TRAINING GUIDE

(GET BETTER PREPARED FOR THE FUTURE)
FOREWORD

Training is a process of teaching specific skills through rigorous practice and instructions grooming of the budding professionals.

The Institute in its strive to achieve this avowed objective has recently modified its training structure that comprises two types of training namely, long term internship/attachment with a Practising company Secretary/ a Company and short term training on Managerial/ Soft skills. By the end we are expecting a well groomed Company Secretary as a product of the Institute.

In this direction, we have come out with this Training Guide to help all our aspiring trainees as well as trainers. This Training Guide will provide all the required information and guidance at a single point. I hope that this will provide the detailed information about all aspects including procedural requirements pertaining to Training.

I would like to congratulate the Team ICSI, especially the Training Directorate for their efforts.

I also convey my heartiest wishes to all the trainees and trainers with a request to have full benefit of this Training Guide.

R Sridharan
President
The Institute of Company Secretaries of India
FOREWORD

Training in context with the Company Secretaryship course is a process of acquiring knowledge, skills, competencies and gain practical experience and understand industry trends which are significant for becoming a competent Company Secretary.

The Institute of Company Secretaries of India has devised a training curriculum for its students in such a manner that the students will have a real life exposure of the corporate environment and an opportunity to adapt and upgrade themselves as per the need of the corporate.

The students will have an option to opt for practical training for the period as per their choice amongst three years or two years or one year at different stages of the course curriculum. At the end the students will have to attend a fifteen days Management Skills Orientation Programme consists of soft skills and practical aspects of subject oriented topics.

This Training guide consists of all the procedural aspects of long term and short term training under the earlier training structure and the modified training structure.

I hope that both students undergoing training and trainers who are imparting training will have a thorough reading of all the requirements for training. This Training Guide will be very useful in formulating an effective training programme.

New Delhi

Vikas Y Khare

Vice President
The Institute of Company Secretaries of India
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