

Most Immediate

No.12021/21/2009-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-110067.
DATED 13 April, 2010.

- 1 All Ministries/Departments and attached offices of Government of India
- 2 Chief Secretaries of States/Union Territories
- 3 All Central/National/State Training Institutions
- 4 Staff Colleges of Banks, PSUs (Central & State)
- 5 Other Training Institutions (Government & Semi- Government only)

Sir/Madam,

You may be aware that the Training Division of Department of Personnel & Training, Government of India sponsors a number of 'Training of Trainers' (ToTs) courses under Trainer Development Programme every year. These courses have been developed in collaboration with the Thames Valley University, Slough-UK under Trainer Development Project with the aim to improve trainers' abilities, delivery skills, designing subject specific courses, internal and external validation and to provide exposure to the supplementary Audio-Visual aids. Details of all these courses are available at http://persmin.gov.in/otraining/trgdiv/tdp_cal.aspx

These courses would be conducted at the State Administrative Training Institutes and some Central Training Institutions. A list of institutions where these programmes are conducted is at Annexure-I. The schedule and briefs on ToT courses sponsored during 2010-2011 are also enclosed at Annexure-II & III. Nominations of suitable faculty members/officers are invited for these courses. Nominations will be accepted depending on the availability of slots. The courses are residential. No course fee is payable by the participants for attending the course. However, sponsoring authorities will have to pay the boarding and lodging charges of the sponsored candidates (@ Rs.200/- per day per participant) to the host-Institute. The participants would be considered 'on duty' during the entire duration of the course.

The nomination forms, complete in all respects (in the enclosed proforma), should reach the host Institute at least 4-weeks before the starting date of the course. The officers should not finalize their travel plans unless they have received confirmation of slot from the host institute.

Yours faithfully,

(K. K. Chug)
Director (Training)
Tele: 26107960 FAX: 26107962
E-mail kk.chug@nic.in

Encl: as above

Contact details of Training Institutions where TDP courses are organized:

ISTM New Delhi

Institute of Secretariat Training & Management
Administrative Block, Old JNU Campus,
New Mehrauli Road,
New Delhi-110067
(Tel 27177058 & FAX # -011- 26104183)

ATI Mysore

Administrative Training Institute,
Lalitha Mahal Road,
Mysore-570011.
(Tel # 0821-2443264, 2443839, , 2522142 & Fax # 2523899)

RCVP Noronha AoA&M Bhopal

RCVP Noronha Academy of Administration & Management,
Madhya Pradesh, Arera Colony, Hitkarni Nagar,
Bhopal-462016.
(Tel # 0755-2464239, 4279053, 4279072, Fax # 2464244,2463998)

Uttarakhand AoA Nainital

Uttarakhand Academy of Administration,
Ardwell Camp, Oak Park,
Nainital-263001.
(Tel # 05942-236068, 235011, Fax # 237642)

AASC Guwahati

Assam Administrative Staff College
Jawahar Nagar, Khanapara,
Guwahati-781022
(Tel # 0361-2263325, 2262372 & FAX # 2262361)

HCM RIPA Jaipur

HCM Rajasthan State Institute of Public Administration,
Jawaharlal Nehru Marg,
Jaipur-302017.
(Tel # 0141-2704950-56, Fax # 2705420 2702542)

NATRSS, New Delhi

National Academy for Trg. & Research in Social Security (NATRSS),
Employees' Provident fund Organisation, Ministry of Labour,
30-31, Institutional Area, Janak Puri, New Delhi
(Tel # 011-28525994, 28524079 & FAX # 28524079)

UPAA&M, Lucknow

U.P. Academy of Administration & Management,
Sector `D` Aliganj, Lucknow-226024
(Tel # 0522-2379739 & FAX: 0522-2386747)

YASHADA, Pune

Yashwantrao Chavan Academy of Dev. Admn.,
Raj Bhavan Complex, Baner Road,
Pune-411007
(Tel # 020-25608000, 5850869 & FAX: 25608100)

MCR HRD Institute of Andhra Pradesh, Hyderabad

MCR Human Resource Development Institute of Andhra Pradesh,
Road No.25, Jubilee Hills,
Hyderabad-500033.
(Tel # 040-23548487 & FAX: 23548489,)

Administrative Training Institute, Kolkata

Administrative Training Institute,
FC Block, Sector-3, Bidhan Nagar,
Kolkata-700106
(Tel # 044-2337-3960/5244 & FAX: 2337-3960/4015/6721/3865)

Anna Institute of Management, Chennai

'Kanchi' No. 161, P.S. Kumarasamy Raja Salai (Greenways Road),
Chennai-600028
(Tel # 044-24937170, 24938247, 24937590 Fax # 24937062)

Bihar Institute of Public Admn. & Rural Development,

WALMI Campus, Phulwari Sharif,
Patna-801501
(Tele; 0612-2452585, FAX: 2452586)

Institute of Management in Government,

Vikas Bhavan P.O.,
Thiruvananthapuram-695033
(Tele; 0471-2304229, FAX: 2302391)

Indian Institute of Public Administration,

I P. Estate, Ring Road, New Delhi-110002
(Tele; 011-23702400, FAX:23702440)

J&K Instt.of Mgt., Public Admn. & Rural Development,

3rd Floor, Vikas Bhawan,
Rail Head Complex, Jammu Thawi-180004
(Tele; 0191-2474390, 2474389 FAX: 2473778)

Lal Bahadur Shastri National Academy of Administration,

Charleville, Mussoorie-248179.
Tele: 0135-2630538 2632405 FAX: 2632350, 2632720

Chattisgarh Acasemy of Administration, Raipur

Indravati Khand, Mantralaya Parisar
Raipur-49200127
Tele: 0771-4268295, 2221279, 4080294 FAX: 4080295

Shri Krishna Institute of Pub. Admn.,

Government of Jharkhand, Meurs' Road, Ranchi-834008

Tele 0651-2285806, 2283804 FAX: 2283806, 07, 14, e-mail skiparanchi@yahoo.co.in

State Institute of Pub. Admn. & Rural Dev.,

A.D. Nagar, West Tripura,

Agartala-799003

Tele: 0381-2374048, 2374326 FAX: 2230613

M.G. State Institute of Pub. Admn.,

Institutional Area, Sector 26, Chandigarh-160019

Haryana Institute of Public Admn.,

Plot No. 76 HIPA Complex (near IFFCO Chowk),

Sector-18, Gurgaon-122001

Tele 0124-2340522 FAX 2348452

Himachal Pradesh Institute of Public Admn.,

Fairlawans, Shimla-171012

FAX: 0177-2647855

Administrative Training Institute,

Govt. of Arunachal Pradesh, D-Sector, Naharlagun,

District Papumpara

Arunachal Pradesh-791111.

NOMINATION FORM

| Course name | Venue | Dates |
|-------------|-------|-------|
| | | |

You may use photocopies of this form. Please complete in capital letters. Strike off items not applicable. Nominations should be submitted at least 4 weeks prior to the course dates to host institute.

NOMINEES INFORMATION

| | | |
|----|--|-------------|
| 1 | Name | |
| 2 | Designation | Since(date) |
| 3 | Institute/organisation | |
| 4 | Scale of Pay | |
| 5 | Date of birth | |
| 6 | Sex: | Male/Female |
| 7 | Address for communication (with Pin Code) e-mail address | |
| 8 | FAX Number | |
| 9 | Telephone Number, Mobile, e-mail address | |
| 10 | Relevance of the training programme to the officer | |
| 11 | Details of other "Training of Trainers (ToT)" Courses attended, with dates | |

NOMINATION FORM

| Course name | Venue | Dates |
|-------------|-------|-------|
| | | |

Sponsoring Authority's Confirmation

| | | |
|---|---|---------|
| 1 | Name of sponsoring authority | |
| 2 | Address for communication (with Pin Code) | |
| 3 | e-mail Address | |
| 4 | Telephone Number | |
| 5 | Fax Number | |
| 6 | Nominee's Name | |
| 7 | Nominee's Designation | (since) |
| 8 | How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority? | |
| 9 | Please give details of those you have sponsored for this course in the past, and any feedback you have taken from them on benefits to them and the organisation | |

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme.

Date

Signature & Seal of Sponsoring Authority

Direct Trainer Skills (DTS)

The aim of the DTS Course is to provide the participants an opportunity to develop basic instructional skills. Acquisition of these skills will enable trainers to make an effective contribution to their institution's courses as well as individual development. The fundamental functions of a trainer such as delivering lectures, run exercises/games, coach individual learners are given stress in the DTS course.

Design of Training (DoT)

The aim of the DoT Course is to provide further advice and development opportunities to enable the trainers to undertake the additional responsibilities of training design.

For nominations to the DoT Course, completion of DTS Course is a pre-requisite as DoT Course builds upon concepts and skills introduced in the DTS course.

Evaluation of Training (EoT)

The Evaluation of Training course is intended for institutional and departmental trainers; stakeholders in client organisations; and officials representing funding agencies. The course is especially suited to those who have a direct responsibility for the development, administration or management of an organisation's EoT function.

Experiential Learning Tools (ELT) earlier DTS-II

Experiential Learning Tools course aims at equipping the participants with skills relevant to the learner-centred training-process through the mode of experiential learning; particularly in the application of identified training methodologies namely Case Study, Field Visit and Role Play; besides appropriately using Skill Development Exercises.

Introduction to SAT Courses

This is a short, intensive Package with inputs from all the four packages consisting Systematic Approach to Training (SAT) Cycle namely, Training Needs Analysis (TNA), Design of Training (DoT), Direct Trainer Skills (DTS), Evaluation of Training (EoT) with scope for individual and team exercises/activities. The complete training material including visuals of all the four Courses will be provided to the participants in soft copy. The Target Group envisaged for the Combined Package consists of Heads of Training Institutions, senior officers joining in training institutions/departments, Heads of district-level training institutions, occasional trainers/guest faculty, etc.

Management of Training

The Management of Training (MoT) course is designed for Training Managers/Officers involved in the training activities from Government Departments, attached offices, subordinate offices, autonomous bodies and public sector undertakings. No previous exposure to training is required. It is, however, expected that after completion of the workshop, the participants on their return will be involved with training function. The course aims to train training managers for implementation of training Policy in Ministries/Departments/Organizations

Training Needs Analysis

The aim of TNA course is to help the participants to develop TNA Consultancy Skills so that they can assist client organizations to improve performance through recommending appropriate training and non-training solutions

TNA course is based on `experiential learning` and as such is not a `taught` course having classroom lectures. It has a series of practical learning activities – some simulated by the use of a case study and other actual field based situations.

Mentoring Skills

The Mentoring Skills course is intended to help participants develop competencies to carry out mentoring tasks, commensurate with their role, responsibilities and status in their respective organisations. This is not a `taught` course. Rather, it is a series of practical learning activities - mostly simulated by means of a case study. Participants are therefore expected to take active responsibility both for their own learning and by contributing to group activities.

The aim of the Mentoring Skills Course is to help selected members of staff to acquire an understanding of the concept of mentoring, and the skills to carry out the duties of a mentor. The course provides an introduction to the concept and processes of mentoring; it also includes an intense opportunity to acquire essential skills.

Facilitation Skills Course

The aim of the Facilitation Skills Course is to help participants develop an understanding about the process of Facilitation and to develop some of the core skills. The Course provides an introduction to the concept and processes of facilitation and an opportunity to develop core skills. The Facilitation skills course is intended to help participants develop their understanding of the key processes within facilitation and to develop competencies pertinent to the role of a Facilitator. This is not a “taught” course. Rather, it is a series of practical learning activities. Participants are therefore expected and encouraged to take an active role and responsibility for their own learning and for the learning of the group by contributing to all learning activities. Tutor, peer and individual feedback will also be given during the workshop to support skills development.