

Training Calendar 2024



भारतीय भूमि पत्तन प्राधिकरण
गृह मंत्रालय, भारत सरकार

Land Ports Authority of India
Ministry of Home Affairs Government of India

1st Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003



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S. No.	Name of the Training	Objectives	Sub Topics
1.	Equity and Respect: A Training program on POSH	1) Define and Identify Sexual Harassment 2) Understand the legal framework and rights 3) Promote Reporting and Support Mechanisms 4) Prevention and Intervention Strategies, 5) Compliance and Accountability	Gender Diversity, Understanding Sexual Harassment, Legal Framework, Reporting Mechanism, Prevention Strategies, Recognising and Responding to Sexual Harassment, Investigation and Resolution, Creating a safe work environment, Case studies and scenarios
2.	LPAI Employee Orientation program	1) Enhanced understanding of land port operations 2) Compliance with regulations and policies 3) Effective Communication and Customer Service 4) Safety and Security Awareness 5) Ethical and Professional Conduct	Introduction to Land Port Authority of India, Different Stakeholders at Land Ports, Government Policies and Regulations, Land Port Departments- Operations, Finance, Projects, Administration-Safety and Security, Customer Service and Communication, Technology and Systems, Documentation and Record Keeping, Ethical and Professional Conduct, Teamwork and Collaboration, Performance Expectations and Evaluation, Cultural Sensitivity and Diversity, Legal and Compliance Training, Tour of Facilities, Orientation to IT Systems, Case Studies and Scenarios
3.	Driver Training & Road Safety Education	1) Improve driving ability, efficiency, vehicle control and vehicle maintenance 2) Awareness of the journey/ Road environment 3) To handle incidents scientifically 4) Develop a methodical approach towards recognizing hazards and environmental failures 5) Driver's health and behavior	Road Safety in India, Challenges of Driving, Traffic Control Devices and the related legislation, Speeds- Speed management and related law, Journey Risk Management, Time Planning: Managing Time Schedules, Human Behaviour, Road Sense- Techniques of Defensive Driving, Driving in dark hours & difficult conditions: Hazard perception, Handling emergencies & Incidents, First responders, Vehicle maintenance
4.	Land Port Security and Access Control Training Program	1) Enhance Perimeter Security 2) Optimise Access Control Systems 3) Streamline Visitor Management 4) Improve Cargo Screening and Inspection Procedures 5) Strengthen Cybersecurty Measures	Perimeter Security, Access control systems, Visitor Management, Cargo Screening and Inspection, Electronic Surveillance, Cybersecurity, Access Points and Gates, Barrier Systems, Integration of Systems, Emergency Response and Evacuation Plan, Risk Assessment and Threat Analysis, sustainable security infrastructure, Incident Response and Reporting, Technological Advancements, Data Analysis, Baggage Scanner, Passenger Scanner, Radiation Detection Equipment

Affiliating Institute / Agencies	Location	Target Audience	Duration	Attendees	Dates
LPAI	LPAI HQ and Land Ports	LPAI staff	1 Day	25	Jan 5th, 2024
LPAI Trg Academy, Agartala	LPAI Trg Academy, Agartala	LPAI staff	5 Day	25	29th Jan - 2nd Feb 2024
Institute for Road Traffic Education, Faridabad	Institute for Road Traffic Education, Faridabad	Drivers at land ports	3 Day	25	Feb 12th - 14th, 2024
NISA, Hyderabad	NISA, Hyderabad	Project Department -Representatives from Civil Engg, Structure Deptt, Electrical Engg. Nominated staff from land ports, Border Guarding Forces, Customs	3 Day	25	Feb 26th - 28th, 2024

S. No.	Name of the Training	Objectives	Sub Topics
5.	Comprehensive Facilities Management and Housekeeping Training	1) Demonstrate Effective Cleaning Techniques 2) Ensure Safety and Hazard Awareness 3) Comply with Regulations and Policies 4) Enhance Customer Service and Communication Skills 5) Implement Environmental Sustainability Practices	Introduction to Housekeeping, Safety and Hygiene, Cleaning Techniques, Equipment and Supplies, Waste Management, Infection Control, Customer Service and Communication, Environmental Awareness, Quality Control and Inspection, Customer Feedback and Improvement, Technology Integration, Stress Management, Case Studies and Practical Exercises
6.	Fire Guard+: Mastering Safety at Land Ports	1) Fire Safety Expertise & Emergency Drill Proficiency 2) Effective Emergency Leadership 3) Team Roles and Responsibilities 4) Hazardous Goods Safety 5) Capacity Building by developing Master Trainers	Fundamental types of fires and suitability of fire extinguishing agents, Types of hose and hose fittings, execution of various fire drills-hose drills, Hydrant drills, pump drills and stretcher drills, Demonstrate ways of handling casualty, Describe types of emergencies, site emergency response plan & evacuation drills, Define emergency response teams-their roles and responsibilities, Implementation of the general practices in transport and handling of hazardous goods, Training of fire personnel to become Master Trainer
7.	Land Port Engineering and Infrastructure Development Program	1) Master Land Port Design Principles 2) Advanced Project Management Skills 3) Technical Expertise in Infrastructure Development 4) Incorporate Innovative Technologies 5) Quality Assurance and Compliance	Port Design- The Energy Conservation Building Code (ECBC), Heat, Ventilation and Air Conditioning (HVAC), Building Management System (control of all systems like power, fire alarm, lighting, and ventilation), Border security infrastructure, Customs and Immigration facilities, Infrastructure resilience and disaster preparedness, Cargo handling and storage facilities, road and rail connectivity, Environmental sustainability, logistics and supply chain integration, Data analytics for decision making, Sustainable Engineering Practices Field Visits, Case Studies and Best Practices
8.	SafeGuard+: Elevating Health and Safety Standards for Hazardous Goods	1) Understanding Hazardous Goods 2) Compliance and Regulations 3) Safe Handling Practices 4) Emergency Response Competence 5) Documentation and Reporting	Overview of Hazardous Goods Handling, Risk Assessment and Management, Storage and Warehousing, Transportation of Hazardous Goods, Emergency Response and Preparedness, Safety Equipment and Technology, Documentation and Record Keeping, Environmental Impact, Communication and Reporting, Regulatory Compliance, Case Studies and Practical Exercises

Affiliating Institute / Agencies	Location	Target Audience	Duration	Attendees	Dates
Institute of Hotel Management, New Delhi	Institute of Hotel Management, New Delhi	Housekeeping Staff at HQ and land ports	1 Day	25	March 16th, 2024
National Fire Service College, Nagpur	National Fire Service College, Nagpur Designated RTCs of NFSC, Nagpur	Fire Personnel	2 weeks	25	March 18th - 29th, 2024
School for Planning and Architecture, New Delhi	LPAI Trg Academy Agartala	Project Department-Representatives from Civil Engg, Structure Deptt, Electrical Engg	5 days	25	May 6th - 10th, 2024
National Safety Council, Mumbai	LPAI Trg Academy Agartala	Land port staff (especially fire), Border Guarding Forces, Health	5 days	25	May 15th - 17th, 2024

S. No.	Name of the Training	Objectives	Sub Topics
9.	Managerial Excellence in Land Port Operations	1) Understand the role of land ports in National development 2) Emphasize the role of employees in the land port operations 3) Understand and evaluate land port operations; 4) Improve brand and identity of land ports 5) Learn newer technologies and advancement towards improved port operations	Human Resources, People Management, Team Building, Financial prudence, Accounting, Port security, Stakeholder centricity, Brand building, Competency development, leadership, Employee motivation, Policy impact, External relationship management, Managerial and administrative decisions for superior performance, Operational excellence, export-import trade, Technology and innovation in comparable sectors
10.	Rajbhasha	1) Enhance Hindi proficiency 2) Apply Hindi effectively in official communication 3) Understand and implement the Official Language Policy 4) Learn Hindi terminology relevant to Land Port Operations 5) Develop cultural awareness and appreciation for Hindi	Hindi Grammar and Vocabulary, Official Document Drafting in Hindi, Effective Hindi Communication, Official Language Policy and Implementation, Translation Skills, Computer Aided Hindi Tools, Cultural Awareness, Professional Development and Continuous Learning, Hindi for Public Relations
11.	Smart Finance for Land Ports	1) Enhance financial literacy 2) Ensure compliance with government regulations 3) Strengthen procurement and E-bidding skills 4) Improve financial decision-making 5) Promote Ethical Financial Practices	Introduction to financial management, Budgeting and Planning, Financial Reporting and Analysis, Procurement and E-bidding, Cost control and Cost Management, Revenue Management, Financial Policies and Procedures, Ethics and Integrity in Financial Management, Financial Software and Tools (Tally), Preparation of cash book, Asset register and reconciliation, Financial Management and Accountant Skill, Financial Risk Management, Government Financial Regulations and Guidelines, CPWD PIMS, Case Studies and Practical Exercises
12.	Navigating the Future: Transforming the Land Ports into Smart Port Ecosytems	1) Efficient Cargo Management 2) Enhanced Securty and Biometrics 3) Predictive Analytics and Optimisation 4) Sustainability and Environmental Awareness 5) Passenger Experience enhancement through technological advancements	LPMS Software Digital Aspects, Logistic Aspects, GIS Software, Gati Shakti, Use of EVs and drones, Last Mile Connectivity, Solar and Wind Energy for Green & Sustainable Ports, Port Technology- Advanced Cargo Movements (Automated Cargo Handling and Cargo Tracking), Electronic Data Interchange, Smart Containers, Automated Border Control Systems (biometric authentication system), Advanced security screening Predictive analysis by employing machine learning algorithms to predict cargo volumes, Passenger traffic and possible bottlenecks, Smart infrastructure, Digital Twin Technology, Future technologies for smart port

Affiliating Institute / Agencies	Location	Target Audience	Duration	Attendees	Dates
IIM-Ahmedabad	IIM-Ahmedabad	Mid to senior administration at LPAI, nominated officers from stakeholders of LPAI, Nominees from BBIN countries	5 Day	25	May 20th - 24th, 2024
Hindi Sansthan	LPAI HO and ports	Nominated LPAI Staff	2 Day	25	June 27th - 28th, 2024
Institute for Secretariat Training and Management, New Delhi	ISTM Training Institute, New Delhi	Finance and Admin Team staff at HQ and land ports	5 days	25	July 22th - 26th, 2024
LPMS Vendors, Industry Partners, MNIT Jaipur	Land Port Attari	Mid to senior administration at LPAI, nominated officers from stakeholders of LPAI, Nominees from BBIN countries	3 days	25	Aug 19th - 21st, 2024

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13.	Land Port Cross Border Trade Development Program	1) Improved Trade Facilitation Skills, 2) Increased understanding of Geopolitical factors, 3) Effective communication and negotiation 4) Enhanced Regulatory Compliance, 5) Infrastructure and Technology Integration	Geopolitics, International Relationships, International Conventions, Trade Compliance and Custom Procedures, Logistics and Supply Chain Management, Border Infrastructure and Technology, Trade Facilitation and Single window Systems, Cross-Cultural Communication and Negotiation, Trade Data Analysis and Market Research, Legal Aspects of Cross Border Trade
14.	Gender Sensitisation	1) Raise Awareness and Understanding 2) Compliance with legal policy and frameworks 3) Foster Inclusive Workplace culture 4) Prevent and Address Gender-based harassment 5) Empower gender equality champions	Introduction, Legal Framework and Policies, Gender Equality at Work Place, Creating a Gender Inclusive Culture, Work-Life Balance, Gender and Communication, Gender Mainstreaming in Operations, Cultural Sensitivity and Gender Diversity, POSH
15.	Inner Engineering Retreat- Program on Stress Management	1) Stress Awareness 2) Stress Identification 3) Stress Management Skills 4) Effective Communication and Conflict Resolution 5) Personalised Stress Action Plans	Understanding stress, Recognising Stress Symptoms, Stressors in the Workplace, Coping Mechanisms, Time Management, Communication Skills, Work-Life Balance, Building Resilience, Stress Reduction Techniques, Healthy Lifestyle Choices, Time and Task Management Tools, Stress Reduction Strategies at Work, Self Care and Well Being
16.	Gateway to Efficient HR in Land Ports	1) Enhanced HR Competence 2) Ethical and Compliant HR practices 3) Effective Conflict Resolution and Employee Relations 4) Security and Vigilance Awareness 5) Operational Efficiency and Adaptability	Labour Management and Workforce Planning, Conflict Management and Resolution, Vigilance and Security Measures, Morals, Values and Integrity, Employee Relations, Performance Management, Leadership and Supervision, Diversity and Inclusion, Employee well-being, Communication and Feedback, Crisis Management and Response, Succession Planning

Affiliating Institute / Agencies	Location	Target Audience	Duration	Attendees	Dates
IIFT, Delhi	IIFT, Delhi	Mid to senior administration at LPAI, nominated officers from stakeholders of LPAI, Nominees from BBIN countries	5 Day	25	Sep 9th - 13th, 2024
ICRIER New Delhi	LPAI Trg Academy, Agartala	LPAI staff, Nominated Officers from stakeholders of LPAI	2 Day	25	Sept 19th - 20th, 2024
Isha Foundation, Coimbatore	Isha Foundation, Coimbatore	LPAI Staff, Nominated Officers from Stakeholders of LPAI Nominees from BBIN Countries	4 days	50	Oct 3rd - 6th, 2024
MDI, Gurgaon, NHRD	MDI, Gurgaon	Mid to senior administration at LPAI, nominated officers from stakeholders of LPAI	5 days	25	Oct 21st - 25th 2024

S. No.	Name of the Training	Objectives	Sub Topics
17.	Engineering Excellence: From Blueprint to Border	1) Understand the Engineering Process 2) Proficiency in Estimation and Tendering 3) Mastery of Tender Document Preparation 4) Competence in Bill Preparartion 5) Familiarity with Declaration of Performance (DoP)	A complete description of all the processes followed in Engineering from the initial stage of work to completion. Prepare estimate, tender action and execution of work; prepare tender document and agreement incorporating all conditions, how to prepare bills, Safety procedures and Regulations, Quality control and Assurance, Project Management, Permitting and Regulatory Compliance, International Standards and Regulations, DoP (Declaration of Performance) Overview.
18.	Strategic Connect: Shaping Effective Communicators	1) Gain a comprehensive understanding of various communication mediums 2) Explore the role of each communication medium in communication strategies 3) Understand the impact of technology and digital platforms on modern communication 4) Analyse case studies and real-world examples of successful communication campaigns utilizing various mediums.	Corporate Communication Fundamentals, LPAI's Mission, Vision and Values, Internal Communication, Transparency and Accountability, Crisis Communication and Issues Management, Media Relations and Publicity, Annual Reports and Publication, Social Responsibility and Sustainability Communication, Advocacy Campaigns, Digital and Online Presence, Cross Cultural Communication, Ethical and Legal Considerations, Branding and Reputation Management, Understanding mediums of Communication their role and efficacy
19.	Disaster Management Training for Land Ports	1) Understand the fundamental types of fire, the suitability of fire extinguishing agents and fire fighting systems at land ports; 2) Analyse the types of emergencies, site emergency plans and evacuation drills; 3) Define emergency response team and their roles and responsibilities; 4) Familiarity with general practices involved in transportation and handling of hazardous goods 5) Sensitisation, mitigation and response to CBRN risks	Land Port Fire Risk, All Aspects of Fire and Safety, Response to Earthquakes, Emergency Evacuations, Safety in Transportation of Hazardous goods by Road, CBRN - Risk & Response
20.	Integrated Transport and Logistics Excellence (ITLEX) Program	1) Optimising supply chains 2) Compliance and Risk management 3) Data-Driven Decision Making 4) Sustainability and Innovation 5) Global Trade Expertise	Inventory Management, Cargo Handling, Warehousing, Inter Modal Transport, Supply Chain and Logistics, Trade Facilitation, International Conventions- Protocols (Global Trade and International Business), IR, Geo-politics, Strategic management to optimise transportation and logistic operations, Data Analytics and Decision Science for better decision-making in logistics and supply chain processes, sustainable logistics and environmentally friendly practises, Technology and Innovations in supply chain management risk management in logistics operations government policies and regulations, Customer relation management

Affiliating Institute / Agencies	Location	Target Audience	Duration	Attendees	Dates
School for Planning and Architecture, New Delhi	IAA Delhi	Project Department-Representatives from Civil Engg, Structure Deptt, Electrical Engg	5 days	25	Nov 4th - 8th, 2024
Indian Institute of Mass Communication (IIMC), Delhi	IIMC, Delhi	Mid to senior administration at LPAI, nominated officers from stakeholders of LPAI	5 Day	25	Nov 18th - 22nd, 2024
CISF, NFSC, NDRF, BARC	LPAI Trg Academy, Agartala	LPAI port staff, Border Guarding Forces, Health	3 Day	25	Dec 6th - 8th, 2024
IIM-Ahmedabad	IIM-Ahmedabad	Mid to senior administration at LPAI, nominated officers from stakeholders of LPAI, Nominees from BBIN countries	5 days	20	Dec 9th - 13th, 2024