

**iGOT Karmayogi Platform
Suggested Courses for Director/DS-VIKAS Program**

- a. Right to Information Act-Part-1
- b. Parliamentary procedures
- c. Public Procurement for GOI
- d. Microsoft PowerPoint Advance
- e. Public Grievance Handling and CPGRAM7.0
- f. Preparation of Cabinet Notes
- g. Annual Performance Appraisal Report
- h. Budget
- i. Communication for citizen centricity
- j. Stress management
- k. Self leadership
- l. Team Building
- m. Time management
- n. Stakeholders in governance
- o. Microsoft word advanced
- p. Excel advanced