### REGIONAL TRAINING INSTITUTE, JAIPUR

6 weeks Induction Training Programme for Directly Recruited Assistant Audit Officers (Week 1)  
(Week Starting 05th March 2019)

<table>
<thead>
<tr>
<th>SESSION TIMINGS</th>
<th>NON-SESSION TIMINGS</th>
<th>NON-SESSION DAYS</th>
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</table>
| I 10.15 AM to 11.30 AM  
II 11.45 AM to 01.00 PM  
III 02.00 PM to 03.15 PM  
IV 03.30 PM to 04.45 PM | Tea Break: 11.30 AM to 11.45 AM  
Lunch Break: 01.00 PM to 02.00 PM  
Tea Break: 03.15 PM to 03.30 PM  
Library Session: 04.45 PM to 05.45 PM | --Nil-- |

### DATE & DAY  
05.03.2019 (Tuesday)

<table>
<thead>
<tr>
<th>SESSION</th>
<th>TOPIC</th>
<th>FACULTY</th>
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| I&II    | Course inauguration:  
Understanding Personal & Professional Ethics  
Code of Ethics for IA&AD with case study | Sh. R.K. Maheshwari  
Core Faculty/RTI |
| III&IV  | Effective communication with internal and external stakeholders | Dr. Swati Soni  
Faculty from Jaipuria Institute of Management |

06.03.2019 (Wednesday)

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| I       | Perspective on Personal Ethics and Vigilance Matters | Anadi Misra  
AG(E&RSA)  
Rajasthan, Jaipur |
| II      | Time and Stress Management  
What is stress, manifestations of stress, factors that causes stress,  
-Covey’s time management matrix | Ms. Laxmi Purohit  
Retd. Sr.AO |
| III & IV| Team building & Team work | Dr. Sheenu Jain  
Faculty from Jaipuria Institute of Management |

07.03.2019 (Thursday)

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| I&II    | Motivation  
Explain motivation and its impact on performance and the office environment- Role of values in motivation – motivational factors including reward and recognition, fear and desire, supporting career development, building trust and confidence, motivation to motivate others | Prof. P.S. Bhatnagar  
Retired from University of Rajasthan |
| III&IV  | Leadership  
Explain various theories, concepts, approaches and styles of leadership | Faculty from Jaipur Rugs Company Pvt. Ltd. |
| 08.03.2019 (Friday) | I&II | Human Resource Development- Supervision & Control eg. How supervision enhances the productivity in organisations. Frontline manager- Role of a supervisor in organisations, Qualities of a supervisor | Nitin Saraswat, Director, ACE Institute Corporate Training Wing |
| | III&IV | Understanding group Behaviour | Dr. Sheenu Jain/Dr. Swati Soni Faculty from Jaipuria Institute of Management |