

**TENTATIVE TRAINING PLAN FOR THE DEPARTMENT OF INFORMATION
& PUBLIC RELATIONS FROM APRIL 2011 TO MARCH 2012**

Training for Staff	Duration	Months	Subject
DPRO/IOs & Editors	4 Days	April, 2011	<ol style="list-style-type: none"> 1. New trends in communication & PR 2. Changing face of Advertising 3. New Techniques of Editing Newspaper & Journals.
Technial Staff	4 Days	April, 2011	<ol style="list-style-type: none"> 1. Training in Video Camera 2. FTP
Jt. Director/Dy. Directors/ Sr. Editors	2 days	May, 2011	<ol style="list-style-type: none"> 1. Administration & Financial Matters 2. Stress Management
A.P.R.Os/Asstt. Editors/Sub Editors	4 Days	June 2011	<ol style="list-style-type: none"> 1. Feature and Article writing. 2. Writing of Press Notes, Handouts and News. 3. Reporting and Coverage of functions
Ministerial Staff	04 Days	July 2011	<ol style="list-style-type: none"> 1. Conduct Rules 2. Office Procedure/Noting Drafting 3. Disciplinary Proceedings (Suspension, Charge-sheet) 4. E- Service Book
Drama Inspectors	03 Days	Aug 2011	<ol style="list-style-type: none"> 1. Script Writing for skits and Nukkar Nataks. 2. Art of Stage conduction & speeches on developmental activities.
DPROs/IOs/Sr. Editors/ Editors	03 Days	Sep 2011	Film Appreciation Course
Asstt. Video Cameraman/Eng Asstt./Production Asstt.	03 Days	Oct 2011	<ol style="list-style-type: none"> 1. Advance Techniques in Videography 2. Production of soft stories. 3. Production of news and News based Programmes.
Photographers/Sr. Cameramans	4 Days	Nov 2011	<ol style="list-style-type: none"> 1. Advanced Technolgy of photography 2. Cropping & Editing of Photographs
Tech. Staff	3 Days	Dec 2011	<ol style="list-style-type: none"> 1. Internet Training

			2. P.A. System Techniques 3. FTP for video transmission.
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APROs/Sub Editors	3 Days	Jan 2012	1. Good Public Relationing 2. Script Writing for Himachal Diary/Documantary Films 3. Internet training 4. Stage Conduction
Audio-Video Librarian/Film Librarian	2 days	Feb 2012	1. Modern techniques in film and video presentation. 2. Full Digital assets management system.
Ministerial Staff	3 days	March, 12	1. Pay Fixation. 2. Pension. 3. Financial Rules.

Director,
Information & Public Relations,
Himachal Pradesh, Shimla-2