

General Course No. 07: Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 2 Batch – I) for AAOs and SAOs with 7 to 11 years of combined service in the cadres w.e.f 04.12.2023 to 09.12.2023 (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	Session I	Session II	Session III	Session IV
Day 1 04.12.2023 (Monday)	My Values, our values, Community Values – Alignment with organizational values Faculty from O/o the PAG (A&E) Meghalaya		Effective Communication – Verbal and Non-Verbal communication, Social Skills, Active Megdalyne Pyngrope, Asst. Professor St. Anthony's College	
Day 2 05.12.2023 (Tuesday)	Group Development, Group Dynamics, Group Forming, Group Problems, Group Thinking and Social influence Susana Khongwir, Life Coach Trainer			Motivation
Day 3 06.12.2023 (Wednesday)	Financial Market and Capital Market Prof. Ambika Prasad Pati, Dept. of Commerce, NEHU	Principles of Public Finance; Union budget and Components Dr. Biswambhara Mishra, Dept. of Economics, NEHU	Field Trip	
Day 4 07.12.2023 (Thursday)	Adopting the Big Data Approach, IA & AD Big Data Polices and Guidelines	Overview of Information Technology (IT) System; Risks in IT Environment , Cyber Security, IT Act 2008, Indian Computer Emergency Response Team (CERT-In); Leveraging the entity's IT System and data in Audit. Arindam Nath, Sr.A.O, O/o PAG (Audit) Assam		
Day 5 08.12.2023 Friday	Gender Sensitisation, Concepts of Gender, Gender Stereotypes and its impact. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Deity H Majaw, Co-opted Member of the Meghalaya State Commission For Women	Personality Susana Khongwir, Life Coach Trainer	Morale	
Day 6 09.12.2023 Saturday	Basics of Environment and Sustainable Development Wanshan Kharkrang, Executive Engineer, MSPCB	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs) T.G Wanniang, RCB&KI, Shillong	Feedback & Valediction DG, RCB&KI, Shillong	