

TRAINING CALENDER FOR THE YEAR 2011 – 2012

Sl No.	Programme	Date	ATI	District	Duration	Targets	Course Director
0	1	2	3	4	5	6	7
1.	Training in D R M	4 th – 8 th April, 2011	MATI		5 days	RERAM Members	Faculty Head (DM)
2.	Training on RTI Act, 2005	6 th – 7 th April, 2011	MATI		2 days	Traditional Heads, NGOs, Women Groups	Director, MATI
3.	Training for All	7 th – 8 th April. 2011	MATI		2 days	Schools Teachers	Director, MATI
4.	Office Procedures (DOPT)	11 th – 15 th April, 2011	MATI		5 days	Staff of Heads of Departments	Director, MATI
5.	Training for the Stenographer Grade-I	11 th – 29 th April, 2011	MATI		25 days	Stenographer Grade I of the State Govt.	Director, MATI
6.	Training for All	14 th – 15 th April. 2011	MATI		2 days	Schools Teachers	Director, MATI
7.	Financial Management (DOPT)	18 th – 21 st April, 2011	MATI		4 days	Staff of Secretariats	Director, MATI
8.	Training in D R M	20 th – 21 st April, 2011	MATI		2 days	Office Asstts. Of Additional Secretariat	Faculty Head (DM)
9.	Training on RTI Act, 2005	19 th – 20 th April, 2011	MATI		2 days	State Govt. Officials	Director, MATI
10.	Computer Fundamental and Appreciation	25 th April – 6 th May 2011	MATI		10 days	Staff of Heads of Departments	Director, MATI

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0	1	2	3	4	5	6	7
11	Office Procedures (DOPT)	25 th – 29 th April, 2011		West Khasi Hills District, Mairang	5 days	Govt. Officials of Mairang CSD	Director, MATI
12	Training on Human Rights	26 th – 27 th April, 2011	MATI		2 days	Govt. Officials, NGOs and Women Groups, and Traditional Heads	Director, MATI
13	Training for All	28 th – 29 th April, 2011	MATI		2 days	Schools Teachers	Director, MATI
14	Review/Debriefing of Master Trainers (CBPR/DFID)/ Training for All	29 th April, 2011	MATI		1 day	Master Trainers	Director, MATI
15	25 th Batch Group 'B' Secretariat Asstts.. Training	2 nd – May – 10 th June, 2011	MATI		30 days	Secretariat Assistants	Director, MATI
16	Training on Basic DM Concept	2 nd – 6 th May, 2011	MATI		5 days	Schools and College Teachers	Faculty Head (DM)
17	Training on RTI Act, 2005	3 rd – 4 th May, 2011	MATI		2 days	State and Central Govt. Officials	Director, MATI
18	Office Procedures (DOPT)	9 th – 13 th May, 2011		Ri Bhoi District, Nongpoh	5 days	Govt. Officials of Ri Bhoi District	Director, MATI
19	Training for All	12 th – 13 th May, 2011	MATI		2 days	Upper Primary and Lower Primary School Teachers	Director, MATI
20	Financial Management (DOPT)	16 th – 20 th May, 2011		West Khasi Hills District, Nongstoin	5 days	Govt. Officials of West Khasi Hills District.	Director, MATI

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21	Training on Human Rights	17 th – 20 th May, 2011		East Garo Hills District, W/Nagar	3 days	Govt. officials, NGOs, Women Groups, Traditional Heads of East Garo Hills District	Director, MATI
22	Training in Disaster Risk Management	18 th – 19 th May, 2011	MATI		2 days	Staff of Additional Secretariat	Faculty Head (DM)
23.	Legal Provision and Justice Delivery (DOPT)	18 th – 20 th May, 2011	MATI		3 days	MCS/MPS and other Police Officers	Director, MATI
24.	Training for All	19 th – 20 th May, 2011	MATI		2 days	Upper Primary and Lower Primary School Teachers	Director, MATI
25.	Financial Management (DOPT)	23 rd – 27 th May, 2011	MATI		5 days	Staff of Heads of Departments	Director, MATI
26.	Office Procedures (DOPT)	23 rd – 27 th May, 2011		Mawkyrwat Civil Sub Division	5 days	Govt. Officials of Mawkyrwat Civil Sub Division	Director, MATI
27.	Training on School DM Plan	24 th – 26 th May, 2011	MATI		3 days	Principals and Vice Principals of Sec. & Hr. Sec. Schools	Faculty Head (DM)
28.	Training for All	26 th - 27 th May, 2011	MATI		2 days	Upper Primary and Lower Primary School Teachers	Director, MATI
29.	Review Debriefing of Master Trainers (CBPR/DFID) Training for All	31 st May, 2011	MATI		1 day	Master Trainers	Director, MATI
30.	Training for All	2 nd - 3 rd June, 2011	MATI		2 days	Upper Primary and Lower Primary School Teachers	Director, MATI

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31.	Office Procedures (DOPT)	6 th – 10 th June, 2011		Jaintia Hills District, Jowai	5 days	Govt. Officials, of Jaintia Hills District	Director, MATI
32.	Training on Hazard Specific	6 th – 10 th June, 2011	MATI		5 days	Line Department Officers	Faculty Head (DM)
33.	Training on RTI Act, 2005	7 th – 8 th June, 2011	MATI		2(days)	BPL Families, Traditional Heads & NGOs of East Khasi Hills District	Director, MATI
34.	Financial Management (DOPT)	13 th – 17 th June, 2011		Dadenggiri Civil Sub Division	5 days	Govt. Official of Dadenggiri Civil Sub Division	Director, MATI
35.	Personal Management/ IBIs Solution	14 th – 15 th June, 2011			2 days	Govt. Officials	Director, MATI
36.	Computer Fundamental and Appreciation	20 th June - 1 st July 2011	MATI		30 days	Secretariats Staff	Director, MATI
37.	Training on Human Rights	22 nd – 23 rd June, 2011		South Garo Hills District	2 days	Govt. Officials, NGOs, Traditional Heads, Women Groups of South Garo Hills District	Director, MATI
38.	Training in D R M	27 th – 29 th June, 2011	MATI		3 days	Ministerial Staff of Main Building Secretariat	Faculty Head (DM)
39.	Training on RTI Act, 2005	28 th – 29 th June, 2011	MATI			Schools/College Students	Director, MATI
40.	Review/Debriefing of Master Trainers (CBPR/DFID)/ Training for All	30 th June, 2011	MATI		1 day	Master Trainers	Director, MATI

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41.	Training on RTI Act, 2011	5 th – 6 th July, 2011		Mawkynrew Block	2 days	Beneficiaries of Flagship programme of Mawkynrew Block	Director, MATI
42.	Workshop on Training Needs Analysis	5 th – 7 th July, 2011	MATI		3 days	Officers of Line Department	Faculty Head (DM)
43.	Office Procedures (DOPT)	11 th – 15 th July, 2011		West Khasi Hills District, Nongstoin	5(days)	Govt. Officials of West Khasi Hills District	Director, MATI
44.	Training of Urban Local Bodies	12 th -14 th July, 2011	MATI		3 days	Synjuk ki Seng Samla Shnong	Faculty Head (DM)
45.	Training on Urban Local Bodies	12 th – 14 th July, 2011	MATI		3 days	Synjuk ki Seng Samla Shnong	Faculty Head (DM)
46.	25 th Batch Group ‘B’ Examination	12 th – 15 th July, 2011	MATI		4 days	Secretariat Assistants	Director, MATI
47.	Sectoral Training Programme (Health)	18 th – 22 nd July, 2011	MATI		5 days	Paramedics and Nurses	Faculty Head (DM)
48.	Office Procedures (State Fund)	18 th – 22 nd July, 2011	MATI		5 days	Staff of Secretariat	Director, MATI
49.	Financial Management (DOPT)	18 th – 22 nd July, 2011		Ampati Civil Sub Division	5 days	Govt. Officials of Ampati Civil Sub Division	Director, MATI
50.	Training on Urban Local Bodies	26 th – 28 th July, 2011	MATI		3 days	NGOs	Faculty Head (DM)

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51.	Training on RTI Act, 2005	27 th – 28 th July, 2011		Laitkroh Block	2 days	Beneficiaries of Flagship programme of Laitkroh Block	Director, MATI
52.	Review/Debriefing of Master Trainers (CBPR/DFID)/ Training for All	30 th July, 2011	MATI		1 day	Master Trainers	Director, MATI
53.	Office Procedures (DOPT)	1 st – 5 th August, 2011		East Garo Hills District, W.Nagar	5 days	Govt. officials of East Garo Hills District	Director, MATI
54.	Training on RTI Act, 2005	3 rd – 4 th August, 2011		Pynursla Block	2 days	Beneficiaries of Flagship programme of Pynursla Block	Director, MATI
55.	Computer Fundamentals and Appreciations	8 th – 22 nd August, 2011	MATI		5 days	Staff of Heads of Department	Director, MATI
56.	Specialized Training in Search & Rescue and First Aid	8 th -12 th August, 2011	MATI		5 days	BMTs of South Garo Hills and East Khasi Hills District	Faculty Head (DM)
57.	Public Private Partnership	9 th – 11 th August, 2011	MATI		3 days	MCS / MPS and other State Govt. Officers	Director, MATI
58.	Women Empowerment Domestic Violence Act & Various Provision of Govt. for Women	19 th – 20 th August, 2011		Sohra Civil Sub Division	2 days	Govt. Officials, Women Groups, NGOs, Traditional Heads of Sohra C.S.D.	Director, MATI
59.	Financial Management (DOPT)	22 nd – 26 th August, 2011		Mawkyrwat C.S.D.	5 days	Govt. Officials of Mawkyrwat Civil Sub Division	Director, MATI
60.	Financial Management (DOPT)	22 nd – 26 th August, 2011		South Garo Hills District	5 days	Govt. officials of South Garo Hills District	Director, MATI

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61.	26 th Batch Group 'A' Secretariat Asstts.. Training	5 th September, 2011 - 19 th October, 2011	MATI		30 days	Secretariat Assistants	Director, MATI
62.	Financial Management (DOPT)	5 th - 9 th September, 2011		Jaintia Hills District	5 days	Govt. Officials of Jaintia Hills District	Director, MATI
63.	Hazard Specific (Landslide)	5 th - 9 th September, 2011	MATI		5 days	Officers of Line Departments	Faculty Head (DM)
64.	Training on RTI Act, 2005	6 th - 7 th September, 2011	MATI		2 days	State and Central Govt. Officials	Director, MATI
65.	Capacity Building Seminar on Differently Disabled Persons	17 th September, 2011	MATI			Govt. Officials, Persons with disabilities, NGOs, Women Groups	Director, MATI
66.	Training on RTI Act, 2005	21 st - 22 nd Sept, 2011	MATI		2 days	Farmers Group	Director, MATI
67.	Training on Urban Local Bodies	26 th - 28 th September, 2011	MATI		3 days	Anganwadi Workers	Faculty Head (DM)
68.	Financial Management (State Fund)	26 th - 30 th September, 2011	MATI		5 days	Secretariat Assistants	Director, MATI
69.	Training on RTI Act, 2005	4 th - 5 th October, 2011	MATI		2 days	Staff of D.Cs Office, Shillong	Director, MATI
70.	Legal Provision and Justice Delivery (DOPT)	12 th - 14 th October, 2011	MATI		3 days	M.C.S. / M. P.S. and other Police Officers	Director, MATI

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71.	Office Procedures (DOPT)	17 th – 21 st October, 2011	MATI		5 days	Govt. Officials of Pynursla Block	Director, MATI
72.	Specialized Training in Trauma & Counseling & Water Sanitation	17 th – 21 st October, 2011	MATI		5 days	Block Teams Jaintia Hills District and Officers of some Department	Faculty Head (DM)
73.	Domestic Violence Act & Various Provisions of Govt. for Women, Crime against Women Justice Delivery	20 th – 22 nd October, 2011		East Garo Hills District	3 days	Govt. Officials, NGOs, Women Groups, Youth Groups	Director, MATI
74.	Training on Human Rights	27 th – 28 th October, 2011		West Khasi Hills District, Nongstoin	2 days	Govt. Officials, NGOs, Women Groups, Youth Groups Persons with disabilities	Director, MATI
75.	Office Procedures (DOPT)	7 th – 11 th November, 2011		Dadenggiri C.S.D	5 days	Govt. Officials of Dadenggiri Civil Sub Division	Director, MATI
76.	Training on RTI Act, 2005	8 th – 9 th November, 2011		Mawkynew Block	2 days	Beneficiaries of Flagship programme of Mawkynew Block	Director, MATI
77.	Computer Fundamentals and Appreciation	8 th – 24 th November, 2011	MATI		10 days	Staff of Heads of Departments	Director, MATI
78.	Formulation of DM Plan (Schools)	14 th - 16 th November, 2011	MATI		3 days	Principals of Lower Primary Schools	Faculty Head (DM)
79.	Financial Management (DOPT)	14 th – 18 th November, 2011		Ri Bhoi District, Nongpoh	5 days	Govt. Officials of Ri Bhoi District	Director, MATI
80.	Financial Management (DOPT)	21 st – 25 th November, 2011		Sohra Civil Sub Division	5 days	Govt. Officials of Sohra Civil Sub Division	Director, MATI

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81.	Training on RTI Act, 2005	23 rd – 24 th November, 2011		Mawphlang Block	2 days	Beneficiaries of Flagship programme of Mawphlang Block	Director, MATI
82.	26 th Batch Group ‘A’ Examination	24 th – 29 th November, 2011	MATI		5 days	Secretariat Assistants	Director, MATI
83.	Women Empowerment & Domestic Violence Act	28 th – 30 th November, 2011		West Garo Hills District	3 days	Govt. Officials, NGOs, Women Groups, MPS and Other Police Officers	Director, MATI
84.	Sectoral Training Programme for Trainers (by CTI)	28 th November – 2 nd December, 2011	MATI		5 days	NYK Volunteers/NSS in S&R & FA	Faculty Head (DM)
85.	Disaster Risk Management	29 th November – 1 st December, 2011	MATI		3 days	Heads of Department	Faculty Head (DM)
86.	Financial Management (State Fund)	5 th – 9 th December, 2011	MATI		5 days	Staff of Heads of Departments	Director, MATI
87.	Training on RTI Act, 2005	6 th – 7 th December, 2011		Mawryngkneng Block	2 days	Beneficiaries of Flagship programme of Mawphlang Block	Director, MATI
88.	Training in Gender and DM	7 th – 9 th December, 2011	MATI		2 days	State Nodal Agencies & DM Agencies	Faculty Head (DM)_
89.	Women Empowerment & Domestic Violence Act	14 th – 16 th December, 2011	MATI		3 days	Govt. Officials, NGOs, Women Groups, Youth Groups	Director, MATI
90.	Training on RTI Act, 2005	5 th – 6 th January. 2012	MATI		2 days	State and Central Govt. Officials	Director, MATI

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91.	Financial Management (DOPT)	9 th – 13 th January, 2012	MATI		5 days	Govt. Officials of Pynursla Block	Director, MATI
92	Training on Human Rights	10 th – 11 th January, 2012		Ri Bhoi District, Nongpoh	2 days	Govt. Officials, NGOs, Women Groups, Youth Groups Persons with disabilities	Director, MATI
93.	Training on RTI Act, 2005	12 th – 13 th January, 2011	MATI		2 days	Beneficiaries of Flagship Programme of Myllem Block	Director MATI
94.	Office Procedures (DOPT)	16 th – 20 th January, 2012		Mairang C.S.D.	5 days	Govt. Officials of Mairang CSD	Director, MATI
95.	Financial Management (DOPT)	16 th – 20 th January, 2012		Resubelpara C S D	5 days	Govt. Officials of Resubelpara CSD	Director, MATI
96.	Office Procedures (State Fund)	16 th – 20 th January, 2012	MATI		5 days	Staff of D.Cs Office, Shillong	Director, MATI
97.	Financial Management (DOPT)	16 th – 20 th January, 2012	MATI	East Garo Hills District	5 days		Director, MATI
98.	Formulation of DMP	17 th – 19 th January, 2012	MATI		3 days	BDMC	Faculty Head (DM)
99.	Training on RTI Act, 2005	24 th – 25 th January, 2012	MATI		2 days	Schools/College Students	Director, MATI
100.	Office Procedures (DOPT)	6 th – 10 th February, 2012		South Garo Hills, Baghmara	5 days	Govt. Officials of South Garo Hills District.	Director, MATI

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0	1	2	3	4	5	6	7
101	Basic D M Concept	6 th – 10 th February, 2012	MATI		5 days	Rangbah Shnongs & Volunteers	Director, MATI
102	Training on RTI Act, 2005	9 th – 10 th February, 2012	MATI		2 days	State Govt. Officials	Director, MATI
103	Financial Management (State Fund)	13 th – 17 th February, 2012	MATI		5 days	Staff of D.Cs Office, Shillong	Director, MATI
104	Computer Fundamentals and Appreciation	20 th February – 2 nd March, 2012	MATI		10 days	Secretariat Assistants	Director, MATI
105	Disaster Risk Management	13 th – 17 th February, 2012	MATI		5 days	Adult Leaders of Bharat Scouts & Guides	Faculty Head (DM)
106	Office Procedures (DOPT)	20 th – 24 th February, 2012		Sohra Civil Sub Division	5 days	Govt. Officials of Sohra Civil Sub Division	Director, MATI
107	Financial Management (DOPT)	27 th February – 2 nd March, 2012		East Garo Hills District	5 days	Govt. officials of East Garo Hills District	Director, MATI
108	Training on RTI Act, 2005	28 th – 29 th February, 2012	MATI		2 days	NGOs, Women Groups, Youth Groups, Traditional Heads	Director, MATI
109	Financial Management (DOPT)	27 th February – 2 nd March, 2012		East Garo Hills District	5 days	Govt. Officials of East Garo Hills District	Director, MATI
110.	Computer Fundamental and Appreciation	1 st – 14 th March, 2012	MATI		10 days	Staff of D.Cs Office, Shillong	Director, MATI

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<i>0</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
111	Financial Management (DOPT)	5 th – 9 th March, 2012	MATI		5 days	Staff of Heads of Department	Director, MATI
112	Training in DRM	6 th – 8 th March, 2012	MATI		3 days	Office Assistants of Third Secretariat Building	Faculty Head (DM)
113	Training on RTI Act, 2005	8 th – 9 th March, 2012	MATI		2 days	State and Central Govt Officials	Director, MATI
114	Computer Fundamental and Appreciation	12 th – 23 rd March, 2012	MATI		10 days	Staff of Heads of Department	Director, MATI
115	Office Procedures (DOPT)	12 th – 16 th March, 2012		Ampati Civil Sub Division	5 days	Govt. Officials of Ampati CSD	Director, MATI
116	Sectoral Training of Trainers (Education)	19 th – 23 rd March, 2012	MATI		5 days	Upper Primary School Teachers	Faculty Head (DM)
117	Training on RTI Act, 2005	20 th – 21 st March, 2012	MATI		2 days	Staff of D.Cs Office, Shillong	Director, MATI
118	Training on RTI Act, 2005	22 nd – 23 rd March, 2012	MATI		2 days	BPL Families of Shillong Urban	Director, MATI