



# नेपालगंज उप- महानगरपालिका

## नगर कार्यपालिकाको कार्यालय

नेपालगंज, बाँके

लुम्बिनी प्रदेश, नेपाल

टोलफ्रि नं. १६६०८१५२०५२

फ्याक्स नं. ०८१-५२०२४०

नेपालगंज, बाँके  
लुम्बिनी प्रदेश, नेपाल  
२०७७

मिति:- २०७७/०९/२३

प.सं. ०७७/०७८(प्रशासन शाखा)

च.नं. ६२४६

विषय: तालिममा सहभागीता सम्बन्धमा ।

श्री वडा कार्यालय - २३ वटै

नेपालगंज उप महानगरपालिका

नेपालगंज, बाँके

प्रस्तुत विषयमा यस उप-महानगरपालिकाको अनुरोधमा GIZ को आर्थिक सहयोगमा तपसिल अनुसारको स्थान,मिति र समयमा संचालन हुने Self development and Management विषयक तालिम सम्बन्धी कार्यक्रम सञ्चालन हुने भएकोले तहाँ वडा कार्यालयमा कार्यरत वडा सचिव र लेखापाल दुवै जना अनिवार्य रुपमा सहभागी हुन जानकारीको लागि अनुरोध छ ।

तपसिल

स्थान: होटल बाटिका रिसोर्ट, नेपालगंज, बाँके ।

मिति: २०७७।९।२४ देखि २६ गते सम्म ।

समय: विहान ८ बजे देखि अपरान्ह ५ बजे सम्म ।

बोधार्थ

वडा सचिव सबै,

लेखापाल सबै,

(पुनश्च कार्यक्रम यसैसाथ संलग्न छ)

राजन कुमार के.सी.  
वरिष्ठ अधिकृत (सातौ तह)

## Training on Self development and Management

Date: 8- 10 January 2021

Venue: Nepalgunj, Banke, Lumbini Province

Participants: Municipal staff of Nepalgunj Sub-Metropolitan city

### Objectives of the training program:

Overall objectives of the program are as follows:

- To enhance knowledge on positive attitude and behavior
- To enhance knowledge on capacity building process
- To enhance knowledge and skills on self analysis process
- To build knowledge on effective management

Time	Contents	Methods	Responsible
Day-I : Organization and participation			
8:30-9:00 <u>Registration and Breakfast</u>			
9:00– 9:45	<u>Opening and introduction</u> <ul style="list-style-type: none"><li>• Participatory opening Session</li><li>• Object of the training</li><li>• Trainees &amp; trainers' expectation</li><li>• Introduction among the participants</li><li>• Roles and regulations of the Training house</li></ul>	<ul style="list-style-type: none"><li>- Participatory approach</li><li>- Lecture</li><li>- Interaction</li></ul>	Prakash Pokhrel and co- facilitator and organizer
9:45 -10:15	<ul style="list-style-type: none"><li>• Concept of attitude and learning management</li></ul>	<ul style="list-style-type: none"><li>- Briefing</li></ul>	Prakash Pokhrel. and Sirjana Koirala
10:15-11:30	<ul style="list-style-type: none"><li>• Mother story discussion and sharing (contribution of the organization)</li></ul>	<ul style="list-style-type: none"><li>- Lecture</li><li>- Group discussions</li></ul>	
11:30- 12:00	<ul style="list-style-type: none"><li>• Concept of Perception</li><li>• Factors effective perception</li><li>• Picture discussion</li></ul>	<ul style="list-style-type: none"><li>- Presentation, (some story) individual Sharing</li></ul>	
12:00 - 1:00	Lunch break		
1:00 – 1:30	<ul style="list-style-type: none"><li>• What is our Self-image discussion (costumer quit)</li></ul>	<ul style="list-style-type: none"><li>- brainstorming</li></ul>	Prakash Pokhrel / Sirjana Koirala
1:30 – 2:00	<ul style="list-style-type: none"><li>• Characteristics of attitude and types of behavior</li></ul>	<ul style="list-style-type: none"><li>- presentation, story presentation</li></ul>	
2:00 – 3:00	<ul style="list-style-type: none"><li>• Decision making process (case discussion phaisala handout)</li></ul>		
3:00 – 4:00	<ul style="list-style-type: none"><li>• Positive thinking and PN cycle</li></ul>		
4:00 – 5:00	<ul style="list-style-type: none"><li>• and <b>individual's behavior analysis</b> and assertive communication skills</li></ul>		



Day : 2			
8:00 – 9:00 Breakfast			
9.00- 9.20 9.20-9.50 9.50-10.20  10.20.-11.30 11.00-12.00	<ul style="list-style-type: none"><li>• Review</li><li>• Micro lab testing</li><li>• 7 s of organization</li><li>• EGO structure</li><li>• Management function/ manager roles/ expectation (group)</li></ul>	Participatory method	Trainer and team
10:20. –10.50 10.50-12.00	<ul style="list-style-type: none"><li>- Decision making steps</li><li>- Knowledge management process and video presentation</li></ul>	<ul style="list-style-type: none"><li>- Lecture and Presentation</li><li>• Brain storming</li></ul>	Prakash Pokhrel./Sirjana Koirala
12:00 – 1:00 Lunch break			
1:00 – 5:00	<ul style="list-style-type: none"><li>- Team building by songs</li><li>- personality analysis</li><li>- role of effective manager vs leader (eagle and hen)</li></ul>	<ul style="list-style-type: none"><li>- Lecture</li><li>- Brain storming</li><li>- Group discussion</li><li>- Presentation</li></ul>	Sirjana Koirala  Prakash Pokhrel / Sirjana Koirala
Day: 3			
8:00 – 9:00 Breakfast			
9:00 - 9:30	<ul style="list-style-type: none"><li>- review and learning sharing</li></ul>	<ul style="list-style-type: none"><li>- Discussion</li></ul>	Prakash Pokhrel / Sirjana Koirala
9.30 - 10.30	<ul style="list-style-type: none"><li>- concept of commitment and trust</li></ul>	<ul style="list-style-type: none"><li>- Lecture and discussion</li></ul>	
10.30 -11.00	<ul style="list-style-type: none"><li>- concept of good governance and role of staff on it</li></ul>	<ul style="list-style-type: none"><li>- Lecture and Brain storming</li></ul>	
11.00 -12.00	<ul style="list-style-type: none"><li>- concept of responsibility in ward level</li></ul>	<ul style="list-style-type: none"><li>- Lecture and discussion</li></ul>	
12:00 – 1:00 Lunch Break			
1.00 - 2.00	<ul style="list-style-type: none"><li>- concept of assertive communication</li></ul>	<ul style="list-style-type: none"><li>- Lecture and discussion</li></ul>	Prakash Pokhrel / Sirjana Koirala
2:00 – 3:00	<ul style="list-style-type: none"><li>- AIA planning cycle</li></ul>	<ul style="list-style-type: none"><li>- Lecture and discussion</li></ul>	
3.00 - 4.00	<ul style="list-style-type: none"><li>- Evaluation of the program and Closing Session</li></ul>	<ul style="list-style-type: none"><li>- Participation</li></ul>	Organizer

