

महाराष्ट्र शासन

तात्काळ

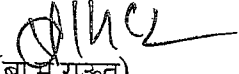
क्रमांक :- प्रशिक्षण-२०१०/(प्र.क्र. ८७/२०१०)/आस्था-२  
उच्च व तंत्र शिक्षण विभाग,  
मंत्रालय, विस्तार भवन, मुंबई- ४०० ०३२  
दिनांक : २६ एप्रिल, २०१०

प्रति,

सर्व संचालक, तंत्र शिक्षण

विषय:- प्रशिक्षण- नवी दिल्ली - दि.२१ ते २५ जून, २०१०  
डायरेक्ट ट्रेनर स्किल्स

सामान्य प्रशासन विभागाने पाठविलेले केंद्र शासनाचे उपरोक्त विषयाचे पत्र व त्याची सहपत्रे सोबत जोडून योग्य कार्यवाहीसाठी पाठविण्यात येत आहेत.

  
(बो.म.राऊत)

अवर सचिव, महाराष्ट्र शासन

सहपत्र वरीलप्रमाणे.

महाराष्ट्र शासन

कालमर्यादित बाब  
प्रशिक्षणाचा कालावधी  
दि. २१ ते २५ जून, २०१०.

क्रमांक : टिआरएन-२०१०/३९४/प्र.क्र.९३/१०/१२-अ,  
सामान्य प्रशासन विभाग,  
मंत्रालय, मुंबई - ४०० ०३२.  
दिनांक : ५ एप्रिल, २०१०.

प्रति,

अवर सचिव (आस्थापना),  
सर्व मंत्रालयीन विभाग,  
मंत्रालय, मुंबई- ४०० ०३२.

सुलभ अवलोकन विभाग

कार्यालय : फ्लोर-२  
दिनांक : ०१.४.२०१०  
संख्या : ३८३

विषय : प्रशिक्षण कार्यक्रम.

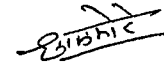
Direct Trainer Skills (DTS)

महोदय,

दि. २१ ते २५ जून, २०१० या कालावधीत सचिवालय प्रशिक्षण व व्यवस्थापन संस्था, नवी दिल्ली येथे Direct Trainer Skills (DTS) या विषयावर प्रशिक्षण कार्यक्रम आयोजिलेला आहे. तेव्हा या प्रशिक्षणासाठी आपल्या विभागांतर्गत पात्र व इच्छुक अधिकाऱ्यांची नामनिर्देशन पत्रे / अधिकाऱ्यांची माहिती सचिवालय प्रशिक्षण व व्यवस्थापन संस्था, नवी दिल्ली यांना दि. १५.५.२०१० पर्यंत प्राप्त होतील या दृष्टीने आपण कार्यवाही करावयाची आहे. सुलभ अवलोकनार्थ भारत सरकार, सचिवालय प्रशिक्षण व व्यवस्थापन संस्था, नवी दिल्ली यांच्या दि.१०.३.२०१० च्या पत्राची प्रत सोबतच्या सहपत्रासह यासोबत जोडून आपणास पाठवित आहे.

सोबत- वरीलप्रमाणे.

आपली,



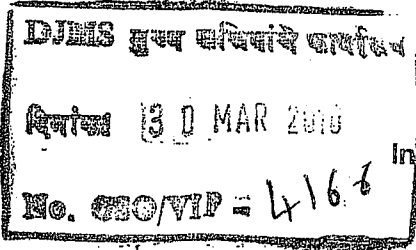
(छा. ए. मोरे)

कक्ष अधिकारी, सामान्य प्रशासन विभाग

TRN- 2010/384/10/12-A

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No. A.33047/1/2010-ISTM

Government of India

Institute of Secretariat Training & Management

Department of Personnel & Training

JNU (Old) Campus,

Olof Palme Marg, New Delhi-110067

Telephone No. 26102597; Fax No. 26104183

14/3/10

Dated, New Delhi, the 10<sup>th</sup> March, 2010

To

1. All Central Ministries/Departments
2. Chief Secretaries of all States/Union Territories
3. All Central/National/State Training Institutions.

**Sub: Training Course on Direct Trainer Skills (DTS) to be conducted at ISTM, New Delhi, during June 21 – 25, 2010**

Sir,

I am directed to say that this Institute will be conducting the Training Course on **DIRECT TRAINER SKILLS (DTS)** during **June 21 – 25, 2010**.

2. Details about the Course, eligibility criteria etc. have been mentioned at the Course Information Sheet, enclosed at **Appendix-I**. The Nomination Form for applying to this course is at **Appendix-II**. It is requested that nomination of eligible and interested candidates may please be forwarded to the undersigned **latest by 15<sup>th</sup> May, 2010**, positively.

3. Only those candidates may be relieved whose nominations the Institute has accepted and you have received a communication to that effect.

Yours faithfully,

(Yogesh Dwivedi)

Assistant Director & Course Co-ordinator

E-mail: yogesh\_u\_dwivedi@yahoo.co.in

Tel. No. 26105592

Fax No. 26104183

Appendix-I & II

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MT-92-35  
9/11/2010

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3/4/10  
3/4/10

4/19

COURSE INFORMATION SHEET

<b>TITLE:</b>	Direct Trainer Skills
<b>COURSE CODE:</b>	DTS
<b>DURATION:</b>	ONE WEEK: FROM JUNE 21 – 25, 2010  IT IS A FULL TIME COURSE.
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>• Middle level officers of Ministries/Departments of Central and State Governments and its attached and subordinate offices.</li> <li>• Trainers of Central/State Training Institutions</li> </ul>
<b>OBJECTIVE OF THE COURSE:</b>	<ul style="list-style-type: none"> <li>• Distinguish between education, training and learning</li> <li>• Describe the four stages in Systematic Approach to Training</li> <li>• Review the role of a trainer within Systematic Approach to Training</li> <li>• Apply the concept of Learning Unit to training activities</li> <li>• Write training objectives</li> <li>• Plan training activities, using the four ways of learning</li> <li>• Explain the process and importance of feedback in training</li> <li>• Describe the use of the coaching method in helping people to learn</li> <li>• Plan and implement a coaching session for a practical task</li> <li>• Assess coaching</li> <li>• Describe the use of the lecture method in helping people to learn</li> <li>• Describe the steps required to plan a lecture</li> <li>• Prepare and deliver a lecture</li> <li>• Describe the use and benefits of visual aids</li> <li>• Devise visual aids</li> <li>• Assess a lecture</li> <li>• Describe the use of discussions in helping people to learn.</li> <li>• Describe the influence of various behaviours during a discussion.</li> <li>• Describe the importance of questions in a discussion.</li> <li>• Lead a discussion.</li> <li>• Assess a discussion session.</li> <li>• Describe how group exercises can be used to help people learn</li> <li>• Plan and run a group exercise</li> <li>• Plan acquisition of evidence of competence for Certification purpose.</li> </ul>
<b>TRAINING METHODS:</b>	<ul style="list-style-type: none"> <li>• Group Exercises</li> <li>• Discussions</li> <li>• Presentations by participants</li> </ul>
<b>COURSE FEE:</b>	The Course is designed as a Residential Course. Participants are required to pay separate charges for hostel accommodation on twin sharing basis. In addition, mess charges @ Rs. 200/- (rupees two hundreds only) per participants per day. These payments are to be made by the participants by CASH during the course, which is to be reimbursed for by the Sponsoring Authority, in addition to TA/DA. No other course fee is to be paid by the sponsoring authority except those mentioned above.
<b>HOSTEL FACILITIES:</b>	ISTM has modest hostel facilities on twin sharing basis. It is only for the candidates. Their family is not allowed to stay in the Hostel. For accommodation, outstation participants may write directly to the Deputy Director & Hostel Warden, ISTM, Block-I, JNU(old) Campus, New Meharauli Road, New Delhi-110067 (Tel. 011-6172571) for details.
<b>LAST DATE FOR SENDING NOMINATION FORM</b>	May 15, 2010
<b>TO WHOM THE NOMINATION FORM IS TO BE SENT</b>	Shri Yogesh Dwivedi, Assistant Director, Room No. 107, Administrative Block, JNU(Old) Campus, New Meharauli Road, New Delhi -110067. Telephone Number 011-26105592; Fax No. 011-2610-4183.

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NOMINATION FORMDIRECT TRAINER SKILLS (DTS)NOMINEE'S INFORMATION

1.	NAME				
2.	DESIGNATION	SINCE			
3.	INSTITUTE				
4.	SCALE OF PAY				
5.	DATE OF BIRTH				
6.	SEX				
7.	CATEGORY				
8.	COMPLETE OFFICE ADDRESS (WHERE THE NOMINEE IS POSTED AT PRESENT)	SECTION/UNIT			
		ROOM NO./FLOOR			
		BUILDING NAME			
		ROAD NAME			
		CITY/PIN CODE			
		TELEPHONE/FAX			
9.	EXPERIENCE IN THE AREA OF TRAINING				
10.	KNOWLEDGE OF HINDI	READ/WR TE/SPEAK	READ	WRITE	SPEAK
11.	WHETHER HOSTEL REQUIRED OR NOT	REQUIRED	NOT REQUIRED		
12.	OTHER TRAINING OF TRAINER (ToT) COURSES ATTENDED				

et

**NOMINATION FORM**

**DIRECT TRAINER SKILLS (DTS)**  
**SPONSORING AUTHORITY'S CONFIRMATION**

1.	NAME OF THE SPONSORING AUTHORITY	
2.	ADDRESS FOR COMMUNICATION (WITH PIN CODE)	
3.	TELEPHONE NUMBER	
4.	FAX/EMAIL	
5.	NOMINEE'S NAME	
6.	NOMINEE'S DESIGNATION	
7.	HOW DOES THE NOMINEE'S APPLICATION RELATE TO THE TRAINING AND DEVELOPMENT PLAN AND POLICY OF THE SPONSORING AUTHORITY	

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

PLACE  
DATE

Signature & Seal of Sponsoring Authority