

PUN.CAB.APTP.No. S1027/09.06.002/2023-24

September 11, 2023

The Regional Director / Principal Chief General Manager /
Chief General Manager-in-Charge /
Chief General Manager /Officer-in-Charge
General Manager-in-Charge
Reserve Bank of India

Madam/ Dear Sir,

Development Programme for Private Secretaries
(October 25-27, 2023)

The Reserve Bank of India's College of Agricultural Banking (CAB) is offering a three-day **"In-campus" Development Programme for Private Secretaries (PS)** during October 25-27, 2023. This programme is designed to help participants gain insights into their own personality, improve their self-awareness, understanding leadership, emotional intelligence and stress management capabilities. The programme focuses on developing soft skills required to build constructive and effective relationships and is based on the simple learning approach of "Learn- Practice-Apply".

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|------------------------------------------|------------------------------------------------------------------------------------------------|
| 2. Date and timing of programme : | Three Days: October 25-27, 2023
Time: 10.00 am to 05.30 pm |
| 3. Venue: | In-campus Programme
College of Agricultural Banking, University Road, Pune - 411 016 |
| 4. Who should attend: | Private Secretaries in RBI |
| 5. Fee of the Programme: | No Participation fee is payable. |

कृषि बैंकिंग महाविद्यालय, विद्यापीठ मार्ग, पुणे - 411 016 (महाराष्ट्र) भारत
फोन : (91-020) 25538392 फैक्स : (91-020)25538959/25537089 ई-मेल: principalcab@rbi.org.in

College of Agricultural Banking, University Road, Pune - 411 016 (Maharashtra) INDIA
Phone : (91-020) 25538392 Fax : (91-020) 25538959 E-mail : principalcab@rbi.org.in

हिंदी आसान है, इसका प्रयोग बढ़ाइये



6. **Objectives, Course Content and other details of the programme:** are given in the Annex 1.
7. **Last date for sending nominations:** Nominations may kindly be sent on or before October 16, 2023 to enable smooth conduct of the programme.
8. **Nomination form:** For sending nominations, you are requested to use the format given in Annex 2. Please send nominations by e-mail to: nomination.gl@rbi.org.in.
9. **Queries:** In case of any queries, you may contact Rajashri Kulkarni (rajashrikulkarni@rbi.org.in) or the undersigned (saugatachakraborty@rbi.org.in).
10. As the physical programmes are re-commencing after a long-time due to the pandemic, only limited nominations will be accepted on a 'first come first served' basis in order to maintain social distance in the classrooms. All participants are expected to fully abide by the COVID-19 protocol, details of which are given in Annex 1.

Yours faithfully

(Saugata Chakraborty)
Programme Director

Encl: As above



ANNEX 1

1. **PARTICIPANT PROFILE**: Private Secretaries in RBI.

2. **PROGRAMME OBJECTIVES**:

- To help participants gain knowledge and insight about their own personality.
- To help participants understand how personality orientation manifests in one's own behaviour in relation to others.
- To develop appropriate soft-skills like inter-personal communication, leadership, influencing ability, capacity for conflict resolution, team work, etc., required for delivering superior performance.

3. **PROGRAMME CONTENTS**:

Module I: Inter-Personal Effectiveness

Module II: Understanding & Exercising Effective Leadership

Module III: Effective Communication, Handling Difficult Conversations and Stress Management

4. **Venue and Accommodation**:

The Programme will be held at College of Agricultural Banking, Reserve Bank of India, Pune. The Programme is residential and arrangements for lodging and boarding will be made in the College. You may report to CAB on the **October 24, 2023**.

5. **COVID Protocol**

(a) Only fully vaccinated (both doses) participants may be nominated for the programme. Participants must carry the vaccination certificate in soft / hard copy.

(b) Any Officer, who has tested positive in the 14 days period prior to October 24, 2023, may not be nominated for the programme.



- (c) In the unfortunate scenario of a nominated Officer developing COVID like symptoms before coming for training, the same may be informed to the local office and CAB and the nomination may be cancelled.
- (d) Every participant must have Aarogya Setu App installed on his/ her mobile phone which must display his/ her risk factor and vaccination status. The same is liable to be checked and must be displayed when asked.
- (e) In the College campus, all participants will have to follow the SOPs laid down by the Government regarding the COVID-19 precautions to be followed including, inter alia, wearing of appropriate face mask, following social distancing and hygiene norms.
- (f) All participants will be checked with Thermo-guns at the entry point for temperature.
- (g) The College will take due care and precautions for the health and hygiene, disinfection and sanitisation of the premises, and sensitise the participants and expects all protocols to be diligently followed by everyone.

6. **Pedagogy**

The programme would have a mix of interactive lecture sessions, case studies, online personality assessment, questionnaires and management videos.

7. **DURATION**: October 25-27, 2023, (Time: 10.00am to 05.30pm)

8. **PROGRAMME DIRECTOR**:

Shri Saugata Chakraborty, DGM & Member of Faculty, E-mail: saugatachakraborty@rbi.org.in

9. **CONTACT PERSONS FOR NOMINATION RELATED QUERIES**:

In case of any queries regarding nomination, you may contact Shri Prathmesh Patil, Tel.: 020-25582396 & E-mail: nomination.gl@rbi.org.in during Monday to Friday (10:00am to 05:00pm).

10. **IMPORTANT DATES TO REMEMBER**

Programme Dates	October 25-27, 2023
Nominations to be received by	October 16, 2023
Reporting at CAB	October 24, 2023 evening
Completion of programme	5.30 pm on October 27, 2023

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