

**General Course No. 04: Mid-Career Training Programme (MCTP) for SAOs/AAOs (Level 3, Batch-IV) for  
AAOs and SAOs with 12 to 16 years of combined service in the cadres w.e.f 06.02.2023 to 11.02.2023**

Session timing:		Break timing:			
Session I: 10.00 am to 11:15 am		Tea Break: 11:15 am to 11:30 am			
Session II: 11:30 am to 12:45 pm		Lunch Break: 12:45 to 01:45 pm			
Session III: 01:45 pm to 03:00 pm		Tea Break:03:00 pm to 03:15 pm			
Session IV: 03:15 pm to 4:30 pm					
Day	Inauguration	Session I	Session II	Session III	Session IV
<b>Day 1</b> <b>06.02.2023</b>  (Monday)	<b>Director General</b>  <b>10.00 AM to 10.15 AM</b>	Effective communication with internal and external stakeholders Communication Skills Written & Presentation	Time & Stress Management	Analytical Thinking and Step by Step Approach to Problem Solving	
		<b>Susana D Khongwir, Life Coach/ Trainer/Counsellor</b>		<b>Dr. Anamika Upadhya, Faculty Art of Living</b>	
<b>Day 2</b> <b>07.02.2023</b> (Tuesday)	Internal Controls, Frauds & Forensic  <b>Arjun Chetry, Asst. Director (IT), NEPA Ri Bhoi District</b>	Management of Role Change, Professional and Tactful Behaviour,. Function of C&AG  <b>Dr. Anish Divakaran, Sr. DAG O/o the AG (A&amp;E) Meghalaya</b>	E – Governance  <b>Mr Benos Lyngskor. Sr. T. D, NIC, Shillong</b>		
<b>Day 3</b> <b>08.02.2023</b> (Wednesday)	Team Management  <b>Anita Pde, Asst. Professor, Department of English St. Anthony’s College</b>	Stakeholder Engagement, Major Stakeholder Management, Leveraging stakeholder relationship <b>Dr. Anish Divakaran, Sr. DAG O/o the AG (A&amp;E) Meghalaya</b>			
<b>Day 4</b> <b>09.02.2023</b> (Thursday)	Governance, Risk Management and Compliance (GRC)  <b>Dr. Anish Divakaran, Sr. DAG O/o the AG (A&amp;E) Meghalaya</b>	Management of Government Finances, Fiscal Health of Union & States  <b>Prof. Sumarbin Umdor, NEHU</b>	Public Expenditure – Principles, Types & effects and FRBM Act  <b>Asst.Prof. Dr. Darishisha W. Thangkhiew, NEHU</b>		
<b>Day 5</b> <b>10.02.2023</b> (Friday)	Revenue – Sources of Revenue – Characteristics of a Good Tax System  <b>Prof. Sumarbin Umdor, NEHU</b>	Understanding the Global Environmental crisis – Global warming, Climate change, Habitat loss etc.  <b>Dr. Anamika Upadhya, Faculty Art of Living</b>	Environmental Field Trip to Botanical Garden, Shillong  <b>Botanical Garden, Shillong O/o the DFO East Khasi Hills and Ribhoi Territorial</b>	Environmental Field Trip to Botanical Garden, Shillong  <b>H.P Singh,CF/RTI</b>	
<b>Day 6</b> <b>11.02.2023</b> (Saturday)	<b>Audit in IT Environment</b>  <b>C.A Bodh, PAG, Arunachal Pradesh</b>	Environmental Governance  <b>Prof. Dibyendu Paul, NEHU Shillong</b>	Management of different kinds of Environmental Pollution	Feedback and Valediction  <b>Director General</b>	