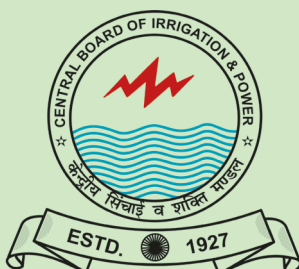


# Workshop on HR for Non HR Managers

22-23 May, 2025  
New Delhi



**Organized by**



New Delhi

Central Board of Irrigation & Power

**Supported by**



Central Electricity Authority

## PROGRAMME INTRODUCTION

In every profession, the most important & necessary resource is human capital. It is essential for managers, and team leaders across board to have “hands-on” people management skills.

The future of work brings with it unprecedented changes such as artificial intelligence, automation of work and fluid workspaces. There is also increasing demand in employees for creativity, imagination, social & emotional intelligence, and passion.

This two day programme is designed to build a solid foundation and enhance human resource management skills in a way that gives organizations a sustainable competitive advantage.

We shall also explore the emerging trends in the future of work and how to navigate through the various challenges from a Human Resources professional perspective.

## PROGRAMME OBJECTIVES

This programme aims to help the participants:

- Gain strategic leadership skills to guide your team and contribute to organizational success.
- Enhance your ability to foster a positive and engaged work environment for increased team productivity.
- Optimize individual and team performance with practical approaches to performance management.
- Empower Non HR managers to uncover their HR potential, preparing them for elevated roles that demand enhanced people-oriented skills.
- Gain insight into the various stages of the employee life cycle, and the corresponding legal obligations for employers as well as the rights of employees.

## LEARNING OUTCOMES

At the end of this programme, the participants will be able to:

- Attract, hire, develop, and retain the best talent so that they thrive throughout their employee journey
- Develop essential people management skills that drive transparent and constructive interactions within their team
- Increase their cross-cultural skills to manage teams from diverse backgrounds
- Cultivate adaptability and change management skills to lead through organisational changes effectively
- Navigate foundational legal and ethical HR practices, ensuring leadership with integrity and compliance

## PROGRAMME DELIVERY

The delivery of the course employs a combination of interactive lectures, discussions, reflections and case studies delivered by human resource experts (both academics and industry practitioners).

The case methodology as a learning technique gives participants a chance to analyse real life scenarios and participate in collaborative problem-solving.

## PROGRAMME STRUCTURE

The training programme will be structured so that the participants get informed by way of HR centric knowledge and skill enhancement which will be useful to supplement their functional competence

- HR alignment to Business Strategy
- HR as a Business Partner
- HR Metrics
- Coaching, Mentoring & Counselling
- Communication and Interpersonal Skills
- Building and Sustaining Teams
- Non HR Manager's role in HR Compliance
- Key HR Challenges faced by Non HR Manager
- Documentation of legal compliances
- Basic of Recruiting
- Basic of Selection & Induction
- Best practices in employee on board
- Key employment laws: minimum wages, working hours, leaves etc.
- Performance Management
- Talent Management & Succession Planning
- Learning & Development
- Discipline & Grievance handling
- Harassment Policy: POSH etc.
- Industrial Relations
- The Contract Labour (Regulation and Abolition) Act, 1970

## PARTICIPANTS

All professionals/managers who incorporate HR duties into their daily work life and require basic HR training so as to increase efficiency and output.

## DATES

The program will be held on 22-23 May, 2025 at CBIP, Malcha Marg, Chanakyapuri, New Delhi. The timing of the program would be 10 AM to 05 PM

## PROGRAMME FEES

Fee would be Rs. 10,000/- per participant + 18% GST.

Discounted fee Rs. 9,000/- per participant for members of CBIP + 18% GST.

Group Discount, further 10%, for more than 5 nos. of participants from same organization.

The registration fee includes registration kit, working lunch, tea/ coffee during the event only. The participants will have to make their own arrangement for boarding and lodging, transport, etc. Registration fee once paid will not be refunded.

Spot registration facility will also be available provided prior Information is received.

## PAYMENTS

All payments be made through DD/ cheque at par in favour of 'Central Board of Irrigation & Power', payable at Delhi or amount deposited/ transferred to :

CBIP A/c No. 00031110004411, MICR No. 110240001, HDFC Bank, Swift Code : HDFCINBBDEL, IFSC: HDFC 0000003, Address: 209- 214, Kailash Building, 26 Kasturba Gandhi Marg, New Delhi – 110001

**After making the payment online in respect of the event, the details like UTR/Organization name to be furnished immediately.**

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## FACULTY



**Rameshwar Prakash** is a seasoned HR professional with over 28 years of experience across Human Resources, Learning & Development, Executive Search, HR Audits, Training, Management Education, Consulting, and Industry Associations. His career spans both public and private sectors in India, with leadership roles in diverse industries such as Education, Construction, Manufacturing, and Retail.

Rameshwar began his career at NTPC and later moved to the private sector, where he headed HR functions in various organizations. His most recent role was as Senior Vice President and Head of Human Resources at PC Jeweller.

In addition to his corporate experience, Rameshwar has been actively involved with esteemed educational institutions, including Malviya National Institute of Technology (MNIT) Jaipur, Gurugram University, and the Central Board of Irrigation and Power. He has provided expert consultancy in HR system development, policy formulation, manpower planning, and executive recruitment.



**Dr Meenakshi Davar**, A Doctorate in Management and an MBA from the University of Hull in United Kingdom, Dr Meenakshi Davar is a Board level Human Resource (HR) leader with more than 3 decades of experience in conceptualizing and implementing initiatives across all HR Functions with widespread recognition in the industry through numerous accolades and awards. She has been the Director HR (Member of the Board) at Grid Controller of India Limited . Prior to this she was an Executive Director HR with POWERGRID. She started her career with NTPC as an Executive Trainee.

Her contribution to the HR profession has been recognized at more than 10 forums. Some of them are -

1. "Chanakya Award for Best HR Person of the Year" 2020 in HR Field Category by Public Relations Council of India.
2. "Sustainable HR Professional- Leadership Award" 2020 in the World HRD Congress presented by ET NOW.
3. ASSOCHAM's 'Women in Energy Sector- Excellence in HR' 2018 for immense contribution in Power Sector.
4. Rated as one of the 25 Shaktishali Women in the Country in 2018 by Fame India Magazine.
5. Amity Leadership Award in 2018 and Amity's Women Achiever Award 2016.

She is passionate about women's issues and routinely mentors young professionals to prepare them for successful careers and leadership roles.



**Prabhanshu Pankaj** is a dynamic and results-driven HR professional with over 20+ years of diversified experience in Human Resources Management, specializing in HR Audit, Compliance Audit, Recruitment, Performance Management, Compensation & Benefits, Employee Welfare, and Administration. With a strong academic background, including a Master in Human Resources Management from a reputed institute, Prabhanshu has consistently demonstrated expertise in manpower management, talent acquisition, employee engagement, and strategic HR planning. Currently serving as a Mentor at KMMP Consultancy Services, Prabhanshu brings extensive experience in the Banking and Retail sectors. With a passion for people management, strategic HR consulting, and business transformation, Prabhanshu continues to be a driving force in the HR domain, guiding organizations towards sustainable growth and employee excellence.

*Workshop on*  
**HR for Non HR Managers**

**22-23 May, 2025**  
**New Delhi**

**REGISTRATION FORM**

(To be filled in block letters preferably)

Delegate \_\_\_\_\_  
(Surname) (First Name)

Designation \_\_\_\_\_

Name of Organisation \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ PIN \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Dated \_\_\_\_\_ Signature \_\_\_\_\_

**ADDRESS FOR CORRESPONDENCE**

*All correspondence relating to the event should be addressed to:*

**Shri A. K. Dinkar**, Secretary, CBIP

Central Board of Irrigation and Power, Malcha Marg, Chanakyapuri, New Delhi -110021

**Shri Sanjeev Singh**, Director (Energy), CBIP

CBIP, Centre of Excellence, Plot No-21, Sector-32, Gurgaon, Haryana-122001

Tel No: 0124-4380272, 4035267, E-mail: training@cbip.org, Website-www.cbip.org

**Nodal Officers:**

**Shri Pradeep Gupta**, Joint Advisor, CBIP; M : 9910378062 Email: pradeepgupta@cbip.org

**Shri Priya Ranjan**, Sr. Consultant, M: 9800848680 Email: p.ranjan@cbip.org

**Shri Jaideep Singh**, Chief Manager (T), M : 9871718218 Email: jaideep@cbip.org

**Note:**

- Photocopies of the registration form can be used for additional requirements, if any.
- Spot registration facilities will also be available, provided the prior information is received.