

No.4/49/2003-2Trg
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated Chandigarh, the 3rd May, 2012

To

All the Financial Commissioner & Principal Secretaries
to Govt., Haryana.

Subject: Inviting nomination for Training Course "Direct Trainer Skills" to be conducted at IIPA from the August 27-31, 2012.

Sir/Madam,

I am directed to refer to the subject noted above and to enclose a copy of the letter dated 12th April, 2012 received from Dr. C. Giri, Course Coordinator, Indian Institute of Public Administration, New Delhi for your perusal at the website <http://csharyana.gov.in> and request you to consider and circulate the same amongst suitable officers working under your kind control so that they could be able to exercise their option. It may also be made clear that no course fee is payable by the participants for attending the course as the same will be borne by the DoPT. The course is residential and the participants will have to pay the boarding and lodging charges @ Rs. 200/- per day directly to the Institute. Participants will be allotted Non-AC rooms in the Institute's Hostel on twin-sharing basis. The option may be sent direct to the institute under intimation to Training Department by 30.06.2012.

Yours faithfully,

Jagat Singh
Superintendent Training,
for Chief Secretary to Govt. Haryana.

Endst. No. 4/49/2003-2Trg

Dated Chandigarh, the 3rd May, 2012.

A copy along with a copy of letter dated 12.4.2012 received from from Dr. C. Giri, Course Coordinator, Indian Institute of Public Administration, New Delhi is forwarded to the Director General, Haryana Institute of Public Administration, HPA Complex, Plot No. 76, Sector-18, Gurgaon for necessary action.

Jagat Singh
Superintendent Training,
for Chief Secretary to Govt. Haryana.

भारतीय लोक प्रशासन संस्थान

इन्डियन एस्टेट, रिंग रोड, नई दिल्ली-110 002



INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

I.P. ESTATE, RING ROAD, NEW DELHI-110 002 (INDIA)

Dr. C. Giri
Course Coordinator

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April 12, 2012

Sub: Inviting nomination for Training Course on "Direct Trainer Skills" to be conducted at IIPA
from the August 27 - 31, 2012,

Sir,

The Indian Institute of Public Administration, New Delhi, will be conducting a training course on "Direct Trainer Skills" from August 27 - 31, 2012. The course has been developed by the Department of Personnel & Training, Government of India in collaboration with the Thames Valley University, Slough, U.K. The course is sponsored by Department of Personnel and Training.

Aims: The aims of the course are:

- a. To provide opportunities for the development of basic instructional skills;
b. To create and manage a learning environment.

The fundamental functions of a trainer such as delivering lectures, conducting exercises, coaching individual learners are given stress in the DTS course.

Objectives: By the end of the course the participants will *inter-alia* be able to:

- a. Describe the systematic approach to training;
b. Plan instructional activities within the framework of learning unit;
c. Plan, prepare and deliver instructional sessions based on coaching, lecturing, discussion leading and group exercises;
d. Provide feedback to promote effective learning.

The nominees to the course should be (a) individuals who as part of their duties have some training functions and responsibilities (b) trainers who wish to review their instructional skills (c) individuals who undertake training duties.

Course fees: No course fee is payable by the participants for attending the course as the same will be borne by the DoPT. The course is residential and the participants will have to pay the board and lodging charges @ ₹ 200/- per day directly to the Institute. Participants will be allotted Non-AC rooms in the Institute's Hostel on twin-sharing basis. Family members of the participants are NOT allowed to stay in the hostel.

It is requested that nomination of eligible and interested candidates may be forwarded to the undersigned by June 30, 2012, positively in Annexure - 1 by post/Fax No. 23356528

Only those candidates should be relieved to attend the course whose nominations are accepted by the Institute.

Yours faithfully,

Dr. C. Giri

Chief Secretary
Government of Haryana
Secretariat
Chandigarh

NOMINATION FORM

Direct Trainer Skills (DTS) course

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 Training, Department of Personnel & Training, Government of India.

NOMINEES INFORMATION

| | | |
|-----|------------------------------------------------------------------------|-------------------|
| 1. | Name | |
| 2. | Designation | Since (date) |
| 3. | Institute | |
| 4. | Scale of Pay | |
| 5. | Date of Birth | |
| 6. | Sex | Male/Female |
| 7. | Category: | SC/ST/General/OBC |
| 8. | Address for communication (with Pin Code) | |
| 9. | FAX Number | |
| 10. | Telephone Number | |
| 11. | Experience in the area of imparting training (in 100 words) | |
| 12. | Other "Training of Trainers (ToT)" Courses attended, with dates. | |

Direct Trainer Skills (DTS) course

Sponsoring Authority's Confirmation

| | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. | Name of sponsoring authority | |
| 2. | Address for communication (with Pin Code) | |
| 3. | Telegraphic 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 organization | |

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