



Center for Management Studies

HCM RAJASTHAN STATE INSTITUTE OF PUBLIC ADMINISTRATION

Jawahar Lal Nehru Marg, Jaipur 302017

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email: hcmripa@raajsthan.gov.in ; Website: www.hcmripa.gov.in

F.28(10)/TDP.DTS/CMS//2018-19/3880-4031

Date: 10 September 2018

URGENT/OUT TODAY

- 1- All Central/National/State Training Institutions.
- 2- Staff Colleges Banks. PSUs (Central & State)
- 3- Other Training Institutions (Government and Semi Governmental)
- 4- Directors, State Training Institutions, Government of Rajasthan
- 5- Director (Training) Department of Personnel and Training, Government of India, Block No. 4, 3rd Floor, Old JNU Campus, New Delhi-1100 67
- 6- Station Director, Rajasthan Atomic Power Station, NPCIL, Rawatbhata-323 303 (Rajasthan)

**Nominations for All India Training Course on
DIRECT TRAINER SKILLS [DTS], (26-30 November, 2018)
DESIGN OF TRAINING [DoT](10-14 December, 2018)
[TDP National Calendar of Government of India]**

Sir/Madam:

It is a matter of great pleasure that the HCM Rajasthan State Institute of Public Administration, Jaipur is conducting following training courses sponsored by the Department of Personnel and Training (Training Division) Government of India during the Year 2018-2019 under TDP Category.

S. NO.	Name of the Course	Dates	Maximum Intake for the Course	Pre-Requisite
1.	DIRECT TRAINER SKILLS	26-30 November 2018	24	None
2.	DESIGN OF TRAINING	10-14 December, 2018	16	Must have attended Direct Trainer Skills Course

Nominations are requested from the nominating authorities. Details are also available on http://persmin.nic.in/otraining/trgdiv/tdp_cal.aspx and hcmripa.gov.in

The course is residential and sponsoring authorities will have to bear only travel expenses of their nominees. However, the course is FREE as there is no Course Fee and no charges for lodging and boarding in the Hostel.

It is therefore requested that nominations of eligible and interested trainers or persons dealing with training activities in your Institute/ Ministry/Department may be forwarded to the undersigned for both the courses latest by **2 November, 2018**, positively in the enclosed nomination form. (Fax No. 0141-2715210) e-mail: singhal.rakesh@gmail.com.



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Acceptance of nominations will be dispatched as and when these are received looking to the prescribed number of participants of the course. The nominees may be relieved only after receiving the acceptance of the nomination from this Institute.

A brief description of the course is enclosed in Annexure-I and Annexur II.

Yours faithfully

[Dr. RAKESH SINGHAL]

Course Coordinator

Mobile No. 9414073226

email: singhal.rakesh@gmail.com

NOMINATION FORM

Name of the Organizing Institute	HCM Rajasthan State Institute of Public Administration, Jawahar Lal Nehru Marg, Jaipur 302006 (Raj) Email: singhal.rakesh@gmail.com Fax: 0141-2705420
Course Name	Direct Trainer Skills (DTS)
Course Date	26-30 November, 2018

Note: 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 date to Director General, HCM Rajasthan State Institute of Public Administration.

NOMINEES INFORMATION

1.	Name	
2.	Designation	Since (Date)
3.	Institute/ Organization/ Department	
4.	Scale of Pay	
5.	Date of Birth	
6.	Sex	
7.	Category	Male/Female
8.	Address for Communication (With Pin Code)	
9.	Mobile/ Phone/ FAX Number	
10.	Email	
11.	a. Brief Description of Duties of Officer b. Experience in the area of Training in 100 words	
12.	Other "Training of Trainers" courses attended with dates.	
13.	Relevance of the Training Course to the officer	

(Signature of the officer)

Direct Trainer Skills (DTS) COURSE

Sponsoring Authority's Confirmation

1.	Name of the Sponsoring Authority	
2.	Address for Communication (With Pin Code)	
3.	Email address	
4.	Mobile	
5.	Telephone/ FAX Number	
6.	Nominee's Name	
	Gender	Male/ Female
7.	Nominee's Designation	
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 organization.	

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

Date:

Signature and seal of Sponsoring Authority

NOMINATION FORM

Name of the Organizing Institute	HCM Rajasthan State Institute of Public Administration, Jawahar Lal Nehru Mrg, Jaipur 302006 (Raj) Email: singhal.rakesh@gmail.com Fax: 0141-2705420
Course Name	Design of Training (DOT) – Only for those who have undergone DTS Course
Course Date	10-14 December, 2018

Note: 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 date to Director General, HCM Rajasthan State Institute of Public Administration.

NOMINEES INFORMATION

1.	Name	
2.	Designation	Since (Date)
3.	Institute/ Organization/ Department	
4.	Scale of Pay	
5.	Date of Birth	
6.	Sex	
7.	Category	Male/Female
8.	Address for Communication (With Pin Code)	
9.	Mobile/ Phone/ FAX Number	
10.	Email	
11.	a. Brief Description of Duties of Officer b. Experience in the area of Training in 100 words	
12.	Other “Training of Trainers” courses attended with dates.	
13.	Relevance of the Training Course to the officer	

(Signature of the officer)

DESIGN OF TRAINING (DOT) COURSE

Sponsoring Authority's Confirmation

1.	Name of the Sponsoring Authority	
2.	Address for Communication (With Pin Code)	
3.	Email address	
4.	Mobile	
5.	Telephone/ FAX Number	
6.	Nominee's Name	
	Gender	Male/ Female
7.	Nominee's Designation	
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 organization.	

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

Date:

Signature and seal of Sponsoring Authority

DIRECT TRAINER SKILLS COURSE (DTS)

Course Title	Direct Trainer Skills (DTS) National
Category	National Course under Trainer Development Programme of the Government of India
Brief Description about the Course	Organisations need to continuously grow and develop. Moreover, they must be prepared to face the challenges of entering into the 21 st century. Training is an instrument to help the organisation meet the twin challenges of continuous improvement and demands of change. It is therefore essential that it is delivered effectively. Thus, it is necessary to recognise the change in the role of the training from being a provider to a facilitator, the learning being the pivot. This principle has been followed throughout this course.
Venue	HCM Rajasthan State Institute of Public Administration, J.L.N. Marg, JAIPUR-302 017
Date and Duration	26-30 November 2018 (One Week)
Nominations	Maximum -24
Aim	The aims of the course are: <ul style="list-style-type: none"> • To provide opportunities for the development of basic instructional skills. • To create and manage a learning environment.
Course Fees	FREE
Course Style	<p>This is a short, intensive course with plenty of activity. With emphasis on practice within small groups, where there will be a maximum of 6 participants to one facilitator. Participants will be encouraged to share their learning experiences with others, and to give and receive support and feedback. A comprehensive range of reading material will be given to participants to support their course activities. This material will also provide a long-term source of information and guidance. Video films are used to illustrate and review aspects of direct training. The course requires full-time commitment for the full five days, including some evening study. We therefore assume that course participants will be either residential or within easy commuting distance.</p> <p>Participants are required to use equipment or materials brought with them, which will be used for their coaching session. They need to do no other preparation and resource materials will be provided.</p>
Facilitators	The facilitators who are certificated as “Master Trainers” and “Recognized Users” by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field will conduct this course.

Level and Type of Participant	This course is designed for: <ul style="list-style-type: none"> • Individuals who as part of their duties have some training functions and responsibilities. • Trainers who wish to review their instructional skills. • Individuals who undertake training duties.
Pre-requisite	No.
Methodology	The workshop is based on an intensive series of individual and group activities. This requires full-time commitment for the full five days, including some evening study. We therefore assume that course participants will be either residential or within easy commuting distance.
Medium of Instruction	English
Certification	The priority during the course is to help participants to develop their instructional skills. Assessment is therefore concerned with informal feedback and advice to individual participants. On completion of the course participants will be awarded a Certificate, recognized by the Department of Personnel and Training.
Nominations to be sent positively on or before	2 November, 2018
Communication Link	Telephone : 0141-2715210 Fax-0141-2705420, visit us: www.hcmripa.gov.in , e-mail: singhal.rakesh@gmail.com Mobile : 09414073226

[Dr. RAKESH SINGHAL]
Course Director

DESIGN OF TRAINING COURSE (DoT)

Course Title	Design of Training (DoT) National
Category	National Course under Trainer Development Programme of the Government of India
Brief Description about the Course	The success of training depends on the ability of trainers to design and deliver effective training which will enable employees to improve their performance. Courses on 'Training of Trainers' are an essential step in developing competence of trainers. Design of Training (DoT) (1-Week module) followed by a 4-week project work. one such course which develops design ability of the person.
Venue	HCM Rajasthan State Institute of Public Administration, J.L.N. Marg, JAIPUR-302 017
Date and Duration	10-14 December 2018 (1 Week)
Nominations	16 Maximum
Aim	The aim of the Design of Training (DoT) course is to provide further advice and development opportunities to enable trainers to undertake the additional responsibilities of designing training modules.
Course Fees	FREE
Course Style	The course consists of a five-day workshop, followed by an individual design project. It is planned to follow on from the course in Direct Trainer Skills, and therefore shares common terminology and uses a similar, participative, style. We give emphasis to helping participants tackle work related design situations. We provide a comprehensive selection of handouts and checklists. These are intended to provide participants with information needed during the workshop; to provide advice for their design project; and to help them develop their competence to undertake design activities for their institutions. We will form participants into 'design teams' for the workshop, each team tackling a common work-related problem for which training is needed. Team members' will also act as 'consultants' to other teams to provide feedback and to widen their knowledge of training design. They would also be making a presentation on a given concept paper.
Facilitators	The facilitators who are certificated as "Master Trainers" and "Recognized Users" by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field will conduct this course.

Level and Type of Participant	The DoT course is designed for people who have already completed the course in Direct Trainer Skills, and have some experience of direct training. We specifically intend the course for trainers who are required to undertake design and development of training for their institution or organization.
Pre-requisite	Must have undergone Direct Trainer Skills Course
Methodology	The workshop is based on an intensive series of individual and team activities. This requires full-time commitment for the full five days, including some evening study. We therefore assume that course participants will be either residential or within easy commuting distance.
Medium of Instruction	English
Certification	On completion of the workshop participants will be required to complete an agreed design project for submission to the course tutor and their Director. Participants who satisfactorily complete both the workshop and the project will be awarded a Certificate, recognized by the Department of Personnel and Training.
Nominations to be sent positively on or before	2 November 2018 by 6.00 PM
Communication Link	Telephone : 0141-2715210 Mobile: 09414073226 Fax-0141-2705420, visit us: www.hcmripa.gov.in , e-mail: singhal.rakesh@gmail.com

[Dr. RAKESH SINGHAL]
Course Director