

### Types of Training programmes

Four types of training programmes are being conducted all over the country:-

1. In-service long term training through full time & part time centers.
2. The intensive (full working days) training of Hindi language, Hindi Word Processing (Computer)/ Hindi Typing (Manual) & Hindi Stenography.
3. Training of Hindi Language and Hindi Word Processing (Computer)/ Hindi Typing (Manual) through correspondence courses.
4. Short term training. Five day Short term training programme are conducted on the demand of user office.
5. Self-learning on internet through web by softwares of Lila Prabodh, Lila Praveen and Lila Pragya.

### Hindi Language Training Courses, Programmes & their duration.

	Hindi Teaching Scheme (Long term)	Central Hindi Training Institute (Short term) (Full working days Training)	Central Hindi Training Institute (Long term) (Language Correspondence course)	Central Hindi Training Institute / Hindi Teaching Scheme (Short term) /Validation Courses)*
<b>Training Programme</b>	PRABODH, PRAVEEN, PRAGYA, PARANGAT	PRABODH, PRAVEEN, PRAGYA, PARANGAT	PRABODH, PRAVEEN, PRAGYA	PRABODH, PRAVEEN, PRAGYA
<b>Duration</b>	05 months	25, 20, 15, 20 Full working days	01 Year (For each course)	05 Full working days (Teaching in class)
<b>Session</b>	02 sessions in a year. (i) January-May (ii) July- November	03 sessions in a year. (i) January-March (ii) May-July (iii) September – November	01 session in a year. July-May	02 sessions in a year. (i) January-May (ii) July- November (Online Training through LILA)

\* Five days training in Hindi language: (Teaching in class) **Short term training Courses** are conducted on the demand of user office **through in-house and outreach medium.**

**Hindi Word Processing/Hindi Typing and Hindi Stenography Courses, Programmes & their duration.**

Course/ Programme	Hindi Teaching Scheme (long term)	Central Hindi Training Institute (Short term)	Central Hindi Training Institute (Short term) /Validation Courses)*	Correspondence course
Hindi Word Processing/ Hindi Typing	Duration: 06 months, 01 hr daily, 02 sessions in a year. (i) February-July (ii) August-January	Duration: 40 full working days. 05 sessions in a year. (i) January-March (ii) March-May (iii) June-July (iv) August-October (v) October-December	Duration: 05 full working days.	Duration: 06 months. Two sessions in a year. (i) February-July (ii) August-January
Hindi Stenography	Duration: 01 Year. 01 hr daily.  01 session in a year. February-January	Duration: 80 full working days. 02 sessions in a year.  (i) January -May (ii) August-December	-----	-----

\* W.e.f. July 2015 five days **Short term** training in Hindi Word Processing/Hindi Typing (**Validation Course**) **training Courses** are conducted on the demand of user office.

**Short term training programmes**

HINDI WORKSHOPS	Duration: 05 full working days.
ORIENTATION PROGRAMMES	Duration: 05 full working days.
REFRESHER PROGRAMMES	Duration: 05 full working days.
TRAINING PROGRAMMES FOR INSTRUCTORS OF TRAINING INSTITUTES	Duration: 05 full working days.