

TRAINING CALENDAR FOR THE FY 2017-18 (Short Term Training under GOI PTA)

#	Course Title	Target Participants	Duration	Location	Tentative Date to conduct	Remarks
Ministry of Works & Human Settlement						
1	Maintenance Management system for roads and highways	Field Engineers	10 days	India	Jan-18	
2	Urban Economics/Urban Governance	Chiefs, Specialist & Director	10 days	India	Mar-18	
3	Project Management	Engineers	10 days	India	Dec-17	
Ministry of Information & Communications						
1	ITIL/ITSM/ (Information Technology Library/IT Service Management)	ICT Officers/ICT Technical Associates	2-3 weeks	India	Oct-17	
2	Network and Infrastructure	ICT Officer	2-3 weeks	Bhutan	Nov-17	
3	Geographic Information System (GIS)	ICT Officer	2-3 weeks	India	Sep-17	
4	System Analysis and Database Administration	ICT Officer/ ICTTA	2-3 weeks	India	Jan-18	
5	Security Essentials/fundamentals of information security	ICT Officer/ ICTTA	2-3 weeks	Bhutan	Feb-18	
6	Fundamentals of LAN, WAN and wireless network	ICT Technical Associate	2-3 weeks	Bhutan	Mar-18	
7	Public Transport Management	Base Transport Officers/Base In-Charge	1 week	India	Nov-17	
8	Fitness and Emission	MVI's	1 week	India	Nov-17	
9	Basic fire fighting Course	Fire Crews	4 months	India	Sep-17	
10	Basic Aviation Security Course	Security Asst.	3 weeks	Bhutan	Oct-17	
11	OJT for Communication Staffs	Communication Asst/Technician	4 weeks	India	Feb-18	
12	Airport Maintenance	Technician (Electrical/Civil)	2 weeks	India	Dec-17	
13	Social Media for Governance & Development	IMO's	1 week	India	Sep-17	
14	Workshop on Design Thinking	Admin. Asst/Front Desk		Bhutan		Respective agencies to submit requirement of resource person to RCSC.
15	Administration & Office Management/ Effective Office Management/Library Management/Office Management and filing System/Basic Store Management	Admin Asst/ Personal Asst/Librarian/ Messenger/Dispatcher		Bhutan		
Ministry of Finance						
a) For HQ staff						
1	International Financial Reporting Standards (IFRS)	Accounts/Finance Officers	2 weeks	India	Nov-17	
2	Integrated Financial Management Information System	Accounts Assistants	2 weeks	India	Dec-17	
3	Treasury bills, bonds, Cash Flow Forecasting and Risk Management	Accounts Officers/Accounts Assistants	2 weeks	India	Jan-18	
4	Training on Financial Investigation	Tax Officials	2 weeks	India	Dec-17	
5	In house-Workshop: GST	Sales Tax officials	1 week	Bhutan	Dec-17	
6	In house workshop on restructuring revenue accounting, refund process	Revenue officials	1 week	Bhutan	Feb-18	
7	Training on HS Classification	Customs Officials	2 weeks	India	Nov-17	
8	Improving quality in the supply chain/Contract Management	Procurement and Store personal	2 weeks	India	Oct-17	

9	Training on HVAC System	Engineers and Technicians	2 weeks	India	Nov-17	
10	Training on electronic Equipment maintenance work	Electricians/Technicians	2 weeks	India/Bhutan	Oct-17	Venue to be explored incountry
11	Maintenance of Grass Cutting Machine and Lawn Mowers	Gardeners	1 week	Bhutan	Oct-17	
12	Office management training	Admin Assts./HR Asst./Admin Officials	2 weeks	Bhutan	Dec-17	
13	Inventory and record keeping	Store Keeper/Store Assistants	2 weeks	Bhutan		
b) For Ministries/Dzongkhags staff						
1	Government Budgeting, Accounting and Expenditure Controls	Accounts Assistants	2 weeks	India	Dec-17	
2	Medium Term Expenditure Framework/Accounting for works and Projects	Finance/Accounts Officers	2 weeks	India	Jan-18	
3	Accounting for works & Projects & Expenditure reporting	Finance/Accounts Officers	2 weeks	India	Mar-18	
4	Financial Management and Management Accounting	Accounts Assistants	2 weeks	India	Feb-18	
5	Procurement and contract management	Procurement Officers	2 weeks	India	Jan-18	
6	Contract Management	Procurement Officers	2 weeks	India	Mar-18	
7	Improving quality in the supply chain	Procurement Officers	2 weeks	India	Apr-18	
8	Performance Auditing for Public Sector's Internal Auditors	Internal Auditors	2 weeks	India	Feb-18	
9	Inventory and record keeping	Store Keeper/Store Assistants	2 weeks	Bhutan		
Ministry of Home & Cultural Officers						
1	Training on AFIS	P & S level from the DCRC, HQ, MoHCA	1 week	India	Dec-17	
2	Training on Unique Identification & authentication process for efficient delivery of civil registration and census services	P & S level from Dzongkhag, Thromdes & Dungkhag DCRC, HQ, MoHCA	1 week	India	Dec-17	
3	Service Excellence Training	P & S level from DoI and Regional Offices of the department	1 week	India	Dec-17	
4	Community Development & Local Administration management	GAOs	1 week	India		
5	Social Accountability & Governance	GAOs/Tshogdrungs	1 week	Bhutan		
6	Conservation of museum artifacts	Conservators & museum Asst.	1 week	India	Dec-17	
7	Advance Management of Performing arts	Instructors and researcher (RAPA)	1 week	India	Dec-17	
8	Documentation/Data Management	One officers each from the Departments	1 week	India	Dec-17	
9	Procurement Management	Store Keeper		Bhutan		
10	Library management training (elibrary, cataloging)	Library staff		Bhutan		

Ministry of Health						
1	Hospital administration and Management	Adm Officer/Assistant, CMO, Chief Nurses	10 days	India/Bhutan	Mar-18	Venue to be explored in-country
2	Short term training on Massage Therapy	Menpas	1 month	India	Apr-18	
3	Refresher course on Basic Life Support.	Emergency Medical Technician	2 weeks	India	Apr-18	
4	Prosthetic & Orthotic Technology	Physiotherapy Technician/Ortho Technician	1 month	India	Feb-18	
5	Ortho/Neurologic /Pediatric/Cardiopulmonary Physiotherapy	Physiotherapist/Physiotherapy Technician	2 weeks	India	Nov-17	
6	Training in Medical Intensive Care Unit (ICU)	Medical Specialist	3 weeks	India	Dec-17	
7	Arthroscopy	Orthosurgeon	6 weeks	India	Nov-17	
8	Training in Basic Facial Surgery	General Surgeon	6 wks	India	Dec-17	
9	Training in Retinopathy of Premature (ROP) Management	Ophthalmologist	4 Weeks	India	Apr-18	
10	Training on Pediatric Intensive Care Unit (ICU)	Pediatrician	3 weeks	India	Nov-17	
11	Operation Theatre (OT) Management	OT incharge	4 Weeks	India	Jan-18	
12	Neonatal Resuscitation	Nurse Anesthetist	4 wks	India	Jan-18	
13	Post Operative Anesthesia care	OT Technicians	4 wks	India	Apr-18	
14	Training on Burn Nursing	Nurse	4 wks	India	Nov-17	
15	Training on Immediate Newborn Resuscitation	Gyne staff	4 wks	India	Nov-17	
16	Training in Central Sterile & Supply Department (CSSD)	Central Sterile & Supply Department (CSSD) staff	6 wks	India	Dec-17	
17	Training on Dental Radiology	Dental hygienist	4 wks	India	Mar-18	
18	Enteral feeding (blended diet)	Dietitian	4wks	India	Apr-18	
19	Preparation of Dialysis Solution part B	Pharmacy Technician	2 wks	India	Apr-18	
20	Physio management for Ventilated patient	Physiotherapist	6 wks	India	Mar-18	
21	Rehabilitation of burn patient	Physio Technician	6 wks	India	Mar-18	
22	Training in Trauma Radiography	X-ray Technician	1 month	India	Jan-18	
23	Training in Focused Assessment with Sonography for Trauma (FAST)	USG Technician	1 month	India	Jan-18	
24	Training on C-Arm operation and safety	Ortho Technician & Nurses	1 month	India	Mar-18	
25	Management of lab EQA in clinical chemistry (biochemistry)	Lab Technician/Technologist	3 wks	India	Mar-18	
26	Training in forensic nursing	Forensic nurse	4 wks	India	Jan-18	
27	Training on Mental Health and Psychiatric Nursing	Medic Ward Nurse	4 weeks	India	Nov-17	
28	Care of patient with Renal problem (Management of Chronic Kidney Disease (CKD) patient with pre & post dialysis complication)	Medical Ward Nurse	4 wks	India	Mar-18	
29	Management of MDR TB patients	Medical Ward Nurse	4 weeks	India	Feb-18	
30	Enteral & Parenteral feeding	ICU/NICU Nurse	4 weeks	India	Mar-18	
31	Acute trauma care in emergency unit	GDMO	4 weeks	India	Mar-18	
32	Peripheral Blood Smear (PBS)	Lab Technologist	4 weeks	India	Nov-17	
33	Acute Trauma Nursing Care	ER Nurse	4 weeks	India	Nov-17	
34	Training on medical supplies store/inventory management	Store keeper	2 weeks	India	Mar-18	
35	Infection control	Nurses (Supervisors)	one week	India	May-18	
36	Office management	HR/Admin assistant	2-3 weeks	Bhutan		

Ministry of Labour & Human Resources						
1	Competency Based Training for Promotion of Technical Vocational Education Training (TVET)	Instructors and Junior Instructors of Technical Training Institutes and Institute of Zorig Chusum	2 weeks	India	Jan-18	
2	Study Tour To Traditional Art and Crafts Centres/Institutes in India/ Immersion program	Principals, Vice Principals, Instructors and Junior Instructors of Institute of Zorig Chusum	2 weeks	India		
3	Library Management	Library Assistants of the Technical Training Institutes and Institute of Zorig Chusum		Bhutan		
Ministry of Economic Affairs						
1	Training on store and Inventory Management skills	Admin Asst, Store Keepers		Bhutan		
2	Advanced Training in Office Management	HR Assts., Admin Asst, PA,		Bhutan		
3	Workshop on Design Thinking	2 Admin Asst And PA		Bhutan		Respective agencies to submit requirement of resource person to RCSC.
4	Safety aspects of PoL Products	4 Inspectors	2 weeks	India		
5	Training on environmental monitoring and sample analysis	5 Inspector	2 weeks	Bhutan (if possible)		
6	Workshop on Team Buiding Exercise	4 Admin. Assts. and PA	1 week	Bhutan		
7	Refreshers Course on the 34 G2B services for discussion and strategy development for the effective implementation	Officials from RTIOs, DTIOs & the Department	5 days	Bhutan		
8	Training Programme on the implementation of POL Services for the LPG and kerosene e-coupon system.	Officials from RTIOs, DTIOs, DoT and ICT Division	5 days	Bhutan		
9	Training on the platform deployed for the development of	ICT officials	2 weeks	India		
	1. G2B services and 2. POL services					
10	Enforcement of Consumer Protection.	Officers, Consumer Advocates & Inspector		India		To club all these trainings into one training and implement in 1-2 groups
	Investigation of economic crime/unfair trade practices					
	Product/Services identification/Weights and measure in markets					
	Study of Consumer Issues and Consumer Grievance Redessal System in South Asia					
11	Alternative Dispute Resolution Skill/Training	Members of Dispute Settlement Committee (Thromde/ 6 regions)		Bhutan		
National Statistics Bureau						
1	Life Table Construction and Population Projections	Demographers HQ	10 days	India	May-18	
2	RS & GIS in Cartography and Mapping	Gis Personnel HQ	10 days	India	Mar-18	
3	Latest Sampling Methodologies for Household Surveys	Statistical Personnel HQ	2 weeks	India	May-18	

4	Workshop on Dzongkhag Level GDP Compiliation/ Price Statistics	National Accounts & Price Division Staff HQ/DSOs	5 days	Bhutan	Jan-18	
5	Advance CsPro using tablet/Statistical Software	IT Personnel HQ	2 weeks	India	May-18	
6	Statistical Software (STATA, CsPro, SPSS.. etc)	Statistical Officers	5 days	Bhutan	Jan-18	
Office of the Attorney General						
1	Interpretation of statutes	Legal Officers	2 weeks	India	Sep-17	
2	Training on Legislative Drafting and Judicial reasoning	Attorneys	2 weeks	India	Dec-17	
3	Public International Law	Attorneys	2 weeks	India	Nov-17	
4	Workshop for Lawyers, Legal Officers	Lawyers, legal officers	2 days	Bhutan	Oct-17	
5	Legal Awareness (Family Law & Child Justice)	legal officers	2 days	Bhutan	Nov-17	
6	Drafting of Bills & Subordinate Legislationary	legal officers	2 days	Bhutan	Oct-17	
7	Training of Child Protection & Diversion	legal officers	3 days	Bhutan	Sep-17	
8	Training on AG's Internal Prosecutorial Process Order	legal officers	5 days	Bhutan (In-house)	Jan-18	
9	Workshop on Developing framework on Clear Policy guideline	legal officers	1 day	Bhutan	Oct-17	
National Land Commission						
1	Surveying (TS, GNSS, Mobile Mapping)	Surveyor (HQ/Dzongkhags)	3 weeks	India	Jan-18	
2	GIS application	Surveyor/Mapper (HQ/Dzongkhags)	3 weeks	India	Oct-17	
3	Geodesy	Survey Engineer / Surveyor (HQ(Topo))	1 month	India	Oct-17	
4	Spatial Database Management (Advance)	Survey Engineer (HQ(CID))	1 month	India	Nov-17	
5	Cartography	Mapper (HQ(GID))	3 weeks	India	Nov-17	
6	ArcGIS customization	Survey Engineer (HQ(CID))	1 month	India	Oct-17	
7	Land administration and management	Survey Engineer / Surveyor/LRO/LRA (HQ(CID)/Dzongkhag)	3 weeks	India	Feb-18	
8	Surveying instrument calibration	Survey Engineer / Surveyor (HQ(Topo))	3 weeks	India	Dec-17	
9	GIS in land governance	P2 and above Survey Engineer (HQ)	1 month	India	Apr-18	
10	Land policy and planning	P2 and above Survey Engineer/ P3 and above under DoLAM (HQ)	1 month	India	Apr-18	
11	RS & Photogrammetry	Surveyor HQ(Topo)	1 month	India	Feb-18	
12	Land Administration and Management	Asst. Land Registrar, Land Record Assistant (Thromde, HQ and Dzongkhags)	2 weeks	India	Feb-18	
13	Advanced Land Administration and Management	P3 and above under DoLAM (HQ/Dzongkhags)	3 Weeks to 4 Weeks	India	Apr-18	
14	Hands on e-Sakor	Land Record Asssts. and Asst. Land Registrars (HQ, NLCS/Dzongkhag)	2 Weeks	Bhutan	Sep-17	

15	Document Management	Officials working in Records Archiving Section (HQ)	2 Weeks	Bhutan	Oct-17	
16	Basics of map interpretation and related softwares	Asst. Land Registrar and Land Record Asst. (Thromde and HQ)	2 weeks	Bhutan	Dec-17	
17	Procedures for strata/ Flat/ Apartment transaction	Asst. Land Registrar and Land Record Asst. (Thromde and HQ)	2 Weeks	India	Oct-17	
18	Basics of Public Service Delivery	Asst. Land Registrar and Land Record Asst. (Thromde and HQ)	2 weeks	Bhutan	Jan-18	
19	Basic Surveying and Map Reading	Land Record Asst. and Asst. Land Registrars (HQ/Dzongkhags)	1 Week	Bhutan	Mar-18	
20	Refreshers course on Land Acts, Land Rules and Regulation	Land Record Asst. and Asst. Land Registrars (HQ/Dzongkhags)	One week	Bhutan	May-18	
21	Leadership Skills	Section heads and Division Chief	5 days	Bhutan		
22	Inventory Management System	Store Officials (HQ)	2 weeks	Bhutan	Jan-18	
23	Training on Vehicle maintenance	Driver	1 month	Bhutan	Apr-18	
24	Workshop on team building	All relevant officials	3-5 days	Bhutan		
Dzongkha Development Commission						
1	Field Methods/Research Methodology(Language Research)	Research officer, LDO	2 weeks	India	Nov-17	
2	Language Policy and Planning	Secretary, Division heads, Program Officer	1-2 weeks	India	Jan-18	
3	Interpretation(training/attachment)	Research officer, LDO	4 weeks	India	May-18	
4	Media Advocacy and Marketing	Program Officer	2 weeks	India	Apr-18	
5	Script Writing	Research officer, LDO	2 weeks	India	Dec-17	
6	NLP(Natural Language Processing) (Linguistic components such as morphological and syntactic analysis, parts of speech tagging and phonology)	Research officers	3-4 weeks	India	Feb-18	
7	NLP(Natural Language Processing) (ICT components such as such as Java, C and NLP specific applications such as HTK, MEMM, artificial intelligence, etc)	IT officials	3-4 weeks	India	Feb-18	
8	Adobe in Design	IT officials	3 weeks	Bhutan	Oct-17	
9	Effective Office Management	Supporting Staffs				
Construction Development Board						
1	Leadership Skills/ Workshop on Team Building	P/Ex Level	1 week	Bhutan	Jan-18	
2	Contract Administration	P and S level	10 days	India	Nov-17	
3	Construction Quality Control & Monitoring	P and S level	10 days	India	Mar-18	
4	International Procurement best practices	P and S level	10 days	India	May-18	

Royal Audit Authority						
1	Team Development/Management	Professional Managers (P5 - P1)	1 week	Bhutan	Jan-18	
2	Strategic Implementation	Top Strategic Management Team	1 week	India	Jan-18	
Bhutan Standards Bureau						
1	OHSAs (18001)	Asst. Research Officer	5 Days	India	Nov-17	
2	FSMS ISO 22000	Nutritionist & Asst. Engineer	5 Days	India	Dec-17	
3	Energy Management 50001	Asst. Engineer & Asst. Program Officer	5 days	India	Sep-17	
4	ISO 14001:2015 Environmental Management System	Asst. Program Officer	5 Days	India	Feb-18	
5	Quality Management ISO 9001	Executive Engineer & Dy. Executive Engineers	5 Days	India	Sep-17	
6	ISO 22000:2008 Food Safety Management System	Dy. Executive Engineers and Chief Engineer	5 Days	India	Nov-17	
7	ISO 14001:2015 Environmental Management System	Asst. Engineers and Engineer	5 days	India	Feb-18	
8	OHSAS 18001 Occupational Management System	Dy. Executive Engineers	5 Days	India	May-17	
9	ISO/IEC 17025:2015 (Revised Version)	Engineers, Sr. technician	3 days	India	Dec-17	
10	Training on Product Testing	Lab Assts.	5 days	India	Oct-17	
11	Training on adjustment, maintenance and calibration of Electronic Weighing Balance		5 days	India	Jan-18	
12	Training on Measurement uncertainty		3 days	India	Nov-17	
National Center for Hydrology & Meteorology						
1	Hydro-met Instrumentation training	Hydro-met technicians	3 weeks	India	Apr-18	
2	Intermediate Met training Course		4 months	India	Jan-18	
3	Basic course on Meteorological science		3 weeks	India	Dec-17	
4	Basics course on Hydrological Science		1 month	India	Oct-17	
5	Basic course in aviation Meteorology		1-2 months	India	Jan-18	
Royal Education Council						
1	Curriculum Design and Development	Curriculum Developers	1 month	India/ Bhutan	Feb-18	
2	Office Management	Asst. Accounts Officer, Accounts Assistant and Adm Assistants	1-2 weeks	Bhutan/ India		
Bhutan Medical & Health Council						
1	Quality Assurance & Accreditation of Health care Organization	Management and Relevant Professionals	5 days	India	Nov-17	
2	Legal Issues in Hospital and Management of Medico legal cases	Management & Professionals Ethics Committees	3 days	India	Sep-17	
3	Workshop on Team building	All staff	4 days	Bhutan (Inhouse)	Sep-17	
4	Training on Vehicle maintenance	Driver	4 weeks	Bhutan	Dec-17	
5	Office management and Record Management/Stenography & Office Management	Record Assistant/PA to Registrar	12 days	Bhutan		

Royal University of Bhutan						
1	Academic Leadership & Management in Higher Education	Dean of Academic Affairs, Director of Dept. Academic Affairs, Staff of Academic Quality Assurance	5-10 days	India	Dec-17	
Khesar Gyalpo University of Medical Sciences of Bhutan						
1	Training for Thesis Committee at FoPGM and FoTM	Faculties	5 days	Bhutan	Feb-18	
2	Pedagogy Training for the faculties from the Technical Department	Faculties	5 days	Bhutan	Sep-17	
3	CME on Endocrinology and Rheumatology	Faculties and Students (Residents and Interns)	3 days	Bhutan	Sep-17	
4	Record Keeping and Archiving – For better Office Management	Dispatcher, ADM Assts, HR Assts. and Record Assts.	5 days	Bhutan	Jan-18	