



INFRASTRUCTURE SKILL DEVELOPMENT ACADEMY

[An Institution dedicated for bridging the gap between Academia and Industry]

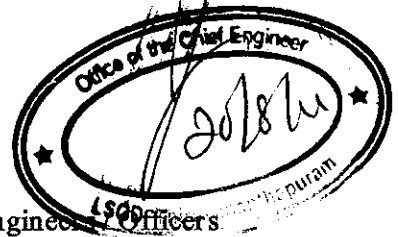
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ISDA / TRG-EDP/ Sep / 14

19th July, 2014

To,
The Head,
Training/HR

8236
22/8/14



Sub: Skill Upgradation Training Programmes For Engineers / Officers

Dear Sir,

As you are aware, **Infrastructure Skill Development Academy (ISDA)** is a non-profit organisation, is committed for developing training & human resource for construction and infrastructure sector. As part of our endeavors to intensify training initiatives we are organizing specialized training programs for the working professionals to update their knowledge in their respective fields. Near about 2000 Middle / Sr. level officers from different organizations attend our training programs from all over India (**Govt. Dept., /PSUs/Corporates**) list & feedback forms hosted at our web site www.isdadelhi.com. I am sure this would be very useful for your officers and therefore I request you to nominate some of your officers to attend the same.

The programs would be conducted at **New Delhi** (India Habitat Centre, Lodhi Road, New Delhi - 110003), **Chennai** (The Vijay Park, 12 Inner Ring Road, Jawaharlal Nehru Salai, Arumbakkam, Chennai - 600 106) & **Massoorie** (Hotel Green Castle, Mall Road, Massoorie). Please send Cheque / DD in favor of "**Infrastructure Skill Development Academy**" payable at **New Delhi**. The program detail is attached for your ready reference.

PROGRAM DETAILS for Middle / Sr. Level Officers

S. No.	DATE	PROGRAM (10.30 AM to 5.00 PM)	VENUE	COURSE FEE (in Rupees) Per Participant including Service Tax		
				Non Residential	Residential (Including Course Fee)	
					Sharing (Room)	Single (Room)
1.	04 th - 05 th September 2014	Legal Side of Contract Management, Arbitration and Dispute Settlement Mechanism	New Delhi	Rs. 13,000/-	Rs. 20,000/-	Rs. 25,000/-
2.	12 th - 13 th September 2014	Leadership & Team Building And Stress Management	Massoorie (Hill Station)	Rs. 13,000/-	Rs. 20,000/-	Rs. 25,000/-
3.	26 th - 27 th September 2014	Project Management (Focus on Construction /Infrastructure Sector)	Chennai	Rs. 13,000/-	Rs. 20,000/-	Rs. 25,000/-

If you have any clarification please contact our training dept. 09999927427 or Ms. Sugandha Ph - 07503817877, 0120 - 4901650-51, email- isdadelhi@gmail.com; isdatraining@gmail.com we are open to design & conduct in-house training as per your requirement at your place.

Thanking you,

Yours truly,
For Infrastructure Skill Development Academy

Er. Vijay Ranjan
Director - Technical

Accommodation: - Hotel 3* / Guest House (Residential fee included course fee with Break Fast, Lunch, Dinner & Stay) Accommodation is subject to availability of rooms with advance payment only.

ISDA Training Programs

Contract Management, Arbitration and Dispute Settlement Mechanism 4th – 5th September 2014 at New Delhi

Course Contents:- For Middle / Sr. Levels Officers (10.30am to 5.00pm)

Indian Contract Act, Invitation to Bid & Award of Work.
Arbitration / Conciliation in Construction Industry
Difference in Conditions of Contract Being Followed by Various Executing Agencies. Delays, Liquidated Damages, Extension of Time & Termination of the Contract,.
Disputes, Their Generation, Avoidance, Mitigation and Settlement
Resolution of Disputes by Alternative Dispute Resolution Methods, Dispute Review Boards Mechanism in Construction Contracts
Can Proper Contract Management Lead to Avoidance of Arbitration? Perception of Outsiders About Dispute Settlement Mechanism in India
Important Court Judgments on Arbitration, Case Studies on Dispute Resolution
Course Discussion & Distribution of Participation Certificate

Leadership, Team Building & Stress Management

12th – 13th September 2014 at Massoorie (Hill Station) Near Dehradun

Course Contents:- For Middle / Sr. Levels Officers (10.30am to 5.00pm)

Understanding Leadership & Principles of Leadership
Problem Solving and Decision Making, Skills Required for Managing People
Team Building , Developing Your Team, Coaching Your Team
Motivating Your Team, Managing Different Types of Teams
What is Stress? Types of Stress
Symptoms of Stress, Source of Stress, Present Ways of Coping Stress
Problems Borne out of Stress, Anger Management , Relaxation and Sleep, Ways to Manage Stress
Course Discussion & Distribution of Participation Certificate

ISDA Training Programs

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Project Management
(Focus on Construction /Infrastructure Sector)

26th – 27th September 2014 at Chennai

Course Contents:- For Middle / Sr. Levels Officers (10.30am to 5.00pm)

Project Management: An Overview
Project Costing And Budgeting
Project Tracking, Monitoring and Control
Contract Management & Risk Management
Project Financing (Diff Sources & Financing)
Materials Procurement & Supply Chain Management
Advance Project Management Techniques
Understanding & Developing Effective Communication for Successful Delivery of Project
Course Discussion & Distribution of Participation Certificate