

Dear Sir/Madam,

Vishwa Yuvak Kendra a pioneering organization in the field of youth development, was established with the active support of Pandit Jawaharlal Nehru and was inaugurated in 1968 by the then President of India, Dr. Zakir Husain. It organizes workshops, seminars and training programmes for the youth workers of grass-root level NGOs on different developmental issues.

In recent years, non-governmental organizations have vastly increased in number and scope. They are increasingly influential in communities and grassroots activities, in policy making, planning and implementation. In today's highly competitive environment with limited resources in the public sector, effective leaders and creative management is crucial. Managing and leading an NGO is becoming increasingly complex and sophisticated. A wide range of knowledge, skills and strategies are necessary to achieve results, enhance impact and remain effective.

To refurbish knowledge and skills in NGO sector in order to capacitate NGO workers with critical perspective and tools in the art of organizational management and development, and to promote credibility in NGO sector, **Vishwa Yuvak Kendra** is organizing a **five-day training programme on NGO Management from 16-20 December, 2014**.

The following topics will be covered during the programme:

- NGO - concepts and functions.
- Legal procedures for formation of NGO and taxation.
- Problems of NGOs and strategy and planning for NGOs.
- Office procedure and documentation.
- Basics of accounting, budgeting
- Project Management – Basic concepts of project management, project identification, project life cycles and success factors.
- Funding agencies: Govt. NGOs, CSR and schemes.
- Project Proposal
- Managerial communication skill and development.
- Research Methodologies.
- Monitoring and Evaluation.

Contd.../-

In this context, we request you to depute representatives from your organization to participate in the programme. You may kindly note the following:

- Each eligible participant would be required to pay Rs.2,000/- (Rupees two thousand only) towards registration fee by Demand Draft in favor of '**Vishwa Yuvak Kendra, New Delhi**'.
- The participants would be provided free lodging and free board at our dormitories (separate for boys and girls) from 15 December, 2014 evening to 21 December, 2014 afternoon.
- The programme would commence with registration at 10.00 am on 16 December, 2014.
- Please ensure that the participants are minimum graduate with preferably 2 years experience in voluntary sector.
- The medium of instruction will be English and Hindi.
- Travel expenditure will be borne by the participants.
- The registration fee will neither be refunded nor be adjusted against any other programme.
- The participants have to make extra payment as per Kendra rules for food and accommodation before 15 December, 2014 evening and after 21 December 2014 afternoon.

The participants are requested to report at the reception of Vishwa Yuvak Kendra at 9.30 A.M on 16 December, 2014. The venue of the training programme will be Vishwa Yuvak Kendra, Circular Road, Teen Murti Marg, Chanakyapuri, New Delhi-110021.

In case of any query you may contact the Programme Officers on Phone No. 011-23013631-35 and +91-8130344551.

Please send the complete application form (**Enclosure**) to confirm the participation of the candidate from your organization along with the demand draft, latest by 01 December, 2014.

We look forward to your cooperation.

Thanking you,

Yours sincerely,

**Mukul Gupte
(Chief Controller)**

Encl:- as above

“Training Programme on NGO Management”

16 - 20 December, 2014

APPLICATION FORM

(PLEASE FILL UP THE PARTICULARS IN BLOCK LETTERS)

| | | |
|-----|---|--|
| 1. | Name of the Participant | _____ |
| 2. | Age _____ | Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> |
| 3. | Educational Qualification | _____ |
| 4. | Occupation (with designation) | _____ |
| 5. | Name and address of the organization | _____ _____ |
| | PIN _____ | Phone No _____ |
| | Fax No. _____ | |
| | E-mail: _____ | |
| 6. | Designation | _____ |
| 7. | Years of experience | _____ |
| 8. | Reason for participating in Training Programme. | |
| 9. | Whether participated in Kendra programme before | |
| 10. | DD No. _____ | Dated _____ Amount Rs. _____ |
| | (Signature of the sponsoring organization) | (Signature of the participant) |
| | <i>(If sponsored by an organization, please attach copy of the letter with the application)</i> | |

- Please note*
- 1. Only confirmed participants allowed to participate.*
 - 2. Send E-mail or use this form while forwarding application.*