

TRAINING CALENDAR FOR THE YEAR 2011-2012

| Sr. No | Programme Title | Faculty | Participants Cadre | Duration (Days)** | Batch Size | No. of Batches | Jul-11 | Aug-11 | Sep-11 | Oct-11 | Nov-11 | Dec-11 | Jan-12 | Feb-12 | Mar-12 | | |
|--|--|--------------------|---------------------------|-------------------|------------|----------------|-----------------|----------|-----------|--------|--------|--------|--------|--------|--------|--|--|
| In House Training Programme (Technical) | | | | | | | | | | | | | | | | | |
| 1 | Distribution Network Management | Internal | EE/ AE/JE | 2 | 25 | 2 | 8-9 | | 12-13 | | | | | | | | |
| 2 | Operation and Maintenance of distribution network | Internal | EE/ AE/ JE | 2 | 25 | 2 | | | | | 17-18 | 8-9 | | | | | |
| 3 | REC Standards : Construction of Sub Transmision and distribution lines | Internal | SE/ EE | 1 | 25 | 2 | | 20th | | | | 2nd | | | | | |
| | | Internal | AE/EE | 2 | 25 | 2 | | | 15-16 | 14-15 | | | | | | | |
| 4 | Line petrolling | Internal | AE/EE | 1 | 25 | 2 | | | | | | | 16th | 9th | | | |
| 5 | New construction practices and DPR preparation | Internal | SE/EE | 1 | 25 | 2 | | | | | | 14th | | 13th | | | |
| 6 | Technical standards of meters and meter Testing | Internal | AE/EE | 1 | 25 | 2 | | | | | 14th | | 6th | | | | |
| 7 | Overview of IT Application | Internal | SE/EE | 1 | 25 | 2 | | | | 1st | | | 18th | | | | |
| | | Internal | AE/EE | 2 | 25 | 2 | | | | | 14-15 | 19-20 | | | | | |
| In House/ External Training Programme (Non Technical) | | | | | | | | | | | | | | | | | |
| 8 | Acts and Regulations | External | JE and above | 2 | 25 | 4 | 11-12 | | 5-6 | | 11-12 | | 5-6 | | | | |
| 9 | Revenue Management and Customer care | Internal | JE/AE | 1 | 25 | 2 | | 11th | | | 19th | | | | | | |
| | | Internal | OA GR I/II | 1 | 25 | 2 | | | | 3rd | 4th | | | | | | |
| 10 | Company Act, Labor Laws, Disciplinary Proceeding | External | JE and above | 1 | 25 | 12 | Every Month mid | | | | | | | | | | |
| 11 | Safety - Accident prevention, disaster management | Internal/ Exetrnal | EE/ AE/ JE | 1 | 25 | 4 | 5th | | 5th | | 5th | | 5th | | | | |
| | | Internal/ Exetrnal | ALM/ LM/ LH/ TA | 1 | 25 | 4 | | 5th | | 5th | | 5th | | 5th | | | |
| 12 | Cost reducion techniques | External | Sr. AO , AO, SO, OA Gr. I | 1 | 25 | 2 | | | 14th | 5th | | | | | | | |
| 13 | Understanding various Accounting Principles, Practices & Budgeting | External | Sr. AO/ AO | 2 | 25 | 2 | | 3rd -4th | 19th-20th | | | | | | | | |
| 14 | Overview and Trends in power sector | Internal/ Exetrnal | JE and above | 1 | 25 | 4 | | 6th | 6th | 6th | 6th | | | | | | |

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| <u>In House/ External Training Programme (Behavioural)</u> | | | | | | | | | | | | | | | |
| 15 | Leadership Development MDP | External | SE and above | 1 | 25 | 2 | | | | | | | | | |
| 16 | Mentoring | External | SE and above | 1 | 25 | 2 | | | | | | | | | |
| 17 | Time Management and Stress Management | External | EE/AE/ JE | 1 | 25 | 2 | | | | | | | | | |
| 18 | Conflict management Skills | External | EE/AE/ JE | 1 | 25 | 2 | | | | | | | | | |
| 19 | Effective Desion Making Skills | External | EE/AE/ JE | 1 | 25 | 2 | | | | | | | | | |
| 20 | Interpersonal Skills | External | EE/AE/ JE | 1 | 25 | 2 | | | | | | | | | |
| | | External | OA Gr I,II,III/ LM/LH | 1 | 25 | 2 | | | | | | | | | |
| 21 | Presentation Skills | External | EE/AE/ JE | 1 | 25 | 2 | | | | | | | | | |
| 22 | Communication Skills | External | OA Gr I,II,III/ LM/LH | 1 | 25 | 2 | | | | | | | | | |
| 23 | Time Management Skills | External | OA Gr I,II,III/ LM/LH | 1 | 25 | 2 | | | | | | | | | |
| 24 | Superior Customer Service | External | OA Gr I,II,III/ LM/LH | 1 | 25 | 2 | | | | | | | | | |
| <i>External Training - Details of the same shall be issued by T&D cell</i> | | | | | | | | | | | | | | | |
| <u>Sponsored by REC -</u> | | | | | | | | | | | | | | | |
| 22 | Franchisee Training Programmed (REC, CIRE) | Internal/ Exetrnal | EE/ AE/ JE | 3 | 25 | 4 | 18-20 | 16-18 | | 20-22 | | | 9-11 | | |
| | | Internal/ Exetrnal | | | | | | | 12-14* | | 21-23* | 12-14* | | 16-18* | |
| 23 | C&D Employees** | Internal/ Exetrnal | ALM/ LM/ LH/ TA/ Substation Operator | 3 | 25 | 24 | 4-6& | 8-10 | 5-7 | 12-14 | 3-5 | 7-9 12-14 | 2-4 & | 2-4, | |
| | | Internal/ Exetrnal | | | | | 11-13* | 8-10* | 5-7* | 17-19* | 14-16* | 12-14* | 9-11 & 16-18* | 13-15 & 9-11* | 6-8* |

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|--------|-----------------|---------|--------------------|-------------------|------------|----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|

* Training programs will be organized at Gwalior Head Quarter.

** Gram Sewak may also be included in this programme post their identification

Regular Training Programmes -

| | | | | | | | | | | | | | | | |
|----|--------------------------------------|----------|----------------|----|---|---|--------------------|---------------------|----------------------|---------------------|-------------------|------------------|--|--|--|
| 24 | Accounts Training (Ministrial Staff) | Internal | AO Gr II & III | 45 | — | 6 | 27/6/11 to 6-08-11 | 19-9-10 to 29-10-11 | | 12-12-11 to 21-1-12 | | | | | |
| | | Internal | | | | | | 8-8-11 to 17-9-11 | | 1-11-11 to 9-12-11 | | 4-2-12 to 6-2-12 | | | |
| 25 | Lineman Training | Internal | LH & LM | 32 | — | 7 | 6-6-11 to 14-7-11 | 25-8-11 to 3-10-11 | 21-11-11 to 29-12-11 | | 1-1-12 to 7-2-12 | | | | |
| | | Internal | | | | | 15-7-11 to 24-8-11 | | 4-10-11 to 19-11-11 | | 8-2-12 to 18-3-12 | | | | |