

F.No.6/1/1/10-UTCS(TS-II)/30586-30753

Dated 10-11-2010

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for managerial competence. List of courses under "**Basic Managerial Competence**" is enclosed. A two days training course on "**Basic Managerial Competence on Event Management**" is an important course in the list. The Course will be held on **20-12-2010 to 21-12-2010**

IMPORTANCE OF THE COURSE

Management of a successful event needs knowledge and background of the event, detailed planning, coordination and consultation process. Although comprehensive event planning and coordination process may guarantee problem-free event, some tips about necessary details, whether the event is a limited affair or a mass event may enhance ability to effectively conduct the event. Since so many details are required to be observed for a successful event it is obvious that it needs a coordinated team work.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, public sector undertakings and, required to hold small and associate with big events. The Course would be useful to all lower level/middle level functionaries. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course, the participants will be able to:

1. Explain categorization of various events.
2. List points and steps needed for planning/preparing/coordinating for holding an event.
3. Elaborate needed aspects of successful conduct of event.
4. Describe important official formalities associated with events.

CONTENTS OF THE COURSE

1. Types of Main Events – An Overview.
2. Coordinating/ Planning/Preparing for the Events Involving Public.
3. Coordinating/ Planning/Preparing for the Event Involving Limited People
4. Conducting the Event.
5. Conclusion of the Event.
6. Some Important Aspects.

METHODOLOGY OF THE COURSE

The Course would be conducted by experts who are experienced in the area of Event Management. While lecture method would be generally followed, case examples may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent **by 13-12-2010**.
4. **Nominations received after 13-12-2010 may not be entertained.**
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.

4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information / clarification on training course.
8. Contact/correspondence may be made on Phone Nos. 22303843 & Mobile No. 9810852945 Fax No. 22308556 and through email address adtrg2utcs.delhi@nic.in or dutcs@nic.in.


 (CATHERINE MATHAI)
 Assistant Director - II (Trg.)
 Tel. No. 22303843

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Dated 10-11-2010

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PA to Spl. Secretary-cum-Spl. Director (Trg.), UTCS, Shahdara, Delhi.
4. Estate Officer for uploading on the WEBSITE of the Department.


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**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE
IN EVENT MANAGEMENT**

Name of the Package of Courses	Basic Managerial Competence
Duration of the Course	Two days (20 th December to 21 st December, 2010)
Number of Sessions	08 (Eight)
Duration of Sessions	75 minutes each
Training Branch	II
Name of Course Coordinator	Ms. Catherine Mathai, Assistant Director(Trg.)
Sessions	Topics
Session - I 10.00 am- 11.15am	Types of Main Events – An Overview
Tea	
Session - II 11.30 am-12.45pm	Types of Main Events
Lunch	
Session - III 01.45pm- 3.00pm	Coordinating / Planning / Preparing for the Events Involving Public
Tea	
Session - IV 03.15pm- 04.30pm	Coordinating / Planning / Preparing for the Events Involving Public
Session - V 10.00 am- 11.15am	Coordinating / Planning / Preparing for the Event Involving Limited People
Tea	
Session - VI 11.30 am-12.45pm	Conducting the Event
Lunch	
Session - VII 01.45pm- 3.00pm	Conclusion of the Event
Tea	
Session - VIII 03.15pm- 04.30pm	Some Important Aspects

**LEARNING UNITS OF TRAINING SESSIONS ON BASIC MANAGERIAL
COMPETENCE IN EVENT MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence		
Duration of the Course		Two days (20 th December to 21 st December, 2010)		
Number of Sessions		08 (Eight)		
Training Branch		II		
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
Session – I (Part –I)	Overview			
Definition and categorization (30 Minutes)	Define event Categorize events International Events National Events State Events Social Events Religious Events Other Events - Political Events - Academic Events - Business Events - Sports Events - Cultural Events Family Events	Lecture	Power Point Presentation	
Session – I Part -II	Types of Main Events			
Background & Necessity of important Events (45 Minutes)	Organized by the Central Government (Involving masses and General Public) - 26 th January - 15 th August - 30 th January - Trade Fairs - International meets - International Sports Facilitated by the Central Government (Involving masses and General Public) - Haj	Lecture	Handouts	
Session – II	Types of Main Events			
Knowledge of Background & Necessity of the Event (75 Minutes)	Organized by the State Government (Involving masses and general public) - 26 th January - 15 th August - Ceremonies - Exhibitions - Cultural Shows - Melas - Polio Immunization Organized by the State Government (Involving limited guests) - Seminars - Workshops - Meetings - Conferences Facilitated by the State Government (Involving masses and	Lecture	Handouts	Norms for National Anthem and National Song shall be supplied

	<ul style="list-style-type: none"> - Haj - Kanwar Seva - Chhath Puja - Nirankari Mela etc., 			
Session – III	Coordinating/ Planning/Preparing for the Events Involving Public			
Knowledge of Basic Points to be observed (75 Minutes)	For Organizing the Event <ul style="list-style-type: none"> - Preliminary points – Type of event and its place - Fund requirement - Services requirement - Staff requirement - Logistic requirements - Sundry requirements - Publicity Requirements - Transport/motorcade requirements - Medical aid requirements - Protocol requirements - Security requirements For Facilitating the Event <ul style="list-style-type: none"> - Preliminary points – Type of event and its place - Publicity Requirements - Outsourcing of tent/seating requirements - Traffic control requirements - Medical aid requirements - Security requirements - Tent/Catering requirements - Help desk requirements - Sanitation requirements - Public Assistance requirements 	Lecture	Power Point Presentation	Checklist of basic points to be supplied
Session – IV	Coordinating/ Planning/ Preparing for the Event Involving Public			
Knowledge of Necessary Points to be observed (75 Minutes)	For Organizing the Event <ul style="list-style-type: none"> - Preliminary points – Type of event and visitors - Publicity planning - Selection of artists - Programme scheduling - Seating arrangements - Stage arrangements - Parking arrangements - Media Planning - Public conveniences - Supervision of work of outsource agencies For Facilitating the Event <ul style="list-style-type: none"> - Preliminary points – Type of event and participants - Publicity and Advisories - Coordinating transport arrangement - Coordinating Traffic control arrangements - Coordinating drinking water & refreshment arrangements - Coordinating Law and Order arrangements 	Lecture	Power Point Presentation	Checklist of necessary points to be supplied

	<ul style="list-style-type: none"> - Coordinating medical aid arrangements. - Coordinating media arrangements - Coordinating public assistance arrangements - Coordination with outsource agencies 			
Session – V	Coordinating/ Planning/ Preparing for the Event Involving Limited People			
Knowledge of Basic Points (75 Minutes)	<ul style="list-style-type: none"> - Invitation - Dress Code - Appointment of Event Manager - Programme details - Dining plans - Selection of Master of Ceremony, Anchor, Compare, Moderator, Speaker etc., - Rehearsals - Awards, Certificates etc., - Media enclosure and sound bite spots - Recording of programme proceedings 	Lecture	Power Point Presentation	Important tips on text of invitation cards, working out programme details to be supplied.
Session – VI	Conducting the Event			
Knowledge of Necessary Points (75 Minutes)	Formal Official Events <ul style="list-style-type: none"> - Escorting VIPs/Special Guests and Arrival Formalities - Welcome Address - Introduction Formalities - Master of Ceremony, Anchor, Moderator, Speaker, - Starting Program Proceedings - Vote of Thanks - Departure Formalities Fairs/Exhibitions/Cultural shows. <ul style="list-style-type: none"> - Escorting VIPs/Special Guests and Arrival formalities - Welcome Address - Entry and Exit points for public - Public announcement systems - Distribution of pamphlets on the Event. - Departure formalities for VIPs - Thanking Public 	Lecture	Power Point Presentation	Important tips for Welcome address, Vote of Thanks etc., to be given
Session –VII	Conclusion of the Event			
Knowledge of Necessary Points to be observed (75 Minutes)	<ul style="list-style-type: none"> - Handing over of place of event - Cleanliness of the place of event - Collection of official property and records from the place of event - Settlement of bills - Sanction of honorarium for the staff - Preparation of report on the event 	Lecture		Case of complaints after the event would be cited.
Session –VIII	Some Important Aspects			
Reminder of crucial aspects of event	Formal Official Events <ul style="list-style-type: none"> - Motorcade planning - Warrant of precedence - Protocol - Laying dining table 			

DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)

BIODATA FORM

(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Name of the Training Progress: _____

Course Code: _____

Date of Training Programme : _____

[Tick mark (✓) the appropriate box]

01.	Name (As per Service Book)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>First</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Middle</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Last</td> </tr> </table>																										First															Middle															Last
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02.	Designation																																																									
03.	Service Cadre	IAS <input type="checkbox"/>	DANICS <input type="checkbox"/>	DASS <input type="checkbox"/>	Accounts <input type="checkbox"/>	Medical <input type="checkbox"/>	ENGG. <input type="checkbox"/>	Teaching <input type="checkbox"/>	Others <input type="checkbox"/>																																																	
04.	Name of the Department/Organisation																																																									
05.	Category of Dept./Organisation	Delhi Govt. <input type="checkbox"/>	Local Body <input type="checkbox"/>	Autonomous Body <input type="checkbox"/>	PSU <input type="checkbox"/>	Others <input type="checkbox"/>																																																				
06.	Employee Code (If any)																																																									
07.	Date of Birth	<input type="text"/> <input type="text"/> DD	<input type="text"/> <input type="text"/> MM	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYYY																																																						
08.	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>																																																							
09.	Category	UR <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC <input type="checkbox"/>	Other <input type="checkbox"/>	<input type="text"/>																																																			
10.	Educational Qualification [Highest qualification]	Middle <input type="checkbox"/>	Metric <input type="checkbox"/>	Inter <input type="checkbox"/>	Graduate <input type="checkbox"/>	P.Grad <input type="checkbox"/>	M.Phil <input type="checkbox"/>	Ph.D <input type="checkbox"/>	Others <input type="checkbox"/>																																																	
11.	Professional/Technical qualification																																																									
12.	Date of joining the Service	<input type="text"/> <input type="text"/> DD	<input type="text"/> <input type="text"/> MM	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYYY																																																						
13.	Pay Band & Grade Pay																																																									
14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes																																																									
15.	Contact Number	Office						Personal																																																		

Signature _____

Date : _____