

# MDP CALENDAR

**For Quarter – III (October-November-December) of 2014-15**

CODE	PROGRAMME TITLE	APPLICABLE TO	TRAINERS	NO. OF DAYS	DATE(S)	LAST DATE OF REGN.	INVESTMENT (per participant)	INVESTMENT After the Last Date (per participant)
<b>GENERAL MANAGEMENT, STRATEGY AND POLICY DECISION</b>								
GMS 1102	Managing Change, Stress and Time for Managers	Senior & Middle level Managers, Departmental Heads	Dr. Tridib Chakraborti Dr. Sangeeta Goswami / Mr. Bijt Debbarma Dr. Paul Pudussery	2 Days	Nov. 17-18, 2014	Nov. 7, 2014	₹ 7,900/-	₹ 8,500/-
<b>LEADERSHIP AND BUSINESS COMMUNICATION</b>								
LBC 1203	Leadership and Teamwork	Middle / Junior level Managers	Dr. Tridib Chakraborti Mr. Bijt Debbarma	2 Days	Nov. 27-28, 2012	Nov. 17, 2012	₹ 7,900/-	₹ 8,500/-
<b>HUMAN RESOURCE &amp; ORGANIZATION DEVELOPMENT</b>								
HRD 1301	Motivating Self and Others for Higher Performance	Middle / Junior Management	Dr. Tridib Chakraborti Dr. Paul Pudussery	2 Days	Nov. 25-26, 2014	Nov. 14, 2014	₹ 7,900/-	₹ 8,500/-
HRD 1302	Transforming Organizations through Proactive People Management	Departmental Heads, Senior Executives	Dr. Paul Pudussery Mr. Sanjeeb Kakati	1 Day	Dec. 1, 2014	Nov. 21, 2014	₹ 4,499/-	₹ 5,000/-
<b>FINANCE &amp; ACCOUNTS</b>								
F&A 1401	Finance for Non-Finance Managers	Senior / Middle level Managers	Prof. Bhabatosh Banerjee / Dr. K.S Chakraborty / Dr. Tanmoy Datta Mr. K.N. Kalita Mr. C.R. Sharma	2 Days	Dec. 4-5, 2014	Nov. 23, 2014	₹ 7,900/-	₹ 8,500/-
F&A 1402	Finance & Accounts for College Principals	Principals of Govt. Colleges / DDOs	Prof. Bhabatosh Banerjee Dr. Tridib Chakraborti Mr. C.R. Sarma Mr. K.N. Kalita	3 Days	Oct. 27, 28, & 29, 2014	Oct. 10, 2014	₹ 9,950/-	₹ 10,850/-
F&A 1403	Office Management for Non-Teaching Staff of Colleges (in Assamese/Hindi)	Class-III Employees of Govt. Colleges	Dr. Tridib Chakraborti / Mr. Sanjeeb Kakati Mr. C.R. Sarma Mr. K.N. Kalita	2 Days	Nov. 7 – 8, 2014	Oct. 27, 2014	₹ 4,950/-	₹ 5,500/-
<b>OPERATIONS AND SUPPLY CHAIN MANAGEMENT</b>								
OSM 1503	Key Concepts in Managing Modern Manufacturing: A Refresher for Managers	Senior / Middle / Junior Managers	Dr. S.N. Roy	1 Day	Dec. 15, 2014	Dec. 1, 2014	₹ 5,900/-	₹ 6,500/-
<b>MARKETING &amp; SALES MANAGEMENT</b>								
MSM 1602	Selling Skills – Relearning	Middle / Junior level Managers	Dr. Tridib Chakraborti Mr. Bijt Debbarma	1 Day	Nov. 3, 2014	Oct. 22, 2014	₹ 3,900/-	₹ 4,500/-
<b>ETHICS &amp; VALUES</b>								
EVM 1801	Values & Ethics in Management	Senior / Middle level Managers	Dr. Tanmoy Dutta	2 Days	Dec. 18-19, 2014	Dec. 7, 2014	₹ 8,500/-	₹ 9,000/-

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<b>RESEARCH METHODOLOGY</b>								
REM 2555	Research Methodology and Data Analysis using SPSS 21.0	College Teachers / Researchers	Dr. Amitava Sarkar Prof. G.C. Talukdar	1 Week	Nov. 10 – 14, 2014	Oct. 20, 2014	₹ 4,050/-	₹ 4,500/-

**NOTE:** (a) The investment includes, apart from the Training itself, reading & resource materials, Trainers' honorarium, certification, travel & hotel expenses of the Trainers, lunch and refreshment during the programme. (b) Participants need to make own arrangements for their travel and accommodation. (c) Payment can be made by Cash/Cheque/Demand Draft in favour of XIMIT payable at Guwahati. (d) **Any of the above programmes can be organised on different mutually convenient dates at XIMIT Campus based on the requirement of any organisation with at least 20 guaranteed participants.**

## OUTBOUND PROGRAMMES :: EXPERIENTIAL LEARNING

CODE	PROGRAMME TITLE	APPLICABLE TO	NO. OF DAYS	DATE(S)	VENUE	INVESTMENT
HRD 1351	Team Building & Leadership through Outbound Experiential Learning	Senior & Middle level Managers	2 Days Residential	As per mutual convenience	In a good Holiday Resort near Guwahati	₹ 35,000/- per participant (₹ 30,000/- per participant if the venue is within 60 KM from Guwahati)

## REACH-OUT PROGRAMMES :: OFF-CAMPUS

These programmes can be conducted at the venue arranged by the organisation who wants XIMIT to provide the training to their human resources at a mutually convenient time. The host organisations should contact XIMIT in advance.

CODE	PROGRAMME TITLE	APPLICABLE TO	NO. OF DAYS	DATE(S)	TRAINERS	INVESTMENT (For Trainers)*
<b>GENERAL MANAGEMENT, STRATEGY AND POLICY DECISION</b>						
GMS 1101	Managerial Decisions and Effectiveness for Organisational Success with special emphasis on Change & Stress Management	Middle level Managers and Departmental Heads	2 Days	As per mutual Convenience	Dr. Tridib Chakraborti Mr. Biji Debbarma Dr. Paul Pudussery	₹ 1,99,000/-
GMS 1102	Positive Thinking and Changing the Mindset (in Assamese/Hindi)	Junior executives / Non Executive staff	2 Days	As per mutual Convenience	Dr. Tridib Chakraborti Dr. Sangeeta Goswami Mr. Sanjeeb Kakati	₹ 1,89,000/-
<b>LEADERSHIP AND BUSINESS COMMUNICATION</b>						
LBC 1202	Effective Presentation, Communication and Developing Competencies	Middle / Junior level Managers	1 Day	As per mutual Convenience	Mr. Sanjeeb Kakati Mr. Debojyoti Sarma Barborah	₹ 1,49,000/-
LBC 1203	Leadership and Teamwork	Middle / Junior level Managers	2 Days	As per mutual Convenience	Dr. Tridib Chakraborti Dr. Tanmoy Datta	₹ 1,99,000/-
<b>HUMAN RESOURCE &amp; ORGANIZATION DEVELOPMENT</b>						
HRD 1301	Motivating Self and Others for Higher Performance	Middle level Managers / Senior Executives	2 Days	As per mutual Convenience	Dr. Tridib Chakraborti Dr. Paul Pudussery Dr. Sangeeta Goswami	₹ 1,99,000/-
HRD 1302	Transforming Organizations through Proactive People Management	Departmental Heads, Senior Executives	1 Day	As per mutual Convenience	Dr. Paul Pudussery Mr. Sanjeeb Kakati	₹ 1,49,000/-
<b>FINANCE AND ACCOUNTING</b>						
F&A 1401	Finance for Non-Finance Managers	Senior / Middle level Managers	2 Days	As per mutual Convenience	Dr. K.S Chakraborty / Prof. Bhabatosh Banerjee Mr. K.N. Kalita	₹ 2,49,000/-
<b>OPERATIONS AND SUPPLY CHAIN MANAGEMENT</b>						
OSM 1503	Key Concepts in Managing Modern Manufacturing : A Refresher for Managers	Senior / Middle / Junior level Managers	1 Day	As per mutual Convenience	Dr. S.N. Roy	₹ 1,79,000/-
<b>MARKETING &amp; SALES MANAGEMENT</b>						
MSM 1601	Leading Sales Team for Enhanced Performance	Senior / Middle level Managers	2 Days	As per mutual Convenience	Dr. Tridib Chakraborti Dr. Paul Pudussery	₹ 2,49,000/-
MSM 1602	Selling Skills – Relearning	Middle / Junior level Managers	1 Day	As per mutual Convenience	Dr. Tridib Chakraborti Mr. Biji Debbarma	₹ 1,49,000/-
<b>ETHICS &amp; VALUES</b>						
EVM 1801	Values & Ethics in Management (Dress code applicable)	Senior / Middle level Managers	2 Days	As per mutual Convenience	Dr. Tanmoy Dutta	₹ 1,49,000/-

### \*SHARING OF RESPONSIBILITIES FOR OFF-CAMPUS PROGRAMMES:

#### A. XIMIT's will take care of:

1. Honorarium the Trainer(s) and the team,
2. Travel Expenses (air & road) of the Trainer(s) along with the team,
3. Training Kit, Study Materials etc.
4. The Extremely Effective Training Delivery.

#### B. The Host Organisation will take care of:

1. Local travel, hospitality, proper & timely food, good accommodation etc. for the Trainer(s) and the team of XIMIT (applicable only if the training venue is not in Guwahati).
2. All types of logistic arrangements for the training including air-conditioned training hall, sound system (with collar (1) & cordless (1-2) microphones), LCD Projector with Screen, Laptop, etc.
3. There might be requirements of xeroxing some handouts and other printed/non-printed materials. The organisation should be in a position to take care of that.
4. Lunch, tea/coffee and other refreshment for the participants and the training team as per the training schedule.
5. If a particular training demands certain kind of activities, like, role-playing and games, then the arrangements required should be made by the organisation.

## CUSTOMISED PROGRAMME

XIMIT devises and designs tailor-made programmes to address the specific needs of organizations both in private and public sector. These programmes enable the client organisations to meet the growing need for a critical mass of trained and committed people and to achieve accelerated management development to confront the challenges of a competitive environment. As a part of the programme company personnel study live challenges confronted by the company and generate solutions under the guidance of XIMIT experts. The purpose is to achieve both individual and organisational learning simultaneously and, more importantly, to make things happen.