

## **Planning & Management Programme**

Planning is a process to reach a given socio-economic goal by consciously diagnosing its problems and charting a course of action to resolve those problems. The development process demands to be managed as a natural organic process rather than according to plans, goals, objectives, targets and schedules, implying that goals and targets may change and, therefore, their timing to be tentative and flexible to make room for adaptation to local conditions. Keeping in view this spirit, the training programme has been designed to meet objectives of helping development professionals to build their skills and knowledge of developing necessary competencies on planning and management of for different development programmes for better execution for a higher impact on the life of people.

### **Objectives**

The programme aims at capacity development of the officers towards the programmes implemented by them. The specific objectives intend

- To help the officers to understand concept of planning & management of different development programmes with a view to hone up their skills with various tools and techniques.
- To develop the skills, knowledge and attitude of the officers on micro planning, community mobilization, spatial planning, civil works, low cost technologies. sustainable development goals besides monitoring & evaluation of developments schemes.
- To build capacities of officers on development programmes for better planning and implementation with a view to execute schemes and programmes effectively.

### **Participants**

- Middle level officers in the development departments

### **Course Dates**

<b>Sr. No</b>	<b>Scheduled dates</b>
1.	01- 05 May, 2017
2.	27 June-1 <sup>st</sup> July, 2017
3.	21- 25 August, 2017
4.	04-08 December, 2017
5.	26 February -2 March, 2018

### **Training Methods**

- Participatory Training Techniques, Group activities, Exercises, Brain Storming etc.

## Contents

- Planning; Concept; Planning chronology, Framework & Methodology
- Project/Programme Management; Guideline for Project Preparation
- Participatory Planning; Concept & Process
- Participatory/Rapid Rural appraisal; Principles, Tools & Techniques
- Spatial Planning with usage of GIS
- Logical Framework Approach - Designing a framework Sustainable Development Goals
- Result Based Management; Designing Results Framework
- Monitoring & Evaluation; Framework for Development Programmes

## Fee

- There is no course fee for the participants sponsored by departments and other organizations of State Government.
- Nominal boarding and lodging charges will be paid by the participants as per the state course norms of the Institute.
- The cost of travel of the participants has to be borne by the sponsoring organization.

## Instructions

- The officer nominated for training, desirous of hostel facility may be communicate to the Course Director immediately to ensure the reservation well in time.
- No wards or family members will be allowed during the training programme.
- **Heavy construction activity is going on in the campus area which has reduced parking space, therefore, the participants may be advised strictly NOT to bring vehicles, official or personal, to the Institute.**
- The Institute plies its two buses in local Shimla area in morning and evening which service can be availed of. The bus time table is attached at Annexure II.

## Course Team

- 1. Direction & Guidance:** Ms. Madhu Bala Sharma, IAS, Director
- 2. Administration:** Mr. Ravinder Nath Sharma, HAS, Joint Director
- 3. Course Director:** Mr. Rajeev Bansal, Research Officer
- 4. Faculty:** Capable Guest Faculty/Resource Persons in the respective subjects

## Correspondence

Please send the nominations in the proforma enclosed form to:

**Course Director (Plg. & Mgt. Programme),  
H P Institute of Public Administration,  
Fairlawn, Shimla-171012  
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