



### **Hunar: A program on Skill Development and Value Creation for Member**

With the advent of the Companies Act, 2013, a Company Secretary has to play the multifarious roles as an Expert, KMP, Valuer, Secretarial Auditor, Principal Officer, Compliance Officer, Spokesman and advisor and has to perform various roles in Corporate Life. For this the CS has to possess necessary skills sets to perform his duties as well as he needs to possess strong business sense to a catalyst to the corporate growth.

With the above background in view, the Northern India Regional Council (NIRC) felt that the training programs for the Members already in place should be further strengthened with total emphasis on the development of the Business skills. It was felt that the program should lead to the development of strong Skill development and value creation and accordingly a Skill Development program is launched namely **“Hunar - A program on Skill Development and Value Creation for Member”**

Thrust of the program will be on the development of following skills:-

- Understanding Business:
  - i. Understanding Financial Statements
  - ii. Accounting for day to day business management
- Transactional provisions of the Companies Act, 2013 (Borrowings and lending of funds and Issue of securities) **Coverage:-**
  - i. Borrowing , Deposits, charge
  - ii. Right issue/Pvt. Placement/Bonus issue
  - iii. Loans to directors
  - iv. Inter Corporate Loans/Investment/Guarantee/Securities
  - v. Related Party Transactions
- Preparation of Minutes /Agenda
- Advanced MS-Office (Expertise in Excel and PowerPoint)
- Communication Skills (Opinion and report writing/Oratory skills including moot court)
- Personality Development and balancing the life to face daily challenges (Yoga and meditation sessions)
- Group Discussions/ Interview Skills
- Positive attitude, Motivation and leadership

#### **Details of program:**

- The duration of program will be 5 days. The program will be conducted from 10 AM to **5 PM**.
- The program would be totally practical oriented in which the young members will be required to actively participate. Here the young members means having membership of the ICSI **on or after 1<sup>st</sup> January, 2015**.
- The maximum number of participants will be 30. **The registration would be done on first-cum first serve basis.**
- The initial two programs are being organized on the pilot project basis. There shall not be any participation fee in the initial two programs i.e. pilot programs.

#### **Dress Code:**

- **Male:** White/Light Plain Shirt with dark trouser and matching tie.
- **Female:** White/Light Color Top/Shirt with dark trouser or light coloured/ethnic Indian wear (formal)

The interested students may get themselves registered with CS Alka Arora, Regional Director, NIRC on or before **6<sup>th</sup> November, 2017**. The programme is scheduled from **13-17 November, 2017**.

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