

Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Office of Dy. Registrar, Staff Development Cell

CIRCULAR

Dated: 29.11.2013

The Centre for Training and Social Research, with an aim to improvise upon the skills of Officers/Officials at various levels, is organising Technical workshops on the below mentioned topics that will be held at Hotel, The Cannought, 37, Shaheed Bhagat Singh Marg, New Delhi-1.

The training schedule is mentioned as follows:

S.NO	TOPIC OF THE TRAINING SESSION	TARGET BENEFICIARIES;	DURATION	LAST DATE FOR NOMINATIONS
	• Public Speaking and Presentation Skills	Middle level Officers required to make presentations.	03-01-14 To 04-01-14	20-12-13
	Next Programme on same Topic		24-01-14	
	• Risk Management	Middle/Lower level managers.	24-01-14	15-01-14
	Next Programme on same Topic		03-05-14	

All the HOD/Branch Heads are requested to nominate the names along with the bio-data of the officials willing to attend the aforementioned training programmes **before 2 days of the Last Date for nominations** so as to enable further transmission.

AHTESHAM

Dy. Registrar

Staff Development Cell

Copy to:

- Prof. Arvinder Kaur, Chairman, SDC.
- P.S to VC for kind information of the Hon'ble VC.
- P.S to Registrar for kind information to the Registrar.
- Public Relations Officer.
- All the Deans/HODs/Branch Incharges.