ‘Swachh Bharat Abhiyan’
- Apply the larger vision of the mission in their personal and work life

### **A: 7. Feedback**

At the end of the session, participants will be able to –

- State the importance of giving and receiving feedback

### **A: 8. Behaviour**

At the end of the session, participants will be able to –

- Identify the implications of verbal/non-verbal behaviour in fostering relationships
- Differentiate between ‘hearing’ and ‘listening’
- Display ‘listening’ and ‘active listening’ skills

### **A: 9. Communicate Better**

At the end of the session, participants will be able to –

- Demonstrate the use of ‘verbal’ and ‘non-verbal’ communication

### **A: 10. Personality of a State Government employee**

At the end of the session, participants will be able to –

- Identify the factors contributing to developing personality

### **A: 11. E-Governance and ICT**

At the end of the session, participants will be able to –

- Explain ‘E-Governance’

- Explain the role of ICT
- Explain ways and means of finding innovative solutions to citizen-related issues through e-governance

#### **A: 12. Time Management**

At the end of the session, participants will be able to –

- Explain ‘Time Management’ techniques

#### **A: 13. Team Work**

At the end of the session, participants will be able to –

- Demonstrate the team-building skills

#### **A: 14. Problem Solving**

At the end of the session participants will be able to

- Demonstrate problem solving skills

#### **A: 15. Creativity**

At the end of the session, participants will be able to

- Explain the concept of ‘creativity’ as propounded by Edward De Bono

#### **A: 16. Route to Resolve**

At the end of the session, participants will be able to

- Demonstrate Negotiation Skills

#### **A: 17. Right to Information (RTI)**

At the end of the session, participants will be able to

- Explain the salient features of RTI
- Explain ‘transparency’ in administration
- Explain ‘Accountability’ in administration

#### **A: 18. Resilience**

At the end of the session, participants will be able to

- Describe Stress Management techniques

- Explain the concept of ‘Resilience’

### **A: 19. Emotional Quotient**

At the end of the session, participants will be able to

- explain the factors helpful in working with emotional intelligence

### **A: 20. Power of Subconscious Mind**

At the end of the session, participants will be able to explain the steps required to invoke the power of Subconscious Mind’

### **A: 21. Goal Setting**

At the end of the session, participants will be able

- Define Goals
- Describe SMART Goals
- Explain steps for setting SMART Goals
- Explain benefits of of goal setting

### **B: 1. Citizen Centeredness**

At the end of the session, participants will be able to

- To familiarize the trainees with local socio- economic & cultural environment
- To observe issues, challenges & problem faced by local population
- To explore best practices & Solutions to improve public service delivery

### **C: 1. Organizational Awareness**

At the end of the session, participants will be able to

- Describe Organisation’s mandate, structure and its interface with other organisations
- Explain how to align own attitude and interest with the needs and goals of the organizations.
- Explain the domain and service specific Task/functions

### **C: 2. Office Procedure**

At the end of the session, participants will be able to

- Prepare Standardized Note & Draft
- Explain how to classify the documents in Six bundles
- State importance of personal record keeping
- State importance of office record keeping
- Describe the important clause of Record act & Record rule
- Describe the important clause of Prevention of delay in discharge of official duty Act-2005 & Service delivery Act – 2015

### **C: 3. Maharashtra Civil Service Rule (MCSR)**

At the end of the session, participants will be able to

- Describe the important clause of MCSR- Joining time
- Describe the important clause of MCSR- Leave rule
- Describe the important clause of MCSR- Pension rule
- Describe the important clause of MCSR- New Contributory pension scheme

### **C: 4. Personal Finance Management**

At the end of the session, participants will be able to

- State the importance of financial management
- Describe the various financial statements

### **C: 5. Service delivery**

At the end of the session, participants will be able to

- Explain how to apply the general competencies in their job- Function.

### **Assessment**

Assessment will be carried out at 3 levels in the programme

7. A complete module on giving and taking Peer Feedback which will be introduced on day 1 .The participants will reflect and note feedback on each day and on day 5 will engage in a positive feedback sharing session
8. Informal feedback through the course of the programme will be taken from participants
9. An experience sharing workshop will be held with all stakeholders, core team members to share the learnings form the programme on content, facilitation and implementation

**Time-table:**

Given below is an indication of how the various learning activities are scheduled into 12 days of the Course. Participants can expect some ‘own-time work’ in the evening.

DAY & TIME	CONTENT	OBJECTIVES
Day 1 09.00 to 17.30	Registration / Inauguration/ Introduction	
	Motivation	A: 1
	‘The System’ and Employee’s role	A: 2
	Self-Reflection	A: 3
	Qualities of an excellent employee	A: 4
	Personal and Organizational Values	A: 5
	Swachch Bharat Abhiyan	A: 6
Feedback	A: 7	
Day 2 09.30 to 17.30	Recap of the day -1	
	Behaviour	A: 8
	Communicate Better	A: 9
	Personality of a State Government Employee	A: 10
	E-Governance and ICT	A: 11
Day 3 09.30 to 17.30	Recap of the day -2	
	Time Management	A: 12
	Team Building	A: 13
	Problem Solving	A: 14
Day 4 09.30 to 17.30	Creativity	A: 15
	Recap of the day -3	
	Route to resolve	A: 16
	Right to Information (RIT)	A: 17
Day 5	Resilience	A: 18
	Recap of the day -4	
	Emotional Quotient	A: 19
	Power of Subconscious mind	A: 20
	Goal Setting	A: 21
	Briefing for NGO/Village Visit	
	Feedback Sharing Session	
	Review of Course Part - A	
	Immediate Reaction Questionnaire	
Briefing for NGO/Village Visit	B: 1	
Departure for village/Field Visit (Departure for village/Field Visit in the evening)	B: 1	

	& Night stay at village on day 5 <sup>th</sup> )	
Day 6 & 7	Field /Village Visit (Night stay at village on day 6 <sup>th</sup> & Return Journey on evening of day 07)	B: 1
Day 8	Debriefing of the visit ( Day 6 & 7)	
	Review of Visit Programme Part - B	B: 1
	Orientation to Administrative division /Districts / Development Block (Tahsil)	C: 1
	Developing an understanding of the organization's mandate, structure, policies, processes, norms and its interface with other organizations.	C: 1
	Align attitude and interest with the needs and goals of the organizations.	C: 1
	Give an overview of domain and service specific Task/functions	C: 1
Day 9	Recap of the day -8	
	Office Procedure – Noting & Drafting	C:2
	Office Procedure – Six Bundle System	C:2
	Personal Record Management	C:2
	Record Act 2005 & Rules 2007	C:2
	Prevention of delay in discharge of official duty Act-2005 & Citizen Charter/ Service delivery Act – 2015 as well as Administrative audit.	C:2
Day 10	Recap of the day -9	
	MCSR- Joining Time	C:3
	MCSR - Leave	C:3
	MCSR - Pension	C:3
	DCPS	C:3
	Conduct Rule	C:3
Day 11	Recap of the day -10	
	Financial management – Bombay financial Rule (BFR)	C:4
	Financial management- Financial	C:4



	Statements	
Day 12	Recap of the day -11	
	Application of general competencies in their Job-functions & Developing domain and service specific competency sets for efficiency and improve Public Service Delivery in consultation with stakeholder	C:5
	Feedback & Review of Course – Part C	
	Immediate Reaction Questionnaire	
	Network and Continuous Learning	
	Valedictory Function	

### COURSE BUDGET

<b>Sr. No.</b> (A)	<b>Name of Training</b> (B)	<b>Number of Trainees</b> (D)	<b>Duration</b> (E)	<b>Per Day Per Trainee Charge</b> (F)	<b>Total Training Amount</b> $D * E * F = (G)$
<b>1</b>	<b>Foundation Training (Generic)</b>	<b>40</b>	<b>05</b>	<b>1500/-</b>	<b>3,00,000/-</b>
<b>2</b>	<b>Foundation (Field Visit)</b>	<b>40</b>	<b>02</b>	<b>1500/-</b>	<b>1,20,000/-</b>
<b>3</b>	<b>Foundation Training (Building organizational awareness and subject specific Orientation)</b>	<b>40</b>	<b>05</b>	<b>1500/-</b>	<b>3,00,000/-</b>
				<b>Total</b>	<b>7,20,000/-</b>



## प्रकल्प प्रस्ताव

वर्ग –३ च्या कर्मचा-यांसाठी पायाभूत प्रशिक्षण कार्यक्रम

कन्सेप्ट पेपर

कार्यक्रम अंदाजपत्रक

प्रशिक्षकांचे प्रशिक्षण

कोर्स गाईड

व

प्रशिक्षण अंदाजपत्रक

द्वारा

राज्य प्रशिक्षण नियोजन व मूल्यमापन यंत्रणा, (राप्रनिमूयं)

यशवंतराव चव्हाण विकास प्रशासन प्रबोधिनी (यशदा)

पुणे- ४११००७

## कन्सेप्ट पेपर

### वर्ग — ३ च्या कर्मचा-यांसाठी पायाभूत प्रशिक्षण कार्यक्रम

**प्रस्तावना :** सर्व कर्मचा-यांना त्याचा सेवत प्रथम प्रवेश होतांना पायाभूत प्रशिक्षण देण्यात यावे असे राज्य प्रशिक्ष धोरण २०११ मध्ये स्पष्टपणे नमूद करण्यात आलेले आहे. सामाजिक व आर्थिक विकासामध्ये हे कर्मचारी अत्यंत महत्वाची भूमिका निभावू शकतात.पायाभूत प्रशिक्षण देण्यामागिल दुरदृष्टी अशी आहे की, जनतेशी ज्या कर्मचा-यांचा प्रत्यक्ष संबंध येतो त्या कर्मचा-यांना आवश्यक ज्ञान, कौशल्य व दृष्टीकोन देवून त्यांना सक्षम करणे. जेणेकरून शासनाच्या विभागांच्या / संस्थांच्या सेवेत सुधारणा होण्यासाठी चालना मिळेल.

#### कार्यक्रमाचे स्वरूप:

भाग-ए: ०५ दिवस — सर्वसाधारण ज्ञान, कौशल्य व दृष्टीकोण संबंधित प्रशिक्षण

भाग-बी: ०२ दिवस — क्षेत्रीय भेट

भाग-सी: ०५ दिवस — विभाग / संस्था, पद व जीवनाशी संबंधित ज्ञान, कौशल्य व दृष्टीकोण संबंधित प्रशिक्षण

#### कार्यक्रमाचे नियोजन:

निवडलेल्या जिल्हयांची संख्या- ३१ जिल्हे

प्रति जिल्हा आयोजित करावयाच्या पायाभूत प्रशिक्षण कार्यक्रमांची संख्या- ०५ प्रशिक्षण कार्यक्रम

एकूण आयोजित करावयाच्या पायाभूत प्रशिक्षण कार्यक्रमांची संख्या- १५५ प्रशिक्षण कार्यक्रम

प्रत्येक प्रशिक्षण कार्यक्रमात सहभागी प्रशिक्षणार्थींची संख्या — ४० प्रशिक्षणार्थी

कार्यक्रमात एकूण सहभागी प्रशिक्षणार्थींची संख्या — ६,२०० प्रशिक्षणार्थी

जिल्हानिहाय निवडावयाच्या प्रशिक्षकांची संख्या — ०६ प्रशिक्षक

कार्यक्रमात एकूण सहभागी प्रशिक्षकांची संख्या — १८६ प्रशिक्षक

प्रत्येक प्रशिक्षकांच्या प्रशिक्षण कार्यक्रमात समाविष्ट प्रशिक्षकांची संख्या — ३१ प्रशिक्षक

आयोजित करावयाच्या एकूण प्रशिक्षकांच्या प्रशिक्षण कार्यक्रमांची संख्या — ०६ प्रशिक्षकांचे प्रशिक्षण कार्यक्रम

**प्रशिक्षणाचे ठिकाण:** विभागीय प्रशासकीय प्रशिक्षण संस्था (सर्व)

## कार्यक्रमाचे अंदाजपत्रक

अ. क्र. (१)	प्रशिक्षणाचे नाव (२)	कार्यक्रमांची संख्या (३)	प्रशिक्षणार्थींची संख्या (४)	प्रशिक्षणाचा कालावधी (५)	प्रति दिवस प्रति प्रशिक्षणार्थी खर्च (६)	एकूण खर्च $४*५*६ =$ (७)
ऐ	पायाभूत प्रशिक्षण (भाग-१)	१५५	६२००	०५	१५००/-	४,६५,००,०००/-
बी	पायाभूत प्रशिक्षण (भाग- २)	१५५	६२००	०२	१५००/-	१,८६,००,०००/-
सी	पायाभूत प्रशिक्षण (भाग- ३)	१५५	६२००	०५	१५००/-	४,६५,००,०००/-
डी	प्रशिक्षकांचे प्रशिक्षण	०६	१८६	०६	२०००/-	२,२३,२०,०००/-
					एकूण	१३,३९,२०,०००/-

## प्रशिक्षणाचे वेळापत्रक

प्रशिक्षणाचा दिवस व वेळ	विषयाचे विवरण	उद्दिष्टे
दिवस पहिला ०९.०० ते १७.३०	नाव नोंदणी / उद्घाटन/ परिचय	
	कार्य प्रेरणा – सिध्दी	ऐ: १
	मी, माझे विचार, माझे आचार, माझ्या भावना, माझी कृती, माझे कुंटुब, माझे कार्यालय, माझा भारतीय समाज, माझी भूमिका व कर्तव्ये.	ऐ: २
	स्वता:चे प्रतिबिंब	ऐ: ३
	उत्कृष्ट कर्मचा-याचे गुणविशेष	ऐ: ४
	वैयक्तीक व संस्थात्मक मूल्ये	ऐ: ५
	स्वच्छ भारत अभियान- माझी वैयक्तीक स्वच्छता, अधिवासाची व सामुदायीक स्वच्छता, माझ्या कार्यालयाची स्वच्छता व देशाच्या दृष्टीने स्वच्छतेचे महत्व	ऐ: ६
प्रत्याभरण (फिडबॅक)	ऐ: ७	
दिवस दुसरा ०९.३० ते १७.३०	पूर्वीच्या दिवसाची उजळणी	
	वर्तणुक	ऐ: ८
	सुसंवाद	ऐ: ९
	मी, माझ्या जीवनाचे तत्वज्ञान व गुणवंत कर्मचा-याची संकल्पना	ऐ: १०
	ई-प्रशासन तसेच माहिती व संवाद तंत्रज्ञानाचा ओळख	ऐ: ११
दिवस तिसरा ०९.३० ते १७.३०	पूर्वीच्या दिवसाची उजळणी	
	वेळेचे व्यवस्थापन	ऐ: १२
	गट बांधणी	ऐ: १३
	समस्या निवारण	ऐ: १४
	सर्जनशिलता	ऐ: १५
दिवस चौथा ०९.३० ते १७.३०	पूर्वीच्या दिवसाची उजळणी	
	तडजोड	ऐ: १६
	माहितीचा अधिकार	ऐ: १७
	ताण-तणावाचे व्यवस्थापन	ऐ: १८
दिवस पाचवा	पूर्वीच्या दिवसाची उजळणी	
	भावनांक	ऐ: १९
	अंतरमनाची शक्ती	ऐ: २०
	ध्येय निर्धारण	ऐ: २१

	प्रत्याभरण (फिडबॅक)	
	प्रशिक्षण कार्यक्रमाचा आढावा – भाग पहिल	
	तात्काळ प्रतिक्रिया प्रश्नावली (आय.आर.क्यु.)	
	भेट कार्यक्रमाची पूर्वकल्पना	बी: १
	गाव/क्षेत्रिय भेट कार्यक्रमाचा प्रवास (सांयकाळी ०५ वाजल्यानंतर) प्रत्यक्ष क्षेत्रावर मुक्काम	बी: १
दिवस सहावा व सातवा	गाव/क्षेत्रिय भेट कार्यक्रम व दुस-या दिवसी सांयकाळी ०७ वाजता परतीचा प्रवास	बी: १
दिवस आठवा	पूर्वीच्या दिवसाचा आढावा- भाग दुसरा ( दिवस ६ व ७)	बी: १
	प्रशासकीय विभागाची /जिल्हयाची/ विकास गटाची (तालुक्याची) तोंडओळख	सी: १
	विभागाचे/संस्थेचे/कार्यालयाचे प्रयोजन, रचना, धोरण, कार्यपध्दती, निकष व इतरांबरोबरचा सहसंबंध	सी: १
	विभागाच्या/संस्थेच्या/कार्यालयाच्या ध्येयाशी आपल्या दृष्टीकोनाची व आवडीची सांगड घालणे.	सी: १
	पदाच्या कामांची व खात्याच्या सेवाविषयक कार्याची ओळख.	सी: १
दिवस नववा	पूर्वीच्या दिवसाची उजळणी	
	कार्यालयीन कार्यपध्दती – टिपणी व पत्रव्यवहार	सी: २
	कार्यालयीन कार्यपध्दती – सहा गट्टे पध्दती	सी: २
	वैयक्तीक कागदपत्रांच्या नोंदीचे व्यवस्थापन	सी: २
	कार्यालयीन कागदपत्र (रेकॉर्ड) कायदा २००५ व नियम २००७	सी: २
	कार्यालयीन कामकाजात विलंबास प्रतिबंध कायदा २००५, नागरिकाची सनद व प्रशासकीय अंकेक्षण	सी: २
दिवस दहावा	पूर्वीच्या दिवसाची उजळणी	
	महाराष्ट्र नागरी सेवा नियम – जाँइनिंग टाईम	सी: ३
	महाराष्ट्र नागरी सेवा नियम – रजा	सी: ३
	महाराष्ट्र नागरी सेवा नियम – निवृत्ती वेतन	सी: ३
	नवीन परिभाषित अंशदान निवृत्तीवेतन योजना	सी: ३
	महाराष्ट्र नागरी सेवा नियम – वर्तणुक नियम	सी: ३
दिवस आकरा	पूर्वीच्या दिवसाची उजळणी	

	आर्थिक व्यवस्थापन – विविध आर्थिक विवरणपत्रे	सी:४
	आर्थिक व्यवस्थापन – मुंबई आर्थिक नियम (बी.एफ.आर)	सी:४
दिवस बारावा	पूर्वीच्या दिवसाची उजळणी	
	प्रशिक्षण भाग एक व दोन मध्ये प्राप्त सर्वसाधारण ज्ञान, कौशल्य व दृष्टीकोन यांची सांगड लोकांच्या सहभागीतेने खात्याच्या लोकसेवा सुधारणेसाठी भाग तीन बरोबर घालणे	सी:५
	प्रत्याभरण (फिडबॅक) व प्रशिक्षण कार्यक्रमाचा आढावा – भाग तिसरा	
	तात्काळ प्रतिक्रिया प्रश्नावली (आय.आर.क्यु.)	
	प्रत्याभरण (फिडबॅक) चिंतन व मनन	
	सहसंबंधांची गुंफन (नेटवर्क) व निरंतर अध्ययन	



## कोर्स बजेट

अ. क्र. (१)	प्रशिक्षणाचे नाव (२)	प्रशिक्षणार्थींची संख्या (३)	प्रशिक्षणाचा कालावधी (४)	प्रति दिवस प्रति प्रशिक्षणार्थी खर्च (५)	एकूण खर्च $३*४*५ =$ (६)
ऐ	पायाभूत प्रशिक्षण (भाग-१)	४०	०५	१५००/-	३,००,०००/-
बी	पायाभूत प्रशिक्षण (भाग- २)	४०	०२	१५००/-	१,२०,०००/-
सी	पायाभूत प्रशिक्षण (भाग- ३)	४०	०५	१५००/-	३,००,०००/-
				एकूण	७,२०,०००/-