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

F.No.6/1/9/2012-13-TS-II/UTCS/ 17006-18052

Dated 07-06-12

**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. 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 **04.07.2012 to 05.07.2012**.

**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 **27.06.2012**.
4. **Nominations received after 27.06.2012 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 observe punctuality and regularity.
2. Participants are expected to keep their mobile phones **on silent mode** during the training sessions.
3. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
4. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
5. Participants may contact the undersigned for any information/clarification on training course.
6. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.

8. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22308556 and through Email address [adtrg2utcs.delhi@nic.in](mailto:adtrg2utcs.delhi@nic.in)

*Bhatia*  
07/06/12  
**(RAJESH BHATIA)**  
Assistant Director - II (Trg.)  
Tel. No. 22303844

F.No.6/1/9/2012-13-TS-II/UTCS/ 17886-18052

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1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefits of this training.
2. Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

*Bhatia*  
07/06/12  
**(RAJESH BHATIA)**  
Assistant Director - II (Trg.)

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

Name of the Package of Courses	Basic Managerial Competence
Duration of the Course	Two days (04 <sup>th</sup> July to 05 <sup>th</sup> July, 2012)
Number of Sessions	08 (Eight)
Duration of Sessions	75 minutes each
Training Branch	II
Name of Course Coordinator	Mr. Rajesh Bhatia, Assistant Director (Trg.)
<b>Sessions</b>	<b>Topics</b>
<b>DAY 1 (04.07.2012)</b>	
<b>Session - I</b> 10.00 am- 11.15am	Types of Main Events – An Overview
Tea	
<b>Session - II</b> 11.30 am-12.45pm	Types of Main Events
Lunch	
<b>Session - III</b> 01.45pm- 3.00pm	Coordinating / Planning / Preparing for the Events Involving Public
Tea	
<b>Session - IV</b> 03.15pm- 04.30pm	Coordinating / Planning / Preparing for the Events Involving Public
<b>DAY 2 (05.07.2012)</b>	
<b>Session - V</b> 10.00 am- 11.15am	Coordinating / Planning / Preparing for the Event Involving Limited People
Tea	
<b>Session - VI</b> 11.30 am-12.45pm	Conducting the Event
Lunch	
<b>Session - VII</b> 01.45pm- 3.00pm	Conclusion of the Event
Tea	
<b>Session - VIII</b> 03.15pm- 04.30pm	Some Important Aspects