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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES  
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

F.No. 6/1/13/2012-13/TS-II/UTCS / 23950-24116

Dated: 08-08-12

To,

All HODs / Local/ Autonomous Bodies and Corporations,  
Government of NCT of Delhi.

Dte. of Trg. & Tech. Education  
Diary No. 278  
13 AUG 2012  
Muni Maya Ram Maro  
T.V. Tower, P...  
Delhi-110032

Sub: Managerial Training Programmes for September 2012

The Directorate of Training has developed training / refresher programmes for **officers** under the 'Managerial Competence' category. During the Month of **September 2012**, four training programmes on '**Basic Managerial Competence**' will be organized as detailed below:-

❖ PPP Projects (Sensitisation Course): A two days training programme on Basic Managerial Competence in PPP Projects (Sensitisation Course) is to be held from **03.09.2012 to 04.09.2012** and also again from **19.09.2012 to 20.09.2012**. This programme is for officials with no prior PPP experience, focusing on providing a quick overview of PPP concepts. The participants will be introduced to all major issues and steps involved in PPP projects, beginning from the conceptualization and development phase to financial structuring & risk analysis, bidding process and contract management. Nominations to be sent latest by **27.08.2012 and 12.09.2012** respectively.

❖ Corporate Management: A three days training programme on Basic Managerial Competence in Corporate Management is to be held from **12.09.2012 to 14.09.2012**. The contents of this course are meant to improve the knowledge & skill set of the participating officers enabling them to meet the challenges running of their organizations in an efficient manner. Nominations to be sent latest by **05.09.2012**.

❖ Incident Response during Disaster (Basic & Intermediate): A five days training programme on Basic Managerial Competence in Incident Response during Disaster (Basic & Intermediate) is to be held from **24.09.2012 to 28.09.2012**. This course is meant to give a working knowledge of the Incident Response System in Disaster Management to the participants. Nominations to be sent latest by **17.09.2012**.

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set and knowledge of the participating **officers** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in their day-to-day functioning.

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Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>

→ Select 'Training' → Select 'Training Programs' →  
Select 'Refresher or Orientation courses' → Select 'Training Programmes on Basic Managerial Competence' → Select or Click on Learning Units and then select the desired course for a detailed training module/learning unit

### NOMINATIONS FOR THE COURSE

1. It is requested that 4-5 suitable **officers** may be nominated to participate in these courses. The nominations should be sent in time for each course.

### OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Bio-data form is available in the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
4. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22303844 / 22308556 and through Email address [adtrg2utcs.delhi@nic.in](mailto:adtrg2utcs.delhi@nic.in)

*Bhatia*  
08/08/12  
(RAJESH BHATIA)  
Assistant Director - II (Trg.)  
Tel. No. 22303844

1. Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

*Bhatia*  
08/08/12  
(RAJESH BHATIA)  
Assistant Director - II (Trg.)

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**TRAINING MODULE OF BASIC MANAGERIAL COMPETENCE IN PPP PROJECTS  
(Sensitisation Course)**

Name of the Package of Courses		Basic Managerial Competence		
Duration of the Course		Two days (03.09.2012 to 04.09.2012) and 19.09.2012 to 20.09.2012		
Number of Sessions		08 (Eight)		
Training Branch		II		
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
<b>Day 1</b>				
Session – I 10.00 am- 1.15am	Introducing PPP's			
Session – II 11.30 am- 12.45 pm	Project Identification and Structuring: Project Development Process			
Session – III 01.45 pm- 03.00 pm	Project Identification Exercise			
Session –IV 03.15 pm- 04.30 pm	Case Studies on PPP's			
<b>Day 2</b>				
Session – V 10.00 am- 11.15am	Financial Analysis & Structuring			
Session – VI 11.30 am- 12.45 pm	Tendering and Contracting			
Session –VII 01.45 pm- 03.00 pm	Risk Analysis and Allocation			
Session –VIII 03.15 pm- 04.30 pm	Implementation and Monitoring of PPP Projects			

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

Name of the Package of Courses		Basic Managerial Competence	
Duration of the Course		Three days (12 <sup>th</sup> to 14 <sup>th</sup> September, 2012)	
Number of Sessions		Twelve (12)	
Training Branch		II	
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director	
Session	Duration	Topics	
<b>12<sup>th</sup> September, 2012 (Wednesday)</b>			
Session – I 10.00 am- 11.15am	75 Min.	Corporate Management – Definition & Background	
Tea			
Session – II 11.30 am- 12.45 pm	75 Min.	Corporate Management – Philosophy, Principles and Mission	
Lunch			
Session – III 01.45 pm- 03.00 pm	75 Min.	Corporate Management – International Perspective	
Tea			
Session – IV 03.15 pm- 04.30 pm	75 Min.	Corporate Management – Indian Scenario	
<b>13<sup>th</sup> September, 2012 (Thursday)</b>			
Session – V 10.00 am- 11.15am	75 Min.	Ministry of Corporate Affairs – Organization and Role	
Tea			
Session – VI 11.30 am- 12.45 pm	75 Min.	Corporate Governance Legislations	
Lunch			
Session – VII 01.45 pm- 03.00 pm	75 Min.	Corporate Scams	
Tea			
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Government Companies and corporate Management	
<b>14<sup>th</sup> September, 2012 (Friday)</b>			
Session – IX 10.00 am- 11.15am	75 Min.	Management Challenges	
Tea			
Session – X 11.30 am- 12.45 pm	75 Min.	Bureaucracy and Corporate Management	
Lunch			
Session – XI 01.45 pm- 03.00 pm	75 Min.	Corporate Social Responsibilities	
Tea			
Session – XII 03.15 pm- 04.30 pm	75 Min.	Infosys – Success Story	

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN INCIDENT RESPOSE DURING DISASTE  
(BASIC & INTERMEDIATE)**

Name of the Package of Courses		Basic Managerial Competence	
Duration of the Course		Five days (24 <sup>th</sup> to 28 <sup>th</sup> September, 2012)	
Number of Sessions		20 (Twenty)	
Training Branch		II	
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director	
<b>Sessions</b>	<b>Duration</b>	<b>Topics</b>	<b>Proposed Speaker</b>
<b>DAY 1, 24<sup>th</sup> September, 2012 (Monday)</b>			
Session – I (10.00 am- 11.15am)	75 Min.	Registration, Welcome & Course Introduction Inauguration of the Course	
Tea			
Session – II (11.30 am- 12.45 pm)	75 Min.	Module A: Principles & Features of IRS	
Lunch			
Session – III (01.45 pm- 03.00 pm)	75 Min.	Module A: Principles & Features of IRS (Continued...)	
Tea			
Session – IV (03.15 pm- 04.30 pm)	75 Min.	Module A: Principles & Features of IRS (Continued...)	
<b>DAY 2, 25<sup>th</sup> September, 2012 (Tuesday)</b>			
Session – V (10.00 am- 11.15am)	75 Min.	Module B: Organizing & Staffing	
Tea			
Session – VI (11.30 am- 12.45 pm)	75 Min.	Module B: Organizing & Staffing (Continued...)	
Lunch			
Session – VII (01.45 pm- 03.00 pm)	75 Min.	Module C: Incident Facilities	
Tea			
Session – VIII (03.15 pm- 04.30 pm)	75 Min.	Module C: Incident Facilities (Continued...)	
<b>DAY 3, 26<sup>th</sup> September, 2012 (Wednesday)</b>			
Session – IX (10.00 am- 11.15am)	75 Min.	Module D: Incident Resource & Resource Management	
Tea			
Session – X (11.30 am- 12.45 pm)	75 Min.	Module D: Incident Resource & Resource Management (Continued...)	
Lunch			
Session – XI (01.45 pm- 03.00 pm)	75 Min.	Module E: Organizing for Incidents & Events	
Tea			
Session – XII (03.15 pm- 04.30 pm)	75 Min.	Module E: Organizing for Incidents & Events (Continued...)	
<b>DAY 4, 27<sup>th</sup> September, 2012 (Thursday)</b>			
Session – XIII (10.00 am- 11.15am)	75 Min.	Module E: Organizing for Incidents & Events (Continued...)	
Tea			
Session – XIV (11.30 am- 12.45 pm)	75 Min.	Module F: Incident & Event Planning	
Lunch			
Session – XV (01.45 pm- 03.00 pm)	75 Min.	Module F: Incident & Event Planning (Continued...)	
Tea			
Session – XVI (03.15 pm- 04.30 pm)	75 Min.	Module F: Incident & Event Planning (Continued...)	
<b>DAY 5, 28<sup>th</sup> September, 2012 (Friday)</b>			
Session – XVII (10.00 am- 11.15am)	75 Min.	Table Top / Simulation Exercise	
Tea			
Session – XVIII (11.30 am- 12.45 pm)	75 Min.	Table Top / Simulation Exercise	
Lunch			
Session – XIX (01.45 pm- 03.00 pm)	75 Min.	Table Top / Simulation Exercise	
Tea			
Session – XX (03.15 pm- 04.30 pm)	75 Min.	Evaluation & Course Close out	



The Secretary,  
Dte. of Training & Technical  
Education,  
Govt. of NCT of Delhi,  
Kasturba Polytechnic Campus,  
Maya Muni Ram Marg,  
Pitam Pura, Delhi – 110034