

## Training Calendar – December 2023



Monday	Tuesday	Wednesday	Thursday	Friday
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4 LDP   DGTE   Batch 05   Closed LEAD   Batch 1   Day 4   Closed EPP   Batch 1   Day 6   Closed	LDP   DGTE   Batch 04   Closed LEAD   Batch 2   Day 4	6  LDP   DGTE   Batch 05   Closed  LDP   Batch 7,8 & 9   Closed  LEAD   Batch 3   Day 4  EPP   Batch 2   Day 6	7 LDP   DGTE   Batch 04   Closed	8 LDP   Batch 7,8 & 9   Closed
11  LDP   DGTE   Batch 05   Closed  LEAD   Batch 1   Day 5   Closed  LDP   Women Exclusive Program  LEAD   Women Exclusive Program  Communicating with Clients	LDP   DGTE   Batch 04   Closed LEAD   Batch 2   Day 5   Closed Sustaining Effectiveness: Managing Meetings Communicating with Clients	13  LDP   DGTE   Batch 05   Closed  LEAD   Batch 3   Day 5   Closed  LDP   Women Exclusive Program  LEAD   Women Exclusive Program  Choosing Communication: Mental Models  Business E-Mail Etiquette and Writing  LDP   Managing Performance	14 LDP   DGTE   Batch 04   Closed Teamwork: Flying Higher Together Business E-Mail Etiquette and Writing	15 LDP   Women Exclusive Program LEAD   Women Exclusive Program Capsule session: Accountability Ladder Capsule session: Time Management Capsule session: Leading Innovation Business E-Mail Etiquette and Writing LDP   DSEE
18  LDP   DGTE   Batch 05   Closed  LEAD   Batch 1   Day 6   Closed  LDP   Women Exclusive Program  LEAD   Women Exclusive Program  LDP   PSDM Part 1	19 LDP   DGTE   Batch 04   Closed LEAD   Batch 2   Day 6   Closed Making Choices that Will Add Value to Talent Inspiring Services	20  LDP   DGTE   Batch 05   Closed  LEAD   Batch 3   Day 6   Closed  The Power of a Growth Environment  LDP   Women Exclusive Program  LEAD   Women Exclusive Program  LDP   PSDM Part 2	21  ↓ LDP   DGTE   Batch 04   Closed  ↓ Sustaining Effectiveness: Managing Meeting	LDP   Women Exclusive Program LEAD   Women Exclusive Program Choosing Communication: Mental Models Capsule session: Mindfulness Capsule session: Stress Management
LDP   DGTE   Batch 05   Closed	LDP   DGTE   Batch 04   Closed LDP   Women Exclusive Program	27  LDP   DGTE   Batch 05   Closed  LDP   Women Exclusive Program  LEAD   Women Exclusive Program	LDP   DGTE   Batch 04   Closed	29  LDP   Women Exclusive Program  LEAD   Women Exclusive Program

Closed Program	Open for Nomination/ Enrolment	Standalone Programs	Mandatory CBT courses in SPIRAL
LDP   DGTE   Batch 05 - Leadership Development Program for DGTE LEAD   Batch 1, 2 & 3   Leadership Excellence for Associate Development	LDP – Leadership Development Program  LEAD – Leadership Excellence for Associate Development Inspiring Service Business Etiquette & Email Writing Workshop Communicating with Clients Sustaining Effectiveness: Managing Meetings Teamwork: Flying Higher Together Making Choices that Will Add Value to Talent The Power of a Growth Environment Change is Inevitable Choosing Communication: Mental Models	<ul> <li>Capsule session   Accountability Ladder</li> <li>Capsule session   Time Management</li> <li>Capsule session   Leading Innovation</li> <li>Capsule session   Mindfulness</li> <li>Capsule session   Stress Management</li> </ul>	2023 Information Security Awareness 2023 GDPR and Data Privacy Awareness 2023 Corporate Governance Awareness Environmental Awareness Organizational Health and Safety Training