



Consultancy Development Centre

CDC's Certificate Programme in Technical Consulting for CSIR HRDC From 20th February – 23rd February 2018 at CSIR HRDC

Programme details		Date of the session	Duration of the session	Faculty
Registration		20.02.2018	09:00 hrs. : 09:15 hrs.	At CSIR HRDC Premises
Orientation Session & About the programme			09:15 hrs. : 09:30hrs.	By CDC & CSIR HRDC
Tea Break			09:30 hrs. : 09:45hrs.	
Day-1	Session- 1 Part -A	Overview of Technical Consulting		Faculty
Highlights	Types, Services for Technical Consulting and selection methods	20.02.2018	09:45 hrs. : 14:00 hrs. (with 15 min break)	Mr. Dipankar Mukherjee Practicing Consultant
	Consulting Contracts			
Session - 1 Part - B	Skills & Competencies for Technical Consulting			
Highlights	Negotiations Skills, Communication & Presentation skills			
Session-1 ends.				
Lunch Break			14:00 hrs. : 14:45 hrs.	

Day-1	Session- 2	Client Interface and Management for Technical Consultant	Date of the session	Duration of the session	Faculty
Highlights		<ul style="list-style-type: none"> Marketing of Technical Consulting Services Client Interaction 	20.02.2018	14:45 hrs. : 16:45 hrs.	Mr. Dipankar Mukherjee Practicing Consultant
Tea Break				16:45 hrs. : 17:00 hrs.	
Session Closed for the day to be continued next day.					
Day-2	Session- 2 (Contd...)	Client Interface and Management for Technical Consultant	21.02.2018	09:30 hrs. : 11:30 hrs.	Mr. Dipankar Mukherjee Practicing Consultant
		Practical Case studies			
Session-2 ends.					
Tea Break				11:30 hrs. : 11:45 hrs.	
Session - 3 Part-A		Proposal Preparation	Date of the session	Duration of the session	Faculty
Highlights		Technical Proposal preparation with right costing of consulting services	21.02.2018	11:45 hrs. : 12:45 hrs.	Mr. Sunil Soni Practicing Consultant
		Engineering Procurement Construction (EPC) & Lumpsum Turnkey Jobs (LSTK)		12:45 hrs. : 13:45 hrs.	
Lunch				13:45 hrs. : 14:15 hrs.	

Day-2	Session -3 Part - B	Contract Management & Construction Management	21.02.2018	14:15 hrs. : 15: 15 hrs.	Mr. Sunil Soni Practicing Consultant
Highlights		Effective administration of contract & Practical approach for successful negotiation			
Tea Break				15:15 hrs. : 15:30 hrs.	
Session -3 Part - B (Contd..)		Execution of a contract		15:30 hrs. : 16:30 hrs.	Mr. Sunil Soni Practicing Consultant
Session-3 ends.					

Day-3	Session- 4	Project Management and Project Life Cycle	Date of the session	Duration of the session	Faculty
Highlights		<u>Project Management Concepts</u> Plan, schedule, monitor and control the various activities of the project right from the award of contract till closeout. It is an effective tool for consultants to close projects without cost and time overrun.	22.03.2018	09:00 hrs. : 11:00 hrs.	Mr. Sunil Soni Practicing Consultant
Tea Break				11:00 hrs. : 11:15 hrs.	

Day-3	Session - 4 (Contd...)	Project Management Tools and its Phases : Strategy, Start up Objectives, Terms of Reference, Planning Delivery Process Execution, Monitoring Control, Handing Over Project Completion Report, Contract Closure, Close Out Feedback & Satisfaction of Clients	22.02.2018	11:15 hrs. : 13:30 hrs. (With 15 min break)	Mr. Sunil Soni Practicing Consultant
Session-4 ends.					
Lunch				13:30 hrs. : 14:15 hrs	
Day - 3	Session- 5	Practical session on “Securing, Planning and Executing a Technical Consulting Project”	22.02.2018	14:15 hrs. : 16:45 hrs.	Mr. S. C. Gandhi Practicing Consultant
Highlights		<u>Part 1:</u> Delivery of Case study for understanding of Project Securing and its Planning, Execution, relevance with Technical assignment delivery phases, right from marketing of assignment till closing out.			
Tea Break				15:30 hrs. : 15: 45 hrs.	
Session closed for the day					

Day-4	Session-5 Cont'd...	Group presentations with active involvement of participants to provide a practical situation of implementation and execution of Technical assignment/project	23.02.2018	09:00 hrs. : 11:00 hrs.	Mr. S. C. Gandhi Practicing Consultant
Session-5 ends.					
Tea Break				11:00 hrs. : 11:15 hrs.	
Highlights of the programme through:					
Question & Answer Session & Group Discussion Sum - up of the programme				11:15 hrs. : 12:00 hrs.	Faculty & CDC
Assessment test preparation time for Participants				12:00 hrs. : 13:30hrs.	
Lunch				13:30 hrs. : 14 :30 hrs.	
Assessment Test				14:45 hrs. : 15:45 hrs.	
Tea Break				15:45 hrs. : 16:00 hrs.	
Evaluation of Answer sheets				16: 00hrs. : 16:45 hrs.	
Certificate Distribution				17:00 hrs.	CDC & CSIR HRDC