ATAL BIHARI VAJPAYEE INSTITUTE OF PUBLIC SERVICE AND INNOVATION

COMPETENCY ENHANCING COURSES

Training calendar

For the month of

August to December 2026



For more information, contact us on

490 4015

contact@aipsi.mu

www.aipsi.mu



AUGUST 2026



BASIC INFORMATION TECHNOLOGY — Rs 2400

- Batch 1
- 03 August 2026
- Computer Room
- 1 full day



KNOWLEDGE MANAGEMENT — Rs 2400

- Batch 1
- 03 August 2026
- Training Room 1
- 1 full day



TALENT MANAGEMENT — Rs 2400

- Batch 1
- 05 August 2026
- Training Room 1
- 1 full day



ADVANCED MICROSOFT EXCEL — Rs 4300

- Batch 1
- 05 & 07 August 2026
- Computer Room
- 2 full days



MANAGING TIME FOR EFFICIENCY — Rs 4300

- Batch 1
- 05 & 07 August 2026
- Training Room 2
- 2 full days



LEADERSHIP: MAKING A DIFFERENCE — Rs 4300

- Batch 1
- 07 &11 August 2026
- Training Room 3
- 2 full days



STATUTORY INTERPRETATION — Rs 4300

- Batch 1
- 07 & 12 August 2026
- Training Room 2
- 2 full days



BASIC MICROSOFT EXCEL — Rs 2400

- Batch 1
- 10 August 2026
- Computer Room
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 1
- 10 August 2026
- Training Room 5
- Half day



NEGOTIATION AND MEDIATION SKILLS — Rs 4300

- Batch 1
- 10 & 12 August 2026
- Training Room 2
- 2 full days



TEAM BUILDING AND BONDING — Rs 4300

- Batch 1
- 10 & 12 August 2026
- Training Room 1
- 2 full days



FIRST AID — Rs 3600

- Batch 1
- 10 - 14 & 17 August 2026
- Training Room 4
- 6 half days



BASIC MICROSOFT WORD — Rs 2400

- Batch 1
- 12 August 2026
- Computer Room
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 4 — Rs 2400

- Batch 1
- 12 August 2026
- Training Room 5
- 1 full day



TRAINING NEEDS ANALYSIS — Rs 4300

- Batch 1
- 12 & 14 August 2026
- Training Room 1
- 2 full days



PUBLIC SPEAKING — Rs 2400

- Batch 1
- 13 August 2026
- Training Room 2
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 1
- 14 August 2026
- Training Room 5
- 1 full day



LEGISLATIVE DRAFTING — Rs 4300

- Batch 1
- 14 & 18 August 2026
- Training Room 1
- 2 full days



All prices shown exclude catering – tea break and lunch will not be provided.

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AUGUST 2026



GOVERNMENT SECURITY INSTRUCTIONS – LEVEL 3 — Rs 2400

- Batch 1
- 17 August 2026
- Training Room 5
- 1 full day



SPEECH WRITING — Rs 2400

- Batch 1
- 17 August 2026
- Training Room 2
- 1 full day



WORKFORCE PLANNING — Rs 2400

- Batch 1
- 17 August 2026
- Training Room 1
- 1 full day



INTERMEDIATE ICT — Rs 4300

- Batch 1
- 17 & 19 August 2026
- Computer Room
- 2 full days



ADVANCED MICROSOFT EXCEL — Rs 4300

- Batch 2
- 18 & 20 August 2026
- Computer Room
- 2 full days



EFFECTIVE COMMUNICATION AND INTERPERSONAL SKILLS — Rs 2400

- Batch 1
- 19 August 2026
- Training Room 2
- 1 full day



EMPLOYEE MOTIVATION: SKILLS AND TECHNIQUES — Rs 2400

- Batch 1
- 19 August 2026
- Training Room 1
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS – LEVEL 5 — Rs 1250

- Batch 1
- 19 August 2026
- Training Room 1
- Half day



USING INTERNET AND EMAIL (OUTLOOK) — Rs 4300

- Batch 1
- 19 & 21 August 2026
- Computer Room
- 2 full days



INTRODUCTION TO BASIC CRIMINAL LAW — Rs 2400

- Batch 1
- 20 August 2026
- Training Room 1
- 1 full day



TEA MAKING AND SERVICE — Rs 2400

- Batch 1
- 20 August 2026
- Ecole Hoteliere SGD
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS – LEVEL 1 — Rs 1250

- Batch 2
- 21 August 2026
- Training Room 5
- Half day



LEADERSHIP INTO PRACTICE — Rs 2400

- Batch 1
- 21 August 2026
- Training Room 3
- 1 full day



ADVANCED AI FOR PUBLIC SECTOR OFFICERS: MASTERING AGENTIC AI, INTELLIGENT WORKFLOWS AND RESPONSIBLE AI GOVERNANCE — Rs 2400

- Batch 1
- 24 August 2026
- Computer Room
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS – LEVEL 2 — Rs 2400

- Batch 1
- 24 August 2026
- Training Room 5
- 1 full day



MANAGING PERFORMANCE IN THE PUBLIC SECTOR — Rs 2400

- Batch 1
- 24 August 2026
- Training Room 1
- 1 full day



WRITING SKILLS FOR PARLIAMENTARY QUESTIONS AND CABINET DOCUMENTS — Rs 4300

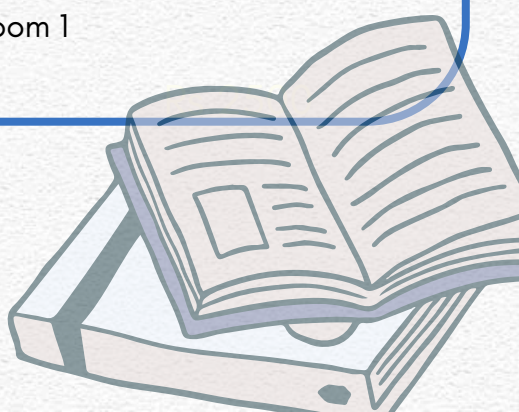
- Batch 1
- 24 & 26 August 2026
- Training Room 2
- 2 full days



WORKFORCE PLANNING — Rs 2400

- Batch 2
- 25 August 2026
- Training Room 1
- 1 full day

All prices shown exclude catering – tea break and lunch will not be provided.



AUGUST 2026



INTERNET & EMAIL USE — Rs 4300

- Batch 2
- 25 & 27 August 2026
- Training Room 1
- 2 full days



LEGISLATIVE DRAFTING — Rs 4300

- Batch 2
- 25 & 27 August 2026
- Training Room 2
- 2 full days



GOVERNMENT ASSET REGISTER PRACTICAL — Rs 2500

- Batch 1
- 26 - 27 August 2026
- The Treasury, Rabadia Building
- 1 and half days



LEADERSHIP: MAKING A DIFFERENCE — Rs 4300

- Batch 2
- 26 & 28 August 2026
- Training Room 3
- 2 full days



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 2
- 26 August 2026
- Training Room 5
- 1 full day



WRITING EFFECTIVE MINUTES OF MEETING — Rs 2400

- Batch 1
- 27 August 2026
- Training Room 2
- 1 full day



CIVIL PROCEDURES — Rs 2400

- Batch 1
- 28 August 2026
- Training Room 3
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 3
- 28 August 2026
- Training Room 5
- Half day



QUALITY MANAGEMENT — Rs 2400

- Batch 1
- 28 August 2026
- Training Room 2
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 3
- 31 August 2026
- Training Room 5
- 1 full day



IT PROJECT MANAGEMENT — Rs 4300

- Batch 1
- 31 August & 02 September 2026
- Computer Room
- 2 full days



TRAINING NEEDS ANALYSIS — Rs 4300

- Batch 2
- 31 August & 02 September 2026
- Training Room 1
- 2 full days





All prices shown exclude catering – tea break and lunch will not be provided.

SEPTEMBER 2026



CYBER RISK ASSESSMENT — Rs 2400

- Batch 1
- 01 September 2026
- Computer Room
- 1 full day



LEADING FROM FRONTLINE — Rs 2400

- Batch 1
- 01 September 2026
- Training Room 1
- 1 full day



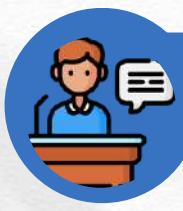
ACHIEVING SUCCESS THROUGH EMOTIONAL INTELLIGENCE — Rs 4300

- Batch 1
- 01 & 03 September 2026
- Training Room 2
- 2 full days



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 4 — Rs 2400

- Batch 2
- 02 September 2026
- Training Room 5
- 1 full day



SPEECH WRITING — Rs 2400

- Batch 2
- 02 September 2026
- Training Room 2
- 1 full day



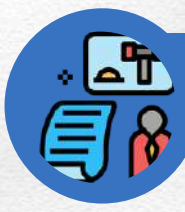
TALENT MANAGEMENT — Rs 2400

- Batch 2
- 02 September 2026
- Training Room 3
- 1 full day



RISK MANAGEMENT — Rs 4300

- Batch 1
- 02 & 04 September 2026
- Training Room 1
- 2 full days



STATUTORY INTERPRETATION — Rs 4300

- Batch 2
- 03 & 07 September 2026
- Training Room 1
- 2 full days



BASIC COMMUNICATION — Rs 2400

- Batch 1
- 04 September 2026
- Training Room 3
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 3
- 04 September 2026
- Training Room 5
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 4
- 07 September 2026
- Training Room 5
- Half day



STRATEGIC HUMAN RESOURCE MANAGEMENT — Rs 2400

- Batch 1
- 07 September 2026
- Training Room 1
- 1 full day



IMPROVING EFFICIENCY IN ORGANISATIONS — Rs 4300

- Batch 1
- 07 & 09 September 2026
- Training Room 2
- 2 full days



FIRST AID — Rs 3600

- Batch 2
- 07 - 11 & 14 September 2026
- Training Room 4
- 6 half days



COURTS PROCEEDINGS — Rs 2400

- Batch 1
- 08 September 2026
- Training Room 1
- 1 full day



ADVANCED MICROSOFT EXCEL — Rs 4300

- Batch 3
- 08 & 10 September 2026
- Computer Room
- 2 full days



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 4
- 09 September 2026
- Training Room 5
- 1 full day



BUSINESS ENGLISH — Rs 4300

- Batch 1
- 09 & 11 September 2026
- Training Room 3
- 2 full days

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SEPTEMBER 2026



MANAGING CHANGE FOR TRANSFORMATION — Rs 4300

- Batch 1
- 09 & 11 September 2026
- Training Room 2
- 2 full days



HR AND PEOPLE ANALYTICS — Rs 2400

- Batch 1
- 10 September 2026
- Training Room 1
- 1 full day



QUALITY MANAGEMENT — Rs 2400

- Batch 2
- 10 September 2026
- Training Room 3
- 1 full day



ANTI-MONEY LAUNDERING / CFT — Rs 2400

- Batch 1
- 11 September 2026
- Training Room 1
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 4
- 11 September 2026
- Training Room 5
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 5
- 14 September 2026
- Training Room 5
- Half day



PUBLIC SPEAKING — Rs 2400

- Batch 2
- 14 September 2026
- Training Room 2
- 1 full day



STRATEGIC THINKING AND DECISION-MAKING — Rs 2400

- Batch 1
- 14 September 2026
- Training Room 1
- 1 full day



PERFORMANCE MANAGEMENT SYSTEM — Rs 2400

- Batch 1
- 15 September 2026
- Training Room 2
- 1 full day



RISK MANAGEMENT — Rs 4300

- Batch 2
- 16 & 18 September 2026
- Training Room 3
- 2 full days



CODE OF ETHICS & GOOD GOVERNANCE — Rs 2400

- Batch 1
- 17 September 2026
- Training Room 1
- 1 full day



CUSTOMER SERVICE EXCELLENCE — Rs 2400

- Batch 1
- 17 September 2026
- Training Room 3
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 5
- 18 September 2026
- Training Room 5
- 1 full day



LEADERSHIP FOR MIDDLE MANAGERS — Rs 2400

- Batch 1
- 18 September 2026
- Training Room 1
- 1 full day



PERSONAL GROOMING & BUSINESS ETIQUETTE — Rs 2400

- Batch 1
- 18 September 2026
- Training Room 2
- 1 full day



ADVANCED AI FOR PUBLIC SECTOR OFFICERS: MASTERING AGENTIC AI, INTELLIGENT WORKFLOWS AND RESPONSIBLE AI GOVERNANCE — Rs 2400

- Batch 2
- 21 September 2026
- Computer Room
- 1 full day



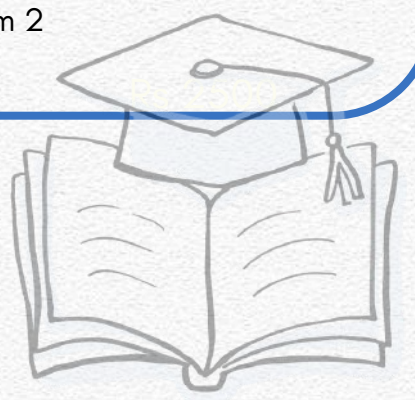
GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 5
- 21 September 2026
- Training Room 5
- 1 full day



MANAGING PROJECTS IN PUBLIC SECTOR — Rs 4300

- Batch 1
- 21 & 23 September 2026
- Training Room 2
- 2 full days



All prices shown exclude catering – tea break and lunch will not be provided.

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SEPTEMBER 2026

QUALITY MANAGEMENT: TOWARDS ISO 9001: 2015 — Rs 2400

- Batch 1
- 22 September 2026
- Training Room 1
- 1 full day

ADVANCED MICROSOFT EXCEL — Rs 4300

- Batch 4
- 22 & 24 September 2026
- Computer Room
- 2 full days

ETHICS, INTEGRITY & GOVERNANCE — Rs 2400

- Batch 1
- 23 September 2026
- Training Room 2
- 1 full day

GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 6
- 23 September 2026
- Training Room 5
- Half day

GOVERNMENT ASSET REGISTER PRACTICAL — Rs 2500

- Batch 2
- 23 & 24 September 2026
- The Treasury, Rabadia Building
- 1 and half days

MASTERING TELEPHONE SKILLS — Rs 2400

- Batch 1
- 24 September 2026
- Training Room 2
- 1 full day

GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 6
- 25 September 2026
- Training Room 5
- 1 full day

LEADERSHIP FOR FIRST TIME MANAGERS — Rs 2400

- Batch 1
- 25 September 2026
- Training Room 1
- 1 full day

TEA MAKING AND SERVICE — Rs 2400

- Batch 2
- 25 September 2026
- Ecole Hoteliere SGD
- 1 full day

GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 6
- 28 September 2026
- Training Room 5
- 1 full day

ORGANISATIONAL BEHAVIOUR — Rs 2400

- Batch 1
- 28 September 2026
- Training Room 2
- 1 full day

REPORT WRITING SKILLS — Rs 2400

- Batch 1
- 28 September 2026
- Training Room 1
- 1 full day

BID PREPARATION AND EVALUATION — Rs 4300

- Batch 1
- 28 & 30 September 2026
- Training Room 3
- 2 full days

DATA COLLECTION & ANALYTICS FOR AI — Rs 2400

- Batch 1
- 29 September 2026
- Training Room 2
- 1 full day

RISK MANAGEMENT — Rs 4300

- Batch 3
- 29 September & 01 October 2026
- Training Room 4
- 2 full days

GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 7
- 30 September 2026
- Training Room 5
- Half day



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OCTOBER 2026



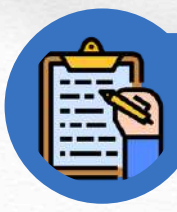
CUSTOMER SERVICE EXCELLENCE — Rs 2400

- Batch 2
- 01 October 2026
- Training Room 1
- 1 full day



LEADING FROM FRONTLINE — Rs 2400

- Batch 2
- 01 October 2026
- Training Room 3
- 1 full day



EFFECTIVE BOARD REPORT WRITING — Rs 2400

- Batch 1
- 02 October 2026
- Training Room 1
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 7
- 02 October 2026
- Training Room 5
- 1 full day



SUPERVISORY SKILLS — Rs 2400

- Batch 1
- 02 October 2026
- Training Room 2
- 1 full day



BID PREPARATION AND EVALUATION — Rs 4300

- Batch 2
- 02 & 06 October 2026
- Training Room 3
- 2 full days



GENERATIVE AI IN PUBLIC SECTOR — Rs 2400

- Batch 1
- 05 October 2026
- Training Room 2
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 7
- 05 October 2026
- Training Room 5
- 1 full day



RISK IDENTIFICATION & RISK ASSESSMENT — Rs 4300

- Batch 1
- 05 & 07 October 2026
- Training Room 1
- 2 full days



FIRST AID — Rs 3600

- Batch 3
- 05 - 09 & 12 October 2026
- Training Room 4
- 6 half days



LEGAL WRITING — Rs 2400

- Batch 1
- 06 October 2026
- Training Room 1
- 1 full day



ADVANCED MICROSOFT EXCEL — Rs 4300

- Batch 5
- 06 & 08 October 2026
- Computer Room
- 2 full days



INCREASING PRODUCTIVITY THROUGH STRESS MANAGEMENT — Rs 4300

- Batch 1
- 06 & 08 October 2026
- Training Room 2
- 2 full days



CUSTOMER SERVICE — Rs 2400

- Batch 1
- 07 October 2026
- Training Room 3
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 4 — Rs 2400

- Batch 3
- 07 October 2026
- Training Room 5
- 1 full day



CREATING A POSITIVE WORK ENVIRONMENT — Rs 2400

- Batch 1
- 08 October 2026
- Training Room 3
- 1 full day



MANAGEMENT AND LEADERSHIP DEVELOPMENT — Rs 2400

- Batch 1
- 08 October 2026
- Training Room 1
- 1 full day



PRESENTATION SKILLS — Rs 2400

- Batch 1
- 01 October 2026
- Training Room 2
- 1 full day

All prices shown exclude catering – tea break and lunch will not be provided.

OCTOBER 2026



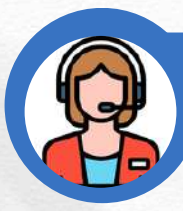
AI FOR PUBLIC SERVICE EFFICIENCY — Rs 2400

- Batch 1
- 09 October 2026
- Training Room 3
- 1 full day



ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS — Rs 4300

- Batch 2
- 09 & 13 October 2026
- Training Room 2
- 2 full days



CUSTOMER CARE — Rs 2400

- Batch 1
- 13 October 2026
- Training Room 3
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 8
- 14 October 2026
- Training Room 5
- 1 full day



PSYCHOLOGICAL AND COUNSELLING SKILLS FOR HR — Rs 2400

- Batch 1
- 15 October 2026
- Training Room 2
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 9
- 16 October 2026
- Training Room 5
- Half day



ADVANCED AI FOR PUBLIC SECTOR OFFICERS: MASTERING AGENTIC AI, INTELLIGENT WORKFLOWS AND RESPONSIBLE AI GOVERNANCE — Rs 2400

- Batch 3
- 19 October 2026
- Computer Room
- 1 full day



INTERPRETATION OF LAWS — Rs 2400

- Batch 1
- 20 October 2026
- Training Room 1
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 5 — Rs 1250

- Batch 2
- 21 October 2026
- Training Room 5
- Half day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 8
- 09 October 2026
- Training Room 5
- Half day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 8
- 12 October 2026
- Training Room 5
- 1 full day



COMMUNICATION & PUBLIC RELATIONS — Rs 2400

- Batch 1
- 14 October 2026
- Training Room 3
- 1 full day



TRANSFORMATIONAL LEADERSHIP AND EMOTIONAL INTELLIGENCE — Rs 2400

- Batch 1
- 14 October 2026
- Training Room 2
- 1 full day



MANAGING RESOURCES — Rs 4300

- Batch 1
- 15 & 19 October 2026
- Training Room 3
- 2 full days



AI ADOPTION IN GOVERNMENT — Rs 2400

- Batch 1
- 19 October 2026
- Training Room 2
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 9
- 19 October 2026
- Training Room 5
- 1 full day



ADVANCED MICROSOFT EXCEL — Rs 4300

- Batch 6
- 20 & 22 October 2026
- Computer Room
- 2 full days



HANDLING DIFFICULT CUSTOMERS — Rs 2400

- Batch 1
- 21 October 2026
- Training Room 1
- 1 full day

All prices shown exclude catering – tea break and lunch will not be provided.

OCTOBER 2026



MEDIA MANAGEMENT — Rs 2400

- Batch 1
- 21 October 2026
- Training Room 3
- 1 full day



LEADERSHIP AND STRATEGIC THINKING — Rs 4300

- Batch 1
- 21 & 23 October 2026
- Training Room 2
- 2 full days



ECONOMICS FOR NON-ECONOMISTS — Rs 2400

- Batch 1
- 22 October 2026
- Training Room 2
- 1 full day



EMPLOYMENT RELATIONS IN PUBLIC SERVICE — Rs 2400

- Batch 1
- 22 October 2026
- Training Room 1
- 1 full day



AI IN GOVERNMENT: PRACTICAL INTRODUCTION — Rs 2400

- Batch 1
- 23 October 2026
- Training Room 2
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 9
- 23 October 2026
- Training Room 5
- 1 full day



QUALITY MANAGEMENT IN THE PUBLIC SECTOR - SIX SIGMA FUNDAMENTALS — Rs 2400

- Batch 1
- 23 October 2026
- Training Room 1
- 1 full day



DATA PROTECTION & SECURITY — Rs 2400

- Batch 1
- 26 October 2026
- Computer Room
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 10
- 26 October 2026
- Training Room 5
- Half day



MENTAL HEALTH & WELLBEING — Rs 2400

- Batch 1
- 26 October 2026
- Training Room 1
- 1 full day



TEA MAKING AND SERVICE — Rs 2400

- Batch 3
- 26 October 2026
- Ecole Hoteliere SGD
- 1 full day



STRATEGIC THINKING AND DECISION-MAKING — Rs 2400

- Batch 2
- 27 October 2026
- Training Room 2
- 1 full day



TELEPHONE COMMUNICATION SKILLS — Rs 2400

- Batch 1
- 27 October 2026
- Training Room 3
- 1 full day



GOVERNMENT ASSET RESGISTER PRACTICAL — Rs 2500

- Batch 3
- 27 & 28 October 2026
- The Treasury, Rabadia Building
- 1 and half days



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 10
- 28 October 2026
- Training Room 5
- 1 full day



FUNDAMENTALS OF ARTIFICIAL INTELLIGENCE — Rs 2400

- Batch 1
- 29 October 2026
- Training Room 2
- 1 full day



LEGAL LITERACY — Rs 2400

- Batch 1
- 29 October 2026
- Training Room 3
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 10
- 30 October 2026
- Training Room 5
- 1 full day



STRESS MANAGEMENT — Rs 2400

- Batch 1
- 30 October 2026
- Training Room 1
- 1 full day

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NOVEMBER 2026



CYBERSECURITY FUNDAMENTALS — Rs 2400

- Batch 1
- 03 November 2026
- Computer Room
- 1 full day



STRATEGIC THINKING AND DECISION-MAKING — Rs 2400

- Batch 3
- 03 November 2026
- Training Room 2
- 1 full day



STRATEGIES FOR ENHANCING CUSTOMER SERVICE — Rs 2400

- Batch 1
- 03 November 2026
- Training Room 1
- 1 full day



FIRST AID — Rs 3600

- Batch 4
- 03 - 10 & 11 November 2026
- Training Room 4
- 6 half days



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 4 — Rs 2400

- Batch 4
- 04 November 2026
- Training Room 5
- 1 full day



INTERPERSONAL COMMUNICATION SKILLS — Rs 2400

- Batch 1
- 04 November 2026
- Training Room 1
- 1 full day



PUBLIC FINANCIAL MANAGEMENT PLANNING & CONTROL — Rs 2400

- Batch 1
- 04 November 2026
- Training Room 3
- 1 full day



MANAGING PROJECTS IN PUBLIC SECTOR — Rs 4300

- Batch 2
- 04 & 06 November 2026
- Training Room 1
- 2 full days



ADVANCED AI FOR HR & RECRUITMENT — Rs 2400

- Batch 1
- 05 November 2026
- Training Room 3
- 1 full day



BUSINESS CONTINUITY MANAGEMENT — Rs 4300

- Batch 1
- 05 & 10 November 2026
- Training Room 2
- 2 full days



EMOTIONAL INTELLIGENCE — Rs 2400

- Batch 9
- 06 November 2026
- Training Room 2
- 1 full day



EMPLOYMENT RELATIONS IN PUBLIC SERVICE — Rs 2400

- Batch 2
- 06 November 2026
- Training Room 1
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 11
- 06 November 2026
- Training Room 5
- 1 full day



BASIC COMMUNICATION SKILLS — Rs 2400

- Batch 2
- 10 November 2026
- Training Room 1
- 1 full day



CHANGE MANAGEMENT — Rs 2400

- Batch 1
- 10 November 2026
- Training Room 2
- 1 full day



CRISIS LEADERSHIP AND DECISION-MAKING — Rs 2400

- Batch 1
- 10 November 2026
- Training Room 3
- 1 full day



QUALITY SERVICE DELIVERY — Rs 2400

- Batch 1
- 10 November 2026
- Training Room 4
- 1 full day



ADVANCED MICROSOFT EXCEL — Rs 4300

- Batch 7
- 10 & 12 November 2026
- Computer Room
- 2 full days

All prices shown exclude catering – tea break and lunch will not be provided.

NOVEMBER 2026



INFORMATION SECURITY MANAGEMENT SYSTEM — Rs 4300

- Batch 1
- 10 &12 November 2026
- Computer Room
- 2 full days



CRISIS MANAGEMENT — Rs 2400

- Batch 1
- 11 November 2026
- Training Room 3
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 11
- 11 November 2026
- Training Room 5
- Half day



PROJECT MANAGEMENT — Rs 2400

- Batch 1
- 11 November 2026
- Training Room 2
- 1 full day



PUBLIC SECTOR FINANCIAL MANAGEMENT — Rs 2400

- Batch 1
- 11 November 2026
- Training Room 1
- 1 full day



AI FOR FINANCE PROFESSIONALS — Rs 4300

- Batch 1
- 12 & 16 November 2026
- Training Room 1
- 2 full days



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 12
- 13 November 2026
- Training Room 5
- 1 full day



ADVANCED AI FOR PUBLIC SECTOR OFFICERS: MASTERING AGENTIC AI, INTELLIGENT WORKFLOWS AND RESPONSIBLE AI GOVERNANCE — Rs 2400

- Batch 4
- 16 November 2026
- Computer Room
- 1 full day



COMMUNICATION AND CUSTOMER CARE — Rs 2400

- Batch 1
- 16 November 2026
- Training Room 1
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 11
- 16 November 2026
- Training Room 5
- 1 full day



BECOMING AN EFFECTIVE MASTER OF CEREMONY — Rs 2400

- Batch 1
- 17 November 2026
- Training Room 1
- 1 full day



CONFLICT MANAGEMENT — Rs 2400

- Batch 1
- 17 November 2026
- Training Room 2
- 1 full day



EFFICIENCY IMPROVEMENT IN ORGANISATIONS — Rs 2400

- Batch 1
- 18 November 2026
- Training Room 2
- 1 full day



FUNDAMENTALS OF PROJECT MANAGEMENT — Rs 2400

- Batch 1
- 18 November 2026
- Training Room 1
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 5 — Rs 2400

- Batch 3
- 18 November 2026
- Training Room 5
- Half day



MANAGERIAL PSYCHOLOGY — Rs 2400

- Batch 1
- 19 November 2026
- Training Room 2
- 1 full day



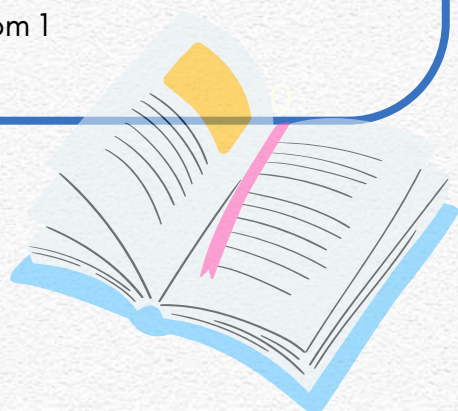
GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 12
- 20 November 2026
- Training Room 5
- Half day



TRANSFORMATION & CHANGE MANAGEMENT — Rs 2400

- Batch 1
- 20 November 2026
- Training Room 1
- 1 full day



All prices shown exclude catering – tea break and lunch will not be provided.

NOVEMBER 2026



RISK MANAGEMENT — Rs 4300

- Batch 4
- 20 & 23 November 2026
- Training Room 3
- 2 full days



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 13
- 23 November 2026
- Training Room 5
- 1 full day



COMMUNICATION & INTERPERSONAL SKILLS, CUSTOMER CARE AND MASTERING TELEPHONE SKILLS — Rs 4300

- Batch 11
- 23 & 25 November 2026
- Training Room 1
- 2 full days



EMPLOYEE MOTIVATION: SKILLS AND TECHNIQUES — Rs 2400

- Batch 2
- 24 November 2026
- Training Room 2
- 1 full day



EVENT MANAGEMENT — Rs 2400

- Batch 1
- 24 November 2026
- Training Room 1
- 1 full day



ADVANCED MICROSOFT EXCEL — Rs 4300

- Batch 8
- 24 & 26 November 2026
- Computer Room
- 2 full days



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 12
- 25 November 2026
- Training Room 5
- 1 full day



PUBLIC FINANCE AND BUDGET PREPARATION — Rs 2400

- Batch 11
- 25 November 2026
- Training Room 1
- 1 full day



LEVERAGING AI FOR EFFICIENCY — Rs 2400

- Batch 1
- 26 November 2026
- Training Room 1
- 1 full day



PSYCHOLOGICAL READINESS FOR RETIREMENT — Rs 2400

- Batch 1
- 26 November 2026
- Training Room 3
- 1 full day



PUBLIC POLICY MAKING — Rs 2400

- Batch 1
- 26 November 2026
- Training Room 2
- 1 full day



TEA MAKING AND SERVICE — Rs 2400

- Batch 4
- 26 November 2026
- Ecole Hoteliere SGD
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 13
- 27 November 2026
- Training Room 5
- Half day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 2 — Rs 2400

- Batch 14
- 30 November 2026
- Training Room 5
- 1 full day

All prices shown exclude catering – tea break and lunch will not be provided.

DECEMBER 2026



MANAGING PERFORMANCE IN THE PUBLIC SECTOR — Rs 2400

- Batch 2
- 01 December 2026
- Training Room 2
- 1 full day



PROTOCOL AND ETIQUETTE — Rs 2400

- Batch 1
- 01 December 2026
- Training Room 1
- 1 full day



ADVANCED MICROSOFT EXCEL — Rs 4300

- Batch 9
- 01 & 03 December 2026
- Computer Room
- 2 full days



FINANCIAL OPERATIONS IN PUBLIC SECTOR — Rs 2400

- Batch 1
- 02 December 2026
- Training Room 1
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 3 — Rs 2400

- Batch 13
- 02 December 2026
- Training Room 5
- 1 full day



ARTIFICIAL INTELLIGENCE & DISRUPTIVE TECHNOLOGIES — Rs 2400

- Batch 1
- 03 December 2026
- Training Room 1
- 1 full day



CODE OF ETHICS AND GOOD GOVERNANCE — Rs 2400

- Batch 2
- 03 December 2026
- Training Room 2
- 1 full day



DATA ANALYSIS & REPORT WRITING — Rs 2400

- Batch 1
- 04 December 2026
- Training Room 2
- 1 full day



GOVERNMENT SECURITY INSTRUCTIONS - LEVEL 1 — Rs 1250

- Batch 14
- 04 December 2026
- Training Room 5
- Half day



PROSECUTION FOR CRIMINAL OFFENCES — Rs 2400

- Batch 1
- 04 December 2026
- Training Room 3
- 1 full day



CYBERSECURITY FUNDAMENTALS — Rs 2400

- Batch 2
- 07 December 2026
- Computer Room
- 1 full day



HANDLING DIFFICULT CUSTOMERS — Rs 2400

- Batch 2
- 07 December 2026
- Training Room 1
- 1 full day



LEADERSHIP AND SUPERVISORY SKILLS — Rs 2400

- Batch 1
- 07 December 2026
- Training Room 2
- 1 full day



FIRST AID — Rs 3600

- Batch 5
- 07 - 11 & 14 December 2026
- Training Room 4
- 6 half days



SUPERVISORY SKILLS — Rs 2400

- Batch 2
- 08 December 2026
- Training Room 2
- 1 full day



WRITING EFFECTIVE MINUTES OF MEETINGS — Rs 2400

- Batch 2
- 08 December 2026
- Training Room 1
- 1 full day



ADVANCED MICROSOFT EXCEL — Rs 4300

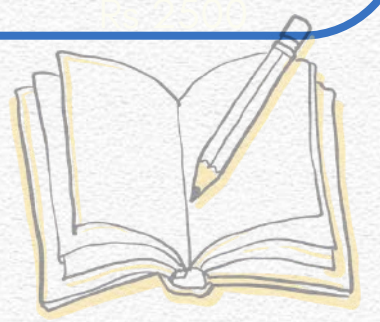
- Batch 10
- 08 & 10 December 2026
- Computer Room
- 2 full days



MANAGING RESOURCES — Rs 2400

- Batch 2
- 08 & 10 December 2026
- Training Room 3
- 2 full days

All prices shown exclude catering – tea break and lunch will not be provided.



DECEMBER 2026



CRISIS MANAGEMENT — Rs 2400

- Batch 2
- 09 December 2026
- Training Room 2
- 1 full day



EMERGING TECHNOLOGIES — Rs 2400

- Batch 1
- 09 December 2026
- Training Room 3
- 1 full day



MICROSOFT POWERPOINT — Rs 4300

- Batch 1
- 09 & 11 December 2026
- Computer Room
- 2 full days



COURTS PROCEEDINGS — Rs 2400

- Batch 2
- 10 December 2026
- Training Room 1
- 1 full day



GOOD GOVERNANCE IN PUBLIC SECTOR — Rs 2400

- Batch 1
- 11 December 2026
- Training Room 3
- 1 full day



HEALTH & SAFETY IN WORKPLACE — Rs 2400

- Batch 1
- 11 December 2026
- Training Room 1
- 1 full day



REGISTRY PROCEDURES — Rs 2400

- Batch 1
- 11 December 2026
- Training Room 2
- 1 full day



TEA MAKING AND SERVICE — Rs 2400

- Batch 5
- 11 December 2026
- Ecole Hoteliere SGD
- 1 full day



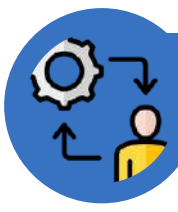
CHANGE MANAGEMENT FOR TRANSFORMATION — Rs 2400

- Batch 1
- 14 December 2026
- Training Room 2
- 1 full day



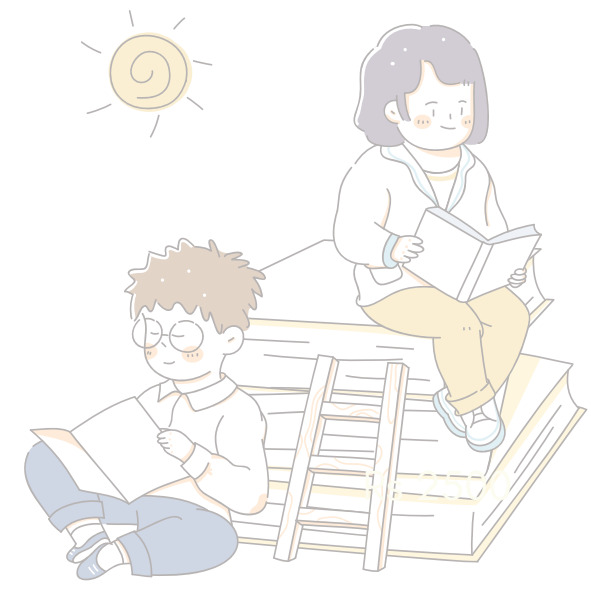
WRITING SKILLS FOR PARLIAMENTARY QUESTIONS AND CABINET DOCUMENTS — Rs 4300

- Batch 2
- 14 & 16 December 2026
- Training Room 1
- 2 full days



ADVANCED AI FOR PUBLIC SECTOR OFFICERS: MASTERING AGENTIC AI, INTELLIGENT WORKFLOWS AND RESPONSIBLE AI GOVERNANCE — Rs 2400

- Batch 5
- 15 December 2026
- Computer Room
- 1 full day



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