

TRAINING CALENDAR

3rd QUARTER

Title	Days	Target Group	M	Venue	Title	Days	Target Group	M	Venue	Title	Days	Target Group	M	Venue
JULY					AUGUST					SEPTEMBER				
Government Payroll System	5	DOs&MAs	S	Trinco	MS Access	5	DOs&MAs	T	Trinco	Poster & Broucher Development	4	DOs&MAs	T	Trinco
Internet & Email, MS Office Introduction	3	DOs	T	Trinco	Accounting System	2	DOs	S	Amp	Conflict Management & Handling the Grievance	2	AOs	T	Trinco
Advance Excel	2	DOs&MAs	T	Trinco	Effective Communication & Office Management	2	DOs	T	Trinco	Participatory Rural Appraisal (PRA)	2	Related Field Officers	T	Batti
Accounting Procedure & Reporting	2	DOs	T	Trinco	Government Payroll System	5	DOs&MAs	S	Trinco	Pension Matters	2	DOs&MAs	S	Amp
Attitude Development and Positive Thinking	2	Drivers	T	Amp	Effective use of Computer Base Information for Productivity	2	Interested	T	Trinco	Improvement of Public Relations	1	OESs & TP Ope.	T	Trinco
Parallel Thinking Skills	1	DOs&MAs	T	Trinco	Dealing with Difficult Customers	1	DOs&MAs	T	Batti	Guidelines of Procurement & Contract Management	2	Interested	T	Trinco
Improvement of Productivity (Advance)	3	Interested	S	Trinco	Project Management	3	DOs	T	Amp	MS Word & MS Excel	5	DOs&MAs	T	Trinco
AutoCAD 3D	5	TOs	T	Trinco	Accounting Procedure & Reporting	2	DOs	T	Batti	Use of Office Equipment & Computer basic Hardware	2	OESs	T	Amp
Financial Activities & Audit Query	2	DOs&MAs	T	Batti	Letter Writing & Minute Writing Skills	2	DOs&MAs	T	Amp	Government Payroll System	5	DOs&MAs	S	Trinco
Improvement of Productivity (Advance)	3	Interested	S	Amp	Web base Applications Development Using php + MySQL	2	ICT Asst.	T	Trinco	Team Building & Public Relations	1	DOs&MAs	T	Amp
Introduction to EC & FR	2	CDOs	T	Trinco	Team Building & Public Relations	1	DOs&MAs	T	Batti	Communication Skills	1	DOs&MAs	T	Batti
Team Building & Public Relations	1	DOs&MAs	T	Trinco	Communication Skills	1	DOs&MAs	T	Amp	Conflict Management Skills	1	DOs&MAs	T	Amp
Communication Skills	1	DOs&MAs	T	Trinco	Conflict Management Skills	1	DOs&MAs	T	Batti	Dealing with Difficult Customers	1	DOs&MAs	T	Amp
Conflict Management Skills	1	DOs&MAs	T	Trinco	Pension Matters	2	DOs&MAs	S	Trinco	Use of Office Equipment & Computer basic Hardware	2	OESs	T	Amp
Effective Communication & Office Management	2	DOs	T	Batti	Guidelines of Procurement & Contract Management	1	Middle Level Officers	E	Trinco	Asset Management	2	DOs&MAs	T	Trinco
Personal File Maintenance	2	DOs&MAs	T	Amp	CIGAS	5	DOs&MAs	T	Trinco	Participatory Rural Appraisal (PRA)	2	Related Field Officers	T	Amp
Dealing with Difficult Customers	1	DOs&MAs	T	Trinco										

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