



# INFRASTRUCTURE SKILL DEVELOPMENT ACADEMY

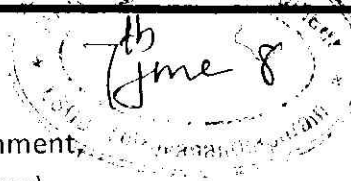
[An Institution dedicated for bridging the gap between Academia and Industry]

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M- 9311112801, 0120-4901650-51, Email: isdadelhi@gmail.com, Web: www.isdadelhi.com

ISDA - TRG /1- 4 / 2016 -17

30<sup>th</sup> May, 2016

The Chief Engineer  
Technical Wing, Local Self Government,  
Public Office Building (New Building)  
Thiruvananthapuram - 33  
0471-2324951, celsgd@gmail.com



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## Sub: Skill Upgradation Programmes For Middle / Sr. Level 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 2500 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 engineers and therefore I request you to nominate some of your engineers / officers to attend the same. Please contact are visit our website for course contents / program detail.

The programs would be conducted at New Delhi:- India Habitat Centre, Lodhi Road, New Delhi - 110003. Goa:- Hotel Mandovi, D.B. Marg, Opp - Mandovi River, Panaji, Goa. Please send Cheque / DD / RTGS in favor of "Infrastructure Skill Development Academy" payable at New Delhi.

S. No.	DATE	PROGRAM (10.30 AM to 5.00 PM)	VENUE	COURSE FEE (in Rupees) Per Participant including Tax		
				Non Residential	Residential (Including Course Fee)	
					Sharing (Room)	Single (Room)
1.	20 <sup>th</sup> - 21 <sup>st</sup> June 2016	Advance Sewage System - Design, Operation & Maintenance	New Delhi	Rs. 14,000/-	Rs. 22,000/-	Rs. 28,000/-
2.	21 <sup>st</sup> - 22 <sup>nd</sup> July 2016	Legal Side of Contract Management, Arbitration & Dispute Settlement Mechanism	New Delhi	Rs. 14,000/-	Rs. 22,000/-	Rs. 28,000/-
3.	04 <sup>th</sup> - 05 <sup>th</sup> August 2016	Project Management Using MS Project - 2013 (With Computer Practical & Case Study)	New Delhi	Rs. 16,000/-	Rs. 25,000/-	Rs. 30,000/-
4.	08 <sup>th</sup> - 10 <sup>th</sup> September 2016	Project Management & Leadership, Team Building, Stress Management	Goa	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-

If you have any clarification please contact our training dept. 09999927427 or Ms. Sugandha Ph - 07503817877, 0120 - 4901650-51, 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

DB  
*[Signature]*

*[Signature]*  
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 - (Tentative Course Contents)

### Advance Sewage System - Design, Operation & Maintenance

20th - 21st June 2016 - India Habitat Centre, Lodhi Road,

New Delhi – 110003

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

Basic Fundamentals of Design of Sewerage Collective System
Intermediate Pumping - stations, Main pumping station & type of STPS
Construction Materials, Pipes, pumping machinery & products available in the market Related to Sewerage
Selection of Process Technology of required Sewage Treatment Plant suitable to campus.
New Technologies in the market, Package type of STPS
Operation & Maintenance of collective System, Pumping Stations
Operation & Maintenance of Sewage Treatment Plants
Course Discussion & Distribution of Participation Certificate

### Legal Side of Contract Management, Arbitration & Dispute Settlement Mechanism

21st - 22nd July 2016, India Habitat Centre,  
Lodhi Road, New Delhi – 110003

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
Contract Monitoring & Control, Avoiding Time and Cost Overruns
ADR (Alternative Dispute Resolution) Methods, Including Arbitration
Resolution of Disputes by Alternative Dispute Resolution Methods, Dispute Review Boards Mechanism in Construction Contracts
Important Court Judgments on Arbitration, Case Studies on Dispute Resolution
Course Discussion & Distribution of Participation Certificate

**Project Management Using MS Project (With Computer Practical) - 2013**  
**4th - 5th August 2016, India Habitat Centre, Lodhi Road, New Delhi**

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

**MS Project training in hands on workshop mode for:**

Time, resource and cost scheduling
Tracking and monitoring of projects
Multiple project management
Interface of MS Project with MS Excel

**Mode of conducting the program:**

Two sample projects shall be provided to the participants and out of these one shall be used for the training purpose. All the features of MS Project shall be practiced on this project. All sessions shall be conducted according to the handout of 'MS Project Step by Step' provided to the participants.

After each component is completed by the trainer, a practice session shall be conducted in which the participants shall practice that component on another project details. It could be a project in which they have been/are involved. Else, they may also utilize the second sample project.

In two days, participants would have prepared the schedule for two projects; A sample project and the practice project

ISDA Provide Laptops for All Participants

**Project Management & Leadership, Team Building & Stress Management**

**28<sup>th</sup> - 30th September 2016, India Habitat Centre, Lodhi Road, New Delhi**

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

**Project Management: An Overview**

**Project Planning, Monitoring and Control**

**Advance Project Management Techniques**

**Cost Control & Improving Profitability Techniques**

**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**