

PART -A (12 Sessions)

Topics Given at Sl. 1,2,3,4,5,6,7,8,9&10 are Mandatory

Choose Any 2 Topics Out of The Remaining Topics (from Sl No.11 to 16)

Each Topic Will Cover One Session of 3 Hours Duration (with or without break of 15 Minutes)

Sl No.	Content	Scope
1	Manner of conducting Secretarial Audit	Scope; preparation, drafting, auditing standards, techniques, due diligence, risk assessment etc

2	Practical aspects of Corporate Restructuring	Legal background of M&A, Practical procedures, meeting requirements, NCLT matters
3	The ICSI Unique Document Identification Number (UDIN) Guidelines, 2019, The ICSI Employee Company Secretaries Identification Number (ECSIN) Guidelines, 2019, The ICSI Continuous Professional Education(CPE) Guidelines, 2019, The ICSI Management and Development of Company Secretaries in Practice(PCS) Guidelines, 2023, The ICSI Guidelines for Attire and Conduct of Company Secretaries, 2020, The Company Secretaries Benevolent Fund (CSBF)	Procedures and compliances PCS Orientation Programme Services to be rendered by Company Secretaries in Practice Intimation to Previous Incumbent Ceilings on Certification Maintenance of Records and Registers Privileged Communication Usage of Logo by Company Secretary in Practice Responding to Queries or tenders pertaining to Professional Work Display /Publicity of Services- website, visiting card Guidance on Scale of fees
4	Professional Ethics and Code of conduct	Cases through DC orders (moderate cases)
5 & 6	Group discussion on case studies (2 sessions) Topics where case studies are not available in the CLDP module shall be provided by the concerned Faculty	Atleast 6 case studies in one session covering 12 case studies in one-day comprising of two sessions. Suggested topics: SAST/PIT, ESG – Best Practices, Mergers/Restructuring/Insolvency, Oppression Mismanagement, ADR
7	Critical aspects of Companies Act	Important Sections, Latest Amendments

8	SEBI (LODR) – Case Studies	Case studies from SEBI orders/from informal guidance covering critical disclosures/compliances
9	ESG (BRSR)	BRSR Reporting through practical examples, Boards responsibility on BRSR, Integrating ESG into strategies, ethical practices-case studies
10	Pre certification of E forms and Annual Return preparation and certification of Form MGT 7 and Form MGT 8	Practical Aspects & provisions of the Companies Act Check-list & Importance of certification
11	CSR and Impact Assessment	Preparation of CSR Reports, impact assessment
12	Related Party Transactions and Loans, borrowings and investments with case studies	Provisions with cases
13	Managerial Remuneration with case Studies - Companies Act & applicable SEBI Regulations	Provisions with cases, calculation, procedures
14	GST	Regulatory framework, Registration, concepts and compliances
15	Practical aspects of Direct Taxes	Basics of Income tax, Heads of Income, TDS Applicability & returns, Tax Audit & its applicability, Important Due dates under Income Tax, Returns of Individual, Partnership, HUF, Companies and LLPs.
16	Due-Diligence and Reporting	Types of Due Diligence & their difference Role to be played by the Company Secretaries in practice and in employment. Checklist for Bank Due-diligence / Legal Due-diligence Drafting of Reports

PART -B (13 Sessions)

Topics Given at Sl. 1,2,3,4,5,6,7&8 are Mandatory

Choose Any 5 Topics Out of The Remaining Topics (from Sl No.9 to 19).

Sl No	Content	Scope
1	Art of Advocacy, Drafting, Pleading, Art of Representations, including presentation before Tribunals	Art of Advocacy Preparation for pleadings, Drafting of NCLT applications etc. Dress Code
2	Moot Court through case studies	NCLT Role play- Application may cover like application for oppression/Mismanagement
3	Mock Board Meeting (SS-1)	Board Meeting Role Play
4	Mock General Meetings (SS-2)	General Meeting Role play
5	Setting up of Practice	Practical aspects of Practice set-up by Company Secretaries. Basic Infrastructure Requirements Areas of Practice
6	Interview and CV writing	Role play and Mock Interviews be conducted Skills required for facing Interview <input type="checkbox"/> Skills of Interviewing - an Introduction <input type="checkbox"/> The 3 Ps Prepare Practice Perform <input type="checkbox"/> Structuring an Interview <input type="checkbox"/> Inter Personal Communication Skills <input type="checkbox"/> Questioning Skills <input type="checkbox"/> Art of Listening Reading Body Language <input type="checkbox"/> Giving Positive Nonverbal Messages <input type="checkbox"/> Information Gathering & Sample Questions <input type="checkbox"/> Interview Techniques and Role Play <input type="checkbox"/> Tips on Conducting Panel Interviews <input type="checkbox"/> Tips on Telephonic Interviews <input type="checkbox"/> Closing Interviews <input type="checkbox"/> Communication / Coaching / Feedback, Empathy, Teamwork

7	Business / Corporate Communication (email etiquettes)	<p>Business Writing</p> <ul style="list-style-type: none"> <input type="checkbox"/> 7 C's of Business Writing <input type="checkbox"/> What are the general mistakes committed in written communication? <input type="checkbox"/> What is the tone, emphasis, subordination in business writing? <input type="checkbox"/> Why usage of few pertinent words is important to make your communication persuasive or impactful <input type="checkbox"/> Be able to distinguish between formal and informal expressions and further understand how to use the non-discriminatory language <input type="checkbox"/> When to use the normalised words and concise words <input type="checkbox"/> Overview of the difference between American and British English <input type="checkbox"/> Get overview of when to use foreign expressions <p>E-mail Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> How to decide on the subject heading <input type="checkbox"/> How to greet the recipient, length of the e-mail and what is elevator summary <input type="checkbox"/> How to conclude the mail or how to sign off the e-mail <input type="checkbox"/> What is flaming and how it impacts the business relationship <input type="checkbox"/> How to proofread the mail?
8	Presentation Skills and Influencing Skills	<p>Presentation Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction and Icebreaker <input type="checkbox"/> Expectation Mapping <input type="checkbox"/> Context Setting for the Program <input type="checkbox"/> Elements of Presentation <ul style="list-style-type: none"> o Self, Content, Audience <input type="checkbox"/> Managing Self Behavioural <input type="checkbox"/> Gravitas, Appearance <input type="checkbox"/> Audience Connect <ul style="list-style-type: none"> o Audience Analysis, Eye contact techniques- F3, Delivery <input type="checkbox"/> Managing Content Skills <input type="checkbox"/> ABC Approach, Choosing Content, SIP process <input type="checkbox"/> Building Logic in content

		<ul style="list-style-type: none"> <input type="checkbox"/> Presenting Facts, Concepts, Procedure <input type="checkbox"/> Slide Construct, KISS <input type="checkbox"/> Managing Audience Skills <input type="checkbox"/> Non-negotiable of Audience Management <input type="checkbox"/> Answering Questions Using 3P <input type="checkbox"/> Rapport Building – Language registers <input type="checkbox"/> Presenting to Senior Management <input type="checkbox"/> Advanced Techniques Skills <input type="checkbox"/> Rhetorical Questions, Dramatic Contrasts <input type="checkbox"/> Tripling, Machine Gunning, Build-ups, Knock-downs, Slide Construct, Animations <input type="checkbox"/> Virtual Presenting Skills <input type="checkbox"/> Presenting to a virtual audience, Technical skills <p>Influencing Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction and Icebreaker <input type="checkbox"/> Expectation Mapping <input type="checkbox"/> Context Setting for the Program <input type="checkbox"/> Influencing Skills <input type="checkbox"/> What is influencing <input type="checkbox"/> Why influencing skills are vital <ul style="list-style-type: none"> <input type="checkbox"/> Elements of Influencing <ul style="list-style-type: none"> o Persuasion o Communication o Strategy <ul style="list-style-type: none"> <input type="checkbox"/> Appearance <input type="checkbox"/> Communication to Influence Skills <input type="checkbox"/> Style Flexing <input type="checkbox"/> Communication Styles <input type="checkbox"/> Influencing Strategy Skills <input type="checkbox"/> Networking <input type="checkbox"/> People Connect <input type="checkbox"/> Developing EQ <input type="checkbox"/> Advanced Techniques Skills <input type="checkbox"/> Some advanced PPT tricks and Tips <input type="checkbox"/> Influencing Styles <input type="checkbox"/> Presenting Remotely Skills <input type="checkbox"/> Presenting to a virtual audience <input type="checkbox"/> Technical skills
9	Personality Development and Professional Etiquettes	<p>Personality Development and various Etiquettes:</p> <p>Personality Development:</p>

		<ul style="list-style-type: none"> <input type="checkbox"/> Believe in Yourself <input type="checkbox"/> Create Your Own Personal Board of Advisors <input type="checkbox"/> Be Extremely Patient <input type="checkbox"/> Learn How to Sell Your Vision <input type="checkbox"/> Connect the Dots along the Way <input type="checkbox"/> Be Passionate with Your Pursuit <input type="checkbox"/> Be Purposeful <input type="checkbox"/> Focus on Building Momentum <input type="checkbox"/> Always Make the Idea Better <input type="checkbox"/> Make Work / Life Balance a Priority <input type="checkbox"/> Build a Legacy around Your Idea <p>Dressing Etiquette Dressing professionally can help in forming a positive impression to people you meet in the workplace. This is especially important for interviews and when you meet higher officials.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wear Neat, Clean & ironed dress which fits properly <input type="checkbox"/> Professional & sober colour dress are preferred <input type="checkbox"/> Hair should neatly be combed <input type="checkbox"/> Shoe should be neatly polished <input type="checkbox"/> Mild perfumes be used
10	Stress Management and Motivation	<p>What is Stress & Nature of Stress Consequences of Stress Behavioural aspects of Stress Impact of Stress on Work performance Strategies of Stress Management Motivation Session with Success Stories of Great People</p>
11	Leadership & Team Building	<p>Leadership, Team Building, Enhancing Productivity in Office through Leadership Development, Motivation & Teamwork</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organizational Productivity - an overview <input type="checkbox"/> Role of Leadership in enhancing productivity <input type="checkbox"/> The Dynamics of Leadership <input type="checkbox"/> Leadership Models & Styles <input type="checkbox"/> Employee Motivation and Productivity <input type="checkbox"/> Communication Skills <input type="checkbox"/> Teamwork & Productivity

		<input type="checkbox"/> Effectiveness of Teamwork <input type="checkbox"/> Competence development <input type="checkbox"/> Measuring Productivity and Performance <input type="checkbox"/> Creative Problem Solving <input type="checkbox"/> What techniques are used for situational analysis <input type="checkbox"/> SWOT Analysis
12	Professional Behavior and Time Management	<p>Professional Behavior</p> <ol style="list-style-type: none"> 1. Professional Appearance 2. Reliability 3. Ethical behavior 4. Organised & Focused 5. Accountability 6. Professional language & Strong Communicator 7. Separates personal and professional lives 8. Positive attitude 9. Emotional control 10. Poised & Respectful of others <p>Importance of time Management Motivational Stories and sharing on Time management</p>
13	Dealing with Regulators & Networking Skills	<p>How to deal with Regulators with practical examples</p> <p>Networking Skills</p>
14 & 15	IT Skills (one day- two sessions)	<p>Including MS-Office- MS-Excel, PPT, Google Forms, MIS,</p> <p>MS-WORD</p> <input type="checkbox"/> Screen and its Elements <input type="checkbox"/> Creating a New Document & Using advanced formatting, such as styles and creating templates <input type="checkbox"/> Collaborating on documents using whiteboards and tracking changes <input type="checkbox"/> Page Layout <input type="checkbox"/> Pictures & Graphics usage in Word <input type="checkbox"/> Tables, using table of contents, footnotes, endnotes, and bibliographies <input type="checkbox"/> Personalizing Communication using Mail Merge

- Proofing
- Creating forms using fields and advanced tools

MS-EXCEL

- Auto calculator, Auto Correct & Auto Complete
- Use formulas and functions to perform calculations on data. Automate choices and data lookups using functions
- Better Drag-and-Drop
- Cell tips and Scroll Tips
- Number Formatting, Sum If, If Error, Count If, Index Match
- Templates and Template wizard
- Shared lists
- Conditional Formatting
- Sorting and Filtering
- Excel Charts, Graphs usgae, Pivot Tables, Macros, Data Validation
- Statistical Modelling, Forecasting and Prediction
- Big Data Analysis

MS-POWERPOINT

- Pick a Theme
- Layout for Slides, Slide Designing (Header, Footer)
- Adding Text
- Create and edit Pictures, Animations, Clip Art, Graphs, Tables, Photographs, Charts, Media Clips & Videos
- PowerPoint Add-Ins
- Add transitions between slides
- Presenting slide show, Review & View
- Sharing presentation online
- Keep it straight and simple (KISS)
- Use the Slide, Notes and Handout Masters
- Manage Hyperlinks
- Applying Special Effects
- Printing of slides

Management Information Systems(MIS)

- What is MIS
- Why MIS needed
- What is the significance of MIS

		<input type="checkbox"/> Purpose of MIS activity <input type="checkbox"/> Types of MIS <input type="checkbox"/> Who requires MIS <input type="checkbox"/> MIS analysis <input type="checkbox"/> MIS Reporting <input type="checkbox"/> Human or Artificial Intelligence (AI)
16	Mastering Negotiation Skills: Definitions, Benefits, and Examples	<p>Negotiation skills are inherent qualities that help two or more parties agree to a common logical solution. In the workplace, you may have to display your negotiating skills in various situations.</p> <p>Benefits of Negotiation Skills</p> <p>Types of Negotiation Strategies</p> <p>Tips to Improve Negotiation Skills</p>
17 & 18	Visit NCLT/NCLAT/any other regulator to	Endeavour to organise visit preferably to NCLT / NCLAT or any other Regulators and interactive session with the Bench Members or head of the office.
19	Debate Competition	On the topics to be allotted between the team