

Most Immediate

No.12021/1/2008-Trg.I
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

TRAINING DIVISION, BLOCK 04, 3rd FLOOR,
Old JNU Campus, NEW DELHI-110 067.
DATED 15 May, 2008

To

All Heads of STIs
Director, ISTM, New Delhi
MTs (as per list attached)

Subject: Nominations for Potential Recognised Users (PRUs) to be conducted under 'Trainer Development Programme' during 2008-09.

Sir/Madam,

Department of Personnel and Training (Training Division) is striving for creation of capacity/capability in the area of training of trainers viz. Direct Trainer Skills (DTS), Design of Training (DoT), Evaluation of Training (EoT), Training Needs Analysis (TNA), Mentoring, Facilitation & Experiential Learning Tools (ELT) package. Faculty trained in using these skills is in a position to improve the quality of delivery of the programmes.

The demand for conducting these Evaluation courses is very high in almost all the States. However, one of the limitations in this regard is the limited number of Recognised Users (RUs), and this in turn is due to the limited number of Masters Trainers (MTs), available. It is thus essential to develop more Masters Trainers and Recognised Users so that the capacity to conduct such courses is created.

Given the importance of enhancing training at the cutting edge level there is a need to drastically increase the number of qualified trainers. Our Plan is to develop more RUs in the following programmes during the year 2008-2009 through specially designed RU & MT Development programme:

S.No.	Institute	Programme	Dates
1	RCVP Noronha AoA&M, Bhopal	Mentoring RU Development prog.	23-28 June, 2008
2	YASHADA, Pune	RU Development programme	4-15 August, 2008
	AASC, Guwahati	DoT MT Development programme	1-26 September, 2008
3	AIM, Chennai	EoT MT Development prog.	8-26 September, 2008
4	YASHADA, Pune	Mentoring RU	15-20 September,

		Development prog.	2008
5	YASHADA, Pune	Facilitation RU Development prog.	13-18 October, 2008

We seek your cooperation in developing faculty available in your institute and also suitable officers in the State Government Departments through these workshops in areas hitherto not covered as yet.

Nominations of suitable faculty members (who already attended the course (asked for developing the RU) sponsored by DoPT) from your institute are invited for being developed as RUs. To facilitate selection of faculty, a proforma has been evolved and a copy of the same is enclosed for reference and use. The nomination of the faculty may please be expedited so as to reach this Division at the earliest.

Yours faithfully,

(Vineet Pandey)
Director (Trg.)
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Proforma for selection of Recognised Users Nominees

1	Name	
2	Age	
3	Service	
4	Tele, Fax, e-mail and mobile, if any	
5	Educational qualification	
6	Subject areas in which the officer has been conducting training programmes	
7	Date of posting at Institute	
8	Details of EoT course attended	
Course	Year	Institute
EoT		
9	Whether the officer has either conducted training or given inputs in courses on Training techniques, Training of Trainers, Training methodology, SAT MoT etc.	Yes/No
10	If yes, how many such courses did you conduct or provide inputs to	
11	What is the balance of tenure left in the Institute? (in years)	
12	Remarks (if any)	