

## SICL ANNUAL TRAINING CALENDAR [2082-83]

SN	Month	Inhouse Training	Out House Training	Target Group
1	July, 2025		Physical Training in College of Insurance(COI), Mumbai, India	Selected Employees from Head Office and Branch Office
2		Beginners Training		Newly Recruited Employees
3	August		Training of Trainers- TOT	HODs and 2nd Line Managers
4			Strengthening General Insurance Underwriting Skills: Bridging Knowledge and Practice	Selected Employees from Head Office and Branch Office
5			Sales Summit	Selected Employees from Head Office and Branch Office
6		Engineering Insurance Training- CAR		Selected Underwriting Employees from all Province
7		Cybersecurity Awareness Training Program		All Employees
8		AML/CFT Training		Underwriting Department Staff
9		Shikhar Swasthya Suraksha Training		All Marketing, Claims & Underwriting Employees
10	September		Training of Trainers- TOT	BM Inside Valley, Province Managers and Selected
11			HR Analytics & Data-Driven Decision Making	HR Team
12			Succession Planning Implementation	Senior Management + Succession Candidates
13			AI Training for Functional Automation	1st Batch of Head Office Staff
14			Transformation through Neuro-Linguistic Programming Techniques	selected employee from Koshi Province
15		AML/CFT Training		AML Department Staff + Risk HOD
16	October		Time, Self and Stress Management	Corporate HOD and Team
17			Artificial Intelligence/Machine Learning Training	Selected Employees from Head Office and Branch Office
18		AML/CFT Training		Sales & Marketing Department
19	November		Time, Self and Stress Management	Selected Employees from Head Office and Branch Office
20			Risk and Liability Valuation in Insurance Sector	Risk & Compliance Department Staff
21			Creating a Sense of Psychological Safety and Employee Experience Strategy	HR Team & HOD, 2nd Line, Province Heads
22			Advanced Office Package Training	Selected Employees from Head Office and Branch Office
23		AML Conference		AML Department Staff + Risk HOD
24		AML/CFT Training		IT Department Staff (All levels)
25		AML/CFT Training		HR Department Staff (All levels)
26	December		Talent Mapping	HR Department Staff (All levels)
27			Time, Self and Stress Management	Selected Employees from Head Office and Branch Office
28			Grooming & Etiquette Workshop	All Staff (Branch & HO)
29			HOD Leadership Excellence	Head of the Departments
30			Creating a Sense of Psychological Safety and Employee Experience Strategy	Inside Valley Branch Managers
31			Advanced Communication, Public Speaking & Presentation	Head of the Departments
32			Advanced Excel & Data Analytics	Head Office Staff
33			Advanced Sales Mastery, Client Communication Excellence & Digital Marketing Techniques	Sales team+Inside Valley branch staff
34			Insurance Product Development Lab	Research & Development Team
35		Information Security Training		Selected Employees from Head Office and Branch Office
36		AML/CFT Training		Finance Department Staff
37		AML/CFT Compliance Certification		All Staff Inside Valley Branch Staff
38		Underwriting Error Free Policies		All Marketing & Underwriting Employees of Karnali Province

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39	January, 2026		Change Management Excellence	HODs, Province Managers and HR Team
40			Advanced Communication, Public Speaking & Presentation	All Managers, Underwriting, Claim & Client-Facing Staff
41			Building Rapport and Relationship Building	All Branch Staff
42			Power BI and Power Query	Selected Employees from Head Office
43			Training Impact Assessment & Future Planning	HR & Training Team
44			Negotiation and Conflict Resolution	Claim, R&D and Sales Team
45		AML/CFT Training		Finance Department Staff- (Senior level)
46		Trouble Shooting related to IT		All Employees
47		AML/CFT Compliance Certification		Outside Valley Branch Staff
48		Underwriting Error Free Policies		All Marketing & Underwriting Employees of Koshi Province
49		Underwriting Error Free Policies		All Marketing & Underwriting Employees of Madhesh Province
50	February		Digital Skills Bootcamp	All Corporate Staff
51			Negotiation and Conflict Resolution	Branch Staff
52			Digital Skills Bootcamp+ Excel Mastery	Branch Staff
53			Personal Branding and Networking	CEO, HODs, Senior Management
54			Personal Branding for Professionals	Marketing and Client-Facing Staff
55			Performance Management & KPI Development	All Province Managers and Branch Managers
56		AML/CFT Training		Risk & Compliance Department Staff
57		Cyber Hygiene Training		All Employees
58		Underwriting Error Free Policies		All Marketing & Underwriting Employees of Bagmati Province- Outside Valley
59		Underwriting Error Free Policies		All Marketing & Underwriting Employees of Sudurpashchim Province
60	March		Basic Email, Grammar & English Skills	Selected Branch Staff
61			Performance Management & KPI Development	All Managers + HR Team
62		Inter-Branch Knowledge Sharing Sessions		Branch Representatives
63			Employee Engagement Excellence	HR Team + All HOD's+ 2nd Line
64			Everyday Leadership for Women	All Women Staff
65			Innovation Culture Development	All HODs + High-Potential Staff
66			Branch Manager Operational, Authority & Team Management	All Branch Managers
67			Annual Performance Review & Planning	All Trained Staff
68		Advanced Office Package Training		Selected Employees from Head Office and Branch Office
69		Underwriting Error Free Policies		All Marketing & Underwriting Employees of Lumbini Province
70		Underwriting Error Free Policies		All Marketing & Underwriting Employees of Gandaki Province
71	April		2083 Strategic Planning Workshop	CEO, Senior Management + Department Heads
72			Succession Planning for Branch Managers NEW	Branch Managers
73			Year-End Performance Celebration & Recognition	All Employees
74			Building Rapport and Relationship Building	Sales Team
75			Compliance & Risk Walkthrough	Head Office Staff across all departments and Inside Valley Branch Managers
76		AML/CFT Training		Inside Valley Branch Managers