

**Online General Course No. 04: Mid-Career Training Programme (MCTP) for SAOs/AAOs**  
**(Level 3 for AAOs and SAOs with 12 to 16 years of combined service in the cadres w.e.f**  
**27.06.2022 to 02.07.2022 (6 Days)**

Session timing:			Break timing:		
Session I: 10.00 am to 11:15 am			Tea Break: 11:15 am to 11:30 am		
Session II: 11:30 am to 12:45 pm			Lunch Break: 12:45 to 02:00 pm		
Session III: 02:00 pm to 03:15 pm			Tea Break:03:15 pm to 03:30 pm		
Session IV: 03:30 pm to 4:45 pm					
Day	Inauguration	Session I	Session II	Session III	Session IV
Day 1 27.06.2022  (Monday)	Principal Director  09.45 AM	Effective communication with internal and external stakeholders Communication Skills Written & Presentation	Time & Stress Management	Analytical Thinking and Step by Step Approach to Problem Solving	
	Susana D Khongwir, Life Coach/ Trainer/Counsellor				
Day 2 28.06.2022 (Tuesday)	E – Governance  Faculty From NIC, Shillong			Management of Role Change, Professional and Tactful Behaviour,. Function of C&AG Hauntilal Suantak, Sr. DAG O/o the PAG, Mizoram	Management of Government Finances, Fiscal Health of Union & States  Shyam Chettri, Chartered Accountant
Day 3 29.06.2022 (Wednesday)	Team Management  Anita Pde				Auditing in IT Environment  K. Limbu, CF/RTI
Day 4 30.06.2022 (Thursday)	Stakeholder Engagement, Major Stakeholder Management, Leveraging stakeholder relationship Shyam Chettri, Chartered Accountant	Governance, Risk Management and Compliance (GRC)  Dr. Anish Divakaran, Sr. DAG O/o the AG (A&E) Meghalaya			Internal Controls, Frauds & Forensic  Arjun Chetry, Asst. Director (IT), NEPA Ri Bhoi District
Day 5 01.07.2022 Friday	Public Expenditure – Principles, Types & effects and FRBM Act  Shyam Chettri, Chartered Accountant	Revenue – Sources of Revenue – Characteristics of a Good Tax System Shyam Chettri, Chartered Accountant	Yoga  Suparna Mordani, Sr. Faculty, Art of Living		

<b>Day 6</b> <b>02.07.2022</b> <b>Saturday</b>	Understanding the Global Environmental crisis – Global warming, Climate change, Habitat loss etc. <b>Prof. Devesh Walia, NEHU Shillong</b>	Environmental Governance	Management of different kinds of Environmental Pollution	Feedback and Valediction  <b>Principal Director</b>
		<b>Prof. Dibyendu Paul, NEHU Shillong</b>		