

Effective Project Management (PMP), 2 Days Training Workshop from - 10.00 am to 5.00 pm

Why Project Management is important: Project Management is the key focus area nowadays because Managing Projects is one of the difficult tasks. A project isn't something that's part of normal business operations. A project consumes resources whether people, funds, materials, or time, and it has funding & resource limits. No matter what the type of project, project management typically follows the same pattern - Initiation, Planning, Execution, Monitoring & Control, and Closure. In an order to understand, acquire & implement the above we have come up with following workshops on Project Management which are Extensively Designed for people who have anything to do with Projects or Project Management, irrespective of their Industry Type, Domain, Age or Geography.

Topics to be covered

Project & Project Management Overview - Understand what is Project and difference between operations & project management.

Program & Portfolio Management - What is Program & Portfolio Management & how it's associated with Projects.

Project Life Cycle - Understand Project Life Cycle, from begin of a Project to End of the Project.

Project Management Process Groups - Understand five phases of the Project, and learn how they are integrated.

Project Initiation - How a project is initiated with Project Charter. Defining assumptions, risks, broader time lines etc.

Project Planning - Plan a Project with Scope, Time, Cost, HR, Procurement, Risks and Quality Management.

Project Execution - Understand how to execute the Projects.

Project Monitoring & Controlling - Understand how to control timelines, cost and scope of the project along with managing stakeholders expectations.

Project Closing - How to close a project with performance appraisals, contracts closure etc.

Project Integration Management - Understand how to integrate the entire project to meet the end objective.

Project Scope Management - Gathering requirements, defining scope.

Project Time Management - Learn how to create WBS, Network diagrams, develop schedules.

Project Cost Management - Understand how to determine costs with Project cost, Management cost, contingency costs etc. Learn earned value techniques to manage the project cost.

Project Quality Management - What is Quality control and Quality assurance. How this is applicable to the projects.

Project Human Resource Management - How to acquire, develop and manage project teams.

Project Communications Management - How to manage stakeholders, meeting project reporting requirements etc.

Project Risk Management - Understand what are known unknown and what are unknown unknowns. How to manage them, How to mitigate, accept or transfer risks.

Project Procurement Management - How to determine what is to be purchased, how to be purchased, when to be purchased, and other associated procurement things to be managed on the Project.

Program Schedule & Venues (2 Days - 10.00 am to 5.00 pm)

New Delhi : 28th & 29th November 2014 (Fri & Sat), Paharpur Business Centre, Nehru Place, New Delhi

Mumbai : 12th & 13th December 2014 (Fri & Sat), Hotel Residency, Andheri - Kurla Rd, Andheri (East), Mumbai

Bangalore : 5th & 6th December 2014 (Fri & Sat), Hotel Golden Landmark, Seshadri Road, Near Anand Rao Circle, Bangalore

Chennai : 14th & 15th November 2014 (Fri & Sat), Hotel Vijay Park, Jawaharlal Nehru Salai, Arumbakkam, Chennai

Hyderabad : 21st & 22nd November 2014 (Fri & Sat), The Square Hyderabad Hotel, Greenland, Begumpet, Hyderabad

Pune : 7th & 8th November 2014 (Fri & Sat), Hotel Shree Panchratna, Tadiwala Road, Pune

Cost: Rs. 13,500/- Per Person

Service Tax is included in the cost. Lunch, Tea/Coffee, Snacks & Training Material will be provided to all participants.

[Check Registration Procedure at Page 8 to enrol for the Program](#)

Why Finance is important: Finance is important aspect of Personal & Professional life. Days are gone when it was a job of only those people who were related to the Finance or Accounts department in a company or an organization. Now a days, the world is moving at a higher pace where one need to have expertise in many areas Including Finance. It enables to do quick and efficient decision making. Whether you talk about taking Financial decisions about the company, investments, cost control, budgeting or managing cash flows, Financial knowledge is must for each and every professional. Importance of finance cannot be over-emphasised. It is, indeed, the key to successful business operations. Without proper administration of finance, no business enterprise can reach its full potentials for growth and success. Money is a universal lubricant which keeps the enterprise dynamic-develops product, keeps men and machines at work, encourages management to make progress and creates values. To address all this and more, we have come up with a Two Days Exclusive Workshop on Finance for Non Finance, details of which are as below.

Topics to be Covered

What is Finance - Finance is the study of how people allocate their assets over time under conditions of certainty and uncertainty. A key point in finance, which affects decisions, is the time value of money, which states that a unit of currency today is worth more than the same unit of currency tomorrow. Finance aims to price assets based on their risk level, and expected rate of return. Finance can be broken into three different sub categories: public finance, corporate finance and personal finance.

What is Accounts - Accounting is a systematic way to record transactions. An account (in bookkeeping) refers to assets, liabilities, income, expenses, and equity, as represented by individual ledger pages, to which changes in value are chronologically recorded with debit and credit entries. These entries, referred to as postings, become part of a book of final entry or ledger. Examples of common financial accounts are cash, accounts receivable, mortgages, loans, PP&E, common stock, sales, services, wages, and payroll.

Balance Sheet - In financial accounting, a balance sheet or statement of financial position is a summary of the financial balances of a sole proprietorship, a business partnership, a corporation or other business organization. A standard company balance sheet has three parts: assets, liabilities and ownership equity. The main categories of assets are usually listed first, and typically in order of liquidity. Assets are followed by the liabilities. The difference between the assets and the liabilities is known as equity or the net assets or the net worth or capital of the company and according to the accounting equation, net worth must equal assets minus liabilities.

Profit & Loss Account - An income statement (US English) or profit and loss account (UK English)(also referred to as a profit and loss statement (P&L), revenue statement, statement of financial performance, earnings statement, operating statement, or statement of operations) is one of the financial statements of a company and shows the company's revenues and expenses during a particular period.

Financial Ratios - A financial ratio (or accounting ratio) is a relative magnitude of two selected numerical values taken from an enterprise's financial statements. Often used in accounting, there are many standard ratios used to try to evaluate the overall financial condition of a corporation or other organization. Financial ratios may be used by managers within a firm, by current and potential shareholders (owners) of a firm, and by a firm's creditors. Financial analysts use financial ratios to compare the strengths and weaknesses in various companies.

MIS (Management Information System) - A management information system (MIS) provides information that organizations need to manage themselves efficiently and effectively. Management information systems are typically computer systems used for managing three primary components: technology, people (individuals, groups, or organizations), and data (information for decision making). Management information systems are distinct from other information systems, in that they are used to analyse and facilitate strategic and operational activities.

Management Accounting - Management accounting or managerial accounting is concerned with the provisions and use of accounting information to managers within organizations, to provide them with the basis to make informed business decisions that will allow them to be better equipped in their management and control functions.

Cost Accounting - Cost accounting is a process of collecting, analysing, summarizing and evaluating various alternative courses of action. Its goal is to advise the management on the most appropriate course of action based on the cost

efficiency and capability. Cost accounting provides the detailed cost information that management needs to control current operations and plan for the future

Financial Accounting - Financial accountancy (or financial accounting) is the field of accountancy concerned with the preparation of financial statements for decision makers, such as stockholders, suppliers, banks, employees, government agencies, owners, and other stakeholders. Financial capital maintenance can be measured in either nominal monetary units or units of constant purchasing power. The fundamental need for financial accounting is to reduce principal-agent problem by measuring and monitoring agents' performance and reporting the results to interested users.

Budgeting - Provide a forecast of revenues and expenditures, that is, construct a model of how a business might perform financially if certain strategies, events and plans are carried out. Enable the actual financial operation of the business to be measured against the forecast. Establish the cost constraint for a project, program, or operation.

Cash Flow - Cash flow is the movement of money into or out of a business, project, or financial product. It is usually measured during a specified, finite period of time. Measurement of cash flow can be used for calculating other parameters that give information on a company's value and situation. Cash flow is a generic term used differently depending on the subject. It may be defined by users for their own purposes. It can refer to past flows or projected future flows. It can refer to the total of all flows involved or a subset of those flows

Taxation & Laws - Taxes in India are levied by the Central Government and the state governments. Some minor taxes are also levied by the local authorities such the Municipality. Understand what are the Direct and Indirect taxes in India or Internationally.

Statutory Compliances - Statutory means "of or related to statutes," or what we normally call laws or regulations. Compliance just means to comply with or adhere to. So statutory compliance means you are following the laws on a given issue. The term is most often used with organizations, who must follow lots of regulations. When they forget or refuse to follow some of those regulations, they are out of statutory compliance. A company that follows all the rules, is in statutory compliance. Many companies are out of statutory compliance, in part because the cost of following the rule is too high, and/or the consequence is too small to worry about.

Financial Entries - Debit and credit are the two fundamental aspects of every financial transaction in the double-entry bookkeeping system in which every debit transaction must have a corresponding credit transaction(s) and vice versa. Debits and credits are a system of notation used in bookkeeping to determine how to record any financial transaction. In financial accounting or bookkeeping, "Dr" (Debit) means left side of a ledger account and "Cr" (Credit) is the right side of a ledger account.

Accounting Years - A fiscal year (or financial year, or sometimes budget year) is a period used for calculating annual ("yearly") financial statements in businesses and other organizations. In many jurisdictions, regulatory laws regarding accounting and taxation require such reports once per twelve months, but do not require that the period reported on constitutes a calendar year (that is, 1 January to 31 December). Fiscal years vary between businesses and countries. The "fiscal year" may also refer to the year used for income tax reporting. In India, the financial year runs from 1 April to 31 March.

Program Schedule & Venues (2 Days - 10.00 am to 5.00 pm)

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Chennai : 14th & 15th November 2014 (Fri & Sat), Hotel Vijay Park , Jawaharlal Nehru Salai, Arumbakkam, Chennai

Hyderabad : 21st & 22nd November 2014 (Fri & Sat), The Square Hyderabad Hotel, Greenland, Begumpet, Hyderabad

Pune : 7th & 8th November 2014 (Fri & Sat), Hotel Shree Panchratna, Tadiwala Road, Pune

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Why Macros are Important : Macro is a collection of commands that you can apply with a single click. They can automate almost anything you can do in the program you're using and even enable you to do things you might not have known were possible. Macros are programming, but you do not need to be a developer or even have programming knowledge to use them. Most macros you can create in the Office programs are written in a language called Microsoft Visual Basic for Applications, usually referred to as VBA. VBA macros are the type addressed in this article. Macros save time and expand the capabilities of the programs you use every day. They can be used to automate repetitive document production tasks, streamline cumbersome tasks, or create solutions such as automating the creation of documents that you and your colleagues use regularly.

Topics to be Covered

- 1) Create a Macro : To create a macro in Excel VBA, first activate Excel Visual Basic. Next, you can create a command button and assign a macro to the command button.
- 2) Excel Macro Recorder : The Excel Macro Recorder is a very useful tool included in Excel VBA. With the Excel Macro Recorder you can record a task you perform with Excel. Next, you can execute the task over and over with the click of a button which can save you a lot of time. This chapter explains the ins and outs of the Excel Macro Recorder.
- 3) Macro Security : Setting up your macro security settings correctly is essential to protect yourself against potential viruses. Make sure your macro security settings are set up correctly so no harm can be done to your computer.
- 4) Visual Basic Editor : Learn how to launch the Visual Basic Editor and get the best configuration of the Project Explorer and the Code Window in your Excel Version. The Visual Basic Editor is the starting point for creating macros in Excel VBA, so it is important to get this configuration right.
- 5) Macro Comments : Add macro comments to your Excel VBA code and your code will be easier to read as program size increases.
- 6) MsgBox : The Message Box is a dialog box you can have appear to inform the users of your program.
- 7) Macro Errors : Dealing with VBA-errors can be quite a challenge. This chapter provides you with a simple tip to deal with these errors.
- 8) Debug Macros : Before you execute your VBA-code you can first debug your macro. This way most of the errors can be corrected before you execute your code.
- 9) Objects, Properties and Methods : In this chapter you will learn more about Excel VBA objects. An object has properties and methods. Excel Visual Basic is a semi-object oriented programming language. Learn more about the object hierarchy of Excel Visual Basic.
- 10) Workbook and Worksheet : In this chapter you will learn more about the Excel VBA Workbook and Excel VBA Worksheet object. You will see that the Worksheet and Workbook object have properties and methods as well, such as the count property which counts the number of active workbooks or worksheets. The Workbook and Worksheet object are commonly used in Excel VBA. They are very useful when your macro code has to be executed on different workbooks or worksheets.
- 11) Application Object : The mother of all objects is Excel itself. We call it the Application object. The application object gives access to a lot of Excel related options.
- 12) Variables : Excel VBA uses variables just like any other programming language. Learn how to declare and initialize an excel vba variable of type Integer, String, Double, Boolean and Date.
- 13) String Manipulation : There are many functions in Excel VBA we can use to manipulate strings. In this chapter you can find a review of the most important functions.
- 14) Calculate : Calculate with Excel VBA and add, subtract, multiply and divide values just like you are used to doing in Excel.
- 15) If Then Statement : In many situations you only want Excel VBA to execute certain code lines when a specific condition is met. The If Then statement allows you to do this. Instead of multiple If Then statements, you can use Select Case.

- 16) Cells : Instead of the more common Range object we could also use Cells. Using Cells is particularly useful when we want to loop through ranges.
- 17) Loop : Looping is one of the most powerful programming techniques. A loop (or For Next loop) in Excel VBA enables you to loop through a range of data with just a few lines of code.
- 18) Logical Operators : Do you want to execute code in Excel Visual Basic when more conditions are met? Or just one? Or none? Logical operators are what you need! Logical operators such as And, Or and Not are often used in Excel VBA.
- 19) Range : The Range object which is the representation of a cell (or cells) on your worksheet is the most important object of Excel VBA. It has many properties and methods and they are essential to manipulate the content of your Excel worksheet. In this chapter you will discover the most useful properties and methods of the Excel VBA Range object. They enable you to obtain control over your Excel worksheet.
- 20) Events : This chapter teaches you how to program workbook and worksheet events. Events are actions performed by users which trigger Excel VBA to execute a macro. For example, when you open a workbook or when you change something on an Excel worksheet, Excel VBA can automatically execute a macro.
- 21) Array : An Excel VBA array is a group of variables. You can refer to a specific variable (element) of an array by using the array name and the index number.
- 22) Date and Time : Dates and Times in Excel VBA can be manipulated in many ways. Easy examples are given in this chapter.
- 23) Function and Sub : The difference between a function and a sub in Excel VBA is that a function can return a value and a sub cannot. In this chapter we will look at an easy example of a function and a sub. Functions and subs become very useful as program size increases.
- 24) Textbox : A textbox is an empty field where the user can fill in a piece of text. Learn how to draw a textbox on your worksheet, how to refer to a textbox in your Excel VBA code, and how to clear a textbox.
- 25) List box : A list box, is a drop down list from where the user can make a choice. Learn how to draw a listbox on your worksheet and how to add items to a listbox.
- 26) Combo box : A combo box is the same as a list box but now the user can also fill in his/her own choice if it is not included in the list. Learn how to draw a combobox on your worksheet and how to add items to a combo box.
- 27) Checkbox : A checkbox is a field which can be checked to store information. Learn how to draw a checkbox on your worksheet and how to refer to a checkbox in your Excel VBA code.
- 28) Option Buttons : Option buttons are the same as checkboxes except that option buttons are dependent on each other while checkboxes are not. This means that when you check one option button the other option button will automatically uncheck.
- 29) User form: It teaches you how to create an Excel VBA User form (also known as a dialog box). You can download the User form on this page as well.

Program Schedule & Venues (2 Days - 10.00 am to 5.00 pm)

New Delhi - 27 & 28 Nov 14 (Thu & Fri), Paharpur Business Centre, Nehru Place, New Delhi
Mumbai - 11 & 12 Dec 14 (Thu & Fri), Hotel Residency, Andheri - Kurla Rd, Andheri (East), Mumbai
Bangalore - 4 & 5 Dec 14 (Thu & Fri), Hotel Golden Landmark, Seshadri Road, Near Anand Rao Circle, Bangalore
Chennai - 13 & 14 Nov 14 (Thu & Fri), Hotel Vijay Park , Jawaharlal Nehru Salai, Arumbakkam, Chennai
Hyderabad - 20 & 21 Nov 14 (Thu & Fri), The Square Hyderabad Hotel, Greenland, APTDC, Begumpet, Hyderabad
Pune - 6 & 7 Nov 14 (Thu & Fri), Hotel Shree Panchratna, Tadiwala Road, Pune.

Cost : Rs. 13,500/- Per Person

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Advance MS Excel, 1 Day Training Workshop - from 10.00 am to 5.00 pm

Why Excel is Important : Microsoft Excel is one of the greatest, most powerful, most important software applications of all time. Many in the industry will have no doubt about it. It provides enormous capacity to do quantitative analysis, letting you do anything from statistical analyses of databases with hundreds of thousands of records to complex estimation tools with user-friendly front ends. And unlike traditional statistical programs, it provides an intuitive interface that lets you see what happens to the data as you process them. Excel is everywhere you look in the business world? especially in areas where people are adding up numbers a lot, like marketing, business development, sales, and, yes, finance. Extracting data from back-end systems and shoving it around in Excel spread sheets.

Topics to be Covered

- 1) Excel Quick Overview : Use of Excel, Version differences, its boundaries & features
- 2) Data Formatting & Custom settings : Number, Text, Date, Currency, Custom settings. Data formatting & cleaning
- 3) Conditional Formatting : Once defined, Excel will automatically change the color of your values e.g. up or down, high or low, pass or fail, profit or loss etc.
- 4) Filters, Queries & Data Sorting : Drill down your data to your desired level based on multiple choices & conditions. Sort data based on your choice e.g. like North, East, West, South rather than alphabetically.
- 5) Formula Writing & Fixing Errors: Financial, Logical, Text, Day and Time, Statistical, Mathematical etc Sum, Average, Count, Minimum, Maximum, Absolute, Concatenate, Count, CountA, CountBlank, CountIf, Day, Today, Even, Exact, Exp, Find, Int, IsBlank, Left, Len, Lower, Upper, Proper, Now, Power, Rank, Right, Round, Trim etc.
- 6) If-Then-Else & Nested If commands : You can produce different set of results based on slabs, conditions, stages etc.
- 7) Vlookup / Hlookup : You have large amount of data placed at different locations & you want to merge it based on common values & its relevance. We will show how this can be done with Vlookup & H lookup.
- 8) Graphs & Charts : In this workshop you will learn how to create, modify & update graphs / charts like Column, Line, Pie, Bar, Area, Scatter, 3D etc.
- 9) Hyper / Data Linking : Hyper & data linking, within or outside Worksheet / Excel File is an important feature. This helps update data automatically.
- 10) Grouping / Ungrouping : Sometime data needs to be grouped for summarized results and crisp view. No problem, grouping and ungrouping feature will help you do so.
- 11) Pivot Tables : It helps you summarizes your data as per your desire. You need to select data in a range & produce consolidated results in pre-defined or user defined reporting formats.
- 12) Macros Recording, use, editing, linking : Record, edit and use Macros with little or no programming knowledge, automated recording of functions or actions helps a lot for quick execution with shortcut keys.
- 13) Security & Protection for worksheet and file : It will help you protect your cells, worksheet or an excel file from unauthorized use.
- 14) Data validation : With this feature you can prevent wrong data entry in your specified format.

Program Schedule & Venues (1 Day - 10.00 am to 5.00 pm)

- New Delhi - 29th Nov 14 (Saturday), Paharpur Business Centre, Nehru Place, New Delhi
- Mumbai - 13th Dec 14 (Saturday), Hotel Residency, Andheri - Kurla Rd, Andheri (East), Mumbai
- Bangalore - 06th Dec 14 (Saturday), Hotel Golden Landmark, Seshadri Road, Near Anand Rao Circle, Bangalore
- Chennai - 15th Nov 14 (Saturday), Hotel Vijay Park , Jawaharlal Nehru Salai, Arumbakkam, Chennai
- Hyderabad - 22nd Nov 14 (Saturday), The Square Hyderabad Hotel, Greenland, APTDC, Begumpet, Hyderabad
- Pune - 08th Nov 14 (Saturday), Hotel Shree Panchratna, Tadiwala Road, Pune

Cost : Rs. 5,000/- Per Person

Service Tax is included in cost. Lunch, Tea/Coffee, Snacks & Training Material will be provided to all participants. Please bring your laptop preloaded with MS Office 2007 or 2010 for the above program. Participants from same company can share laptops

[Check Registration Procedure at Page 8 to enrol for the Program](#)

Advance MS Power Point, 1 Day Training Workshop - from 10.00 am to 5.00 pm

Why Power Point is Important : Success in the business world depends mostly on presentation skills. The reasons for this are simple. Most businesses run on presentations. Be it internal presentations to your management about the status of a project or a sales presentation to a potential client, failing there could end up costing you your job. Business professional from all departments need to know how to present effectively. Whether you are training a group of new recruits or holding an advanced training session for a technical team; effective presentation is a key to success. These days professionals also have to use PowerPoint to relay information to their own team mates and colleagues. Even the HR department professionals also need to master PowerPoint skills. They need to use it quite often during appraisals, hiring process, induction of new recruits, policy change announcements etc.

Topics to be Covered

1) Power Point Overview

Overview of MS word in terms of Screen layout, Menus, The Ribbon, Quick Access Toolbar etc.

2) Creating a Presentation

You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline.

3) Formatting Presentation

Working on fonts, styles, effects, Word art, Alignment, Text direction etc.

4) Simple Presentation

Creating general presentation by using templates etc. These presentations are system built and easy to use and create.

5) Custom Presentation

Creating own style presentation by adding logos, pictures, formats etc.

6) Adding Graphics

Adding pictures, Clip Art, Shapes, Smart Art, Photo album etc. These graphics can be animated.

7) Adding Tables

Creating tables, modifying structure, Inserting Table from Word or Excel to prevent the rework. Tables can be modified and used in a colourful manner.

8) Adding Animation

Slide effects, Slide Transitions, Slide Animations, Animation Preview, Setting up slide show,

9) Adding Charts

Creating chart, editing chart, Chart tools etc. Copying charts from Word and Excel etc.

10) Adding Notes

As a speaker you can add notes to presentation so you could refer to those notes while presentation.

11) Printing Tips

Creating speaker notes, Hand-outs etc. Tips on printing slides and hand-outs.

Program Schedule & Venues (1 Day - 10.00 am to 5.00 pm)

New Delhi - 30th Nov 14 (Sunday), Paharpur Business Centre, Nehru Place, New Delhi

Mumbai - 14th Dec 14 (Sunday), Hotel Residency, Andheri - Kurla Rd, Andheri (East), Mumbai

Bangalore - 07th Dec 14 (Sunday), Hotel Golden Landmark, Seshadri Road, Near Anand Rao Circle, Bangalore

Chennai - 16th Nov 14 (Sunday), Hotel Vijay Park , Jawaharlal Nehru Salai, Arumbakkam, Chennai

Hyderabad - 23rd Nov 14 (Sunday), The Square Hyderabad Hotel, Greenland, APTDC, Begumpet, Hyderabad

Pune - 09th Nov 14 (Sunday), Hotel Shree Panchratna, Tadiwala Road, Pune

Cost : Rs. 5,000/- Per Person

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Registration Procedure for all Programs

Pay fee by depositing Cheque or Cash or Online Transfer in any of ICICI Bank Branch in favour of :

HEURISTIC KNOWLEDGEBASE SOLUTIONS PVT LTD

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Heuristic Knowledgebase, 12 Harmony, C-58/16, Sector 62, Noida - 201301

Contact Nos : 09818415819, 0120-4543425

Upon fee payment, Email following details to register@2013-14.in

[1] Participant Name [2] Company Name [3] Contact Number / E-Mail ID of Participants
[4] Training Location & Date [5] Training Program [6] Payment Details

Heuristic Knowledgebase Solutions Pvt Ltd

Contact Us : 91-9818415819, 91-120-4543425

Terms & Conditions : Training once registered can't be canceled or rescheduled by participant(s). In case of unavoidable circumstances like Administrative reasons (riots, strike, bandh, agitation, curfew etc), Natural calamities (flood, earthquake, bad weather etc.), unavoidable emergency or circumstances with trainer or training place or Insufficient enrollments, Heuristic holds the rights to reschedule or cancel the session. All participants will be intimated as early as possible & they can rejoin the rescheduled session. Heuristic will not be liable to pay any expenses incurred by the participant to attend the training program in case if the Training program is cancelled or rescheduled due to any circumstances. In case of permanent cancellation of the Program, training fee will be refunded to participants excluding Service Tax portion. Training venue can be changed due to administrative reasons. All disputes are subject to Noida Jurisdiction. For programs where computer/laptop is necessary, participants need to bring their own laptop with required software installed on it. Participants will be responsible for the safety of their laptops / valuables.