



## Center for Management Studies

**HCM RAJASTHAN STATE INSTITUTE OF PUBLIC ADMINISTRATION**

Jawahar Lal Nehru Marg, Jaipur 302017

Phone: 0141-2715206 (Office) Fax :0141 -2705420

email: [hcmripa@rajasthan.gov.in](mailto:hcmripa@rajasthan.gov.in) ; Website: [www.hcmripa.gov.in](http://www.hcmripa.gov.in)

F.40( )/TDP.Mentoring Skills/CMS/2019-20/

Date: 25 February 2020

**URGENT/OUT TODAY**

**Nominations for All India Training Course on  
MENTORING SKILLS,  
(18<sup>th</sup> to 20<sup>th</sup> March 2020)  
[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 course sponsored by the Department of Personnel and Training (Training Division) Government of India during the Year 2019-2020 under TDP Category.

| <b>S. NO.</b> | <b>Name of the Course</b> | <b>Dates</b>  | <b>Maximum Intake for the Course</b> | <b>Pre-Requisite</b> |
|---------------|---------------------------|---|--------------------------------------|----------------------|
| 1.            | <b>MENTORING SKILLS</b>   | <b>18<sup>th</sup> to 20<sup>th</sup> March, 2020</b> | 24                                   | None                 |

Nominations are requested from the nominating authorities. Formalities to be done are available on [http://persmin.nic.in/otraining/trgdiv/tdp\\_cal.aspx](http://persmin.nic.in/otraining/trgdiv/tdp_cal.aspx) and [hcmripa.gov.in](http://hcmripa.gov.in)

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



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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 the course latest by **10<sup>th</sup> March, 2020**, positively, in the enclosed nomination form and e-mail to: **[ritu.nanda.rajasthan@gmail.com](mailto:ritu.nanda.rajasthan@gmail.com)**.

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

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

Yours faithfully

Sd/-

[Ritu Nanda]

**Course Coordinator**

**Mobile No. 9784789961**

**NOMINATION FORM**  
**Mentoring Skills (18<sup>th</sup> to 20<sup>th</sup> March 2020)**

|                                  |  |
|----------------------------------|--|
| Name of the Organizing Institute | <b>HCM Rajasthan State Institute of Public Administration, Jawahar Lal Nehru Marg, Jaipur 302017 (Raj)</b><br><b>Email: <a href="mailto:ritu.nanda.rajasthan@gmail.com">ritu.nanda.rajasthan@gmail.com</a></b><br><b>Fax: 0141-2705420</b> |
| Course Name                      | <b>Mentoring Skills</b>  |
| Course Date                      | <b>18<sup>th</sup> to 20<sup>th</sup> March 2020</b>   |

Note: You may use photocopies of this form. Please complete in capital letters. Strike off items not applicable. Nominations should be submitted by 10<sup>th</sup> March, 2020 to the Director, HCM Rajasthan State Institute of Public Administration on [ritu.nanda.rajasthan@gmail.com](mailto:ritu.nanda.rajasthan@gmail.com)

**NOMINEES INFORMATION**

|     |   |              |
|-----|---|--------------|
| 1.  | Name  |              |
| 2.  | Designation   | Since (Date) |
| 3.  | Institute/ Organization/<br>Department  |              |
| 4.  | Pay Scale   |              |
| 5.  | Date of Birth   |              |
| 6.  | Gender (Male/ Female)   |              |
| 7.  | Address for Communication<br>(With Pin Code)  |              |
| 8.  | Mobile/ Phone/ FAX Number   |              |
| 9.  | Email   |              |
| 10. | a. Brief Description of your<br>Duties<br>b. Experience in the area of<br>Training in 100 words<br>(May attach a sheet) |              |
| 12. | Other "Training of Trainers"<br>Courses attended with dates.  |              |
| 13. | Relevance of the Training<br>Course to the officer  |              |

(Signature of the officer)

# MENTORING SKILLS

*Annexure-I*

|   |  |
|---|--|
| <b>Course Title</b>                       | Mentoring Skills   |
| <b>Category</b>                           | National Course under Trainer Development Programme of the Government of India   |
| <b>Brief Description about the Course</b> | Organisations need to continuously grow and develop. Moreover, they must be prepared to face the challenges of entering into the 21 <sup>st</sup> 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. |
| <b>Venue</b>                              | HCM Rajasthan State Institute of Public Administration, J.L.N. Marg, JAIPUR-302 017  |
| <b>Nomination</b>                         | 24 maximum   |
| <b>Date and Duration</b>                  | <b>18<sup>th</sup> to 20<sup>th</sup> March, 2020 (Three days)</b>   |
| <b>Aim</b>                                | 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.   |
| <b>Course Fees</b>                        | FREE   |
| <b>Course Style</b>                       | <p>The Mentoring Skills course is intended to help participants develop competencies to carry out mentoring tasks commensurate with their roles, responsibilities and status in their respective organizations. This is not a ‘taught’ course. Rather, it is a series of practical learning</p> <p>The course is 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.</p>  |
| <b>Facilitators</b>                       | 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.   |

|   |  |
|---|--|
| <b>Level and Type of Participant</b>                  | The Mentoring Skills Course is intended for senior and middle level officers. It is also suitable for institutional trainers, sectional leaders and heads of Department's who are supporting development initiatives.  |
| <b>Pre-requisite</b>                                  | Some levels of Training attended   |
| <b>Medium of Instruction</b>                          | English  |
| <b>Certification</b>                                  | <p>The priority during the course is to help participants to develop their Mentoring skills. Assessment is therefore, concerned with informal feedback and advice to individual participants.</p> <p>On completion of the course participants will be awarded a Certificate, recognized by the Department of Personnel and Training, Government of India.</p> <p><b>2 November, 2018</b></p> |
| <b>Nominations to be sent positively on or before</b> | <b>10<sup>th</sup> March 2020</b>  |
| <b>Communication Link</b>                             | <p>Telephone : 0141-2715206<br/>         Fax : 0141-2705420 visit us : <a href="http://www.hcmripa.gov.in">www.hcmripa.gov.in</a><br/>         Email : <a href="mailto:ritu.nanda.rajasthan@gmail.com">ritu.nanda.rajasthan@gmail.com</a><br/>         Mobile : 9784789961</p>   |

- Please note that the seats for this course are limited. Therefore, kindly send the nominations as per the date specified above.

[RITU NANDA]  
**Course Director**