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Dte. of Trg. & Tech. Education
No. 1737
APR 2013

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

F.No. 6/1/1/2013-14/TS-II/UTCS / 7570-7736

Dated: 08-04-13
Muni Maya Ram Marg
Pitam Pura, Near T.V. Tower
DELHI-110088

To,

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

Sub: Managerial Training Programmes for May 2013

The Directorate of Training has developed training / refresher programmes for **officers** under the 'Managerial Competence' category. During the Month of **May 2013**, four training programmes on '**Basic Managerial Competence**' will be organized as detailed below:-

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1633/PA/DN/TM
12-4-13
- ❖ **Basic Life Support and First Aid:** A two days training programme to be held from **02.05.2013 to 03.05.2013**. The chief purpose of this training is to train persons for a out of hospital situation of an adult requiring. First Aid in cases of Breathing Problems, Heart Attack, Stroke, Seizures, Allergic Reactions, Fainting, Diabetes, Bleeding one can see, Wounds, Burns & Electrical emergencies, Sprains & Broken Bones, Bites & Stings, Heat related emergencies, Cold related emergencies and Poison emergencies. Nominations to be sent latest by **23.04.2013**.
 - ❖ **Preparation of Disaster Management Plan:** A three days training programme on Basic Managerial Competence in Disaster Management Plan is to be held from **08.05.2013 to 10.05.2013**. The chief purpose of this course is to improve the skill sets and knowledge of the officers involved in handling various projects for the Government by acquainting them with the various phases and aspects of managing these projects i.e. planning, implementation, monitoring, closure, inventories. During the course some case studies will also be taken up. Nominations to be sent latest by **29.04.2013**.
 - ❖ **Public Private Partnership (Awareness Course):** A one day training programme on Basic Managerial Competence in Public Private Partnership (Awareness Course) is to be held on **17.05.2013**. A one-day training programme aimed at elected representatives, civil society and media, with focus on providing an overview and broad exposure to key PPP concepts. Structure in four sessions, the course is expected to particularly highlight (a) the relevance of PPPs in terms of their merits and characteristics, (b) issues related to bidding and contracting such as, for example, issues of transparency, optimal allocation of risks and safeguarding public interests, (c) experience with PPPs covering both successes and failures, and (d) role of civil society and local political leadership in critical areas such as willingness-to-pay and monitoring. Nominations to be sent latest by **08.05.2013**.
 - ❖ **Incident Response System (IRS) in Disaster Management:** A four days training programme on Basic Managerial Competence in Incident Response System (IRS) in Disaster Management is to be held from **21.05.2013 to 24.05.2013**. This course is meant to give a working knowledge of the Incident Response System in Disaster Management to the participants from Emergency Response Agencies and other line departments such as Police, Medical, Fire, PWD, Irrigation & Flood Control, Municipal Corporations, Delhi Jal board as well as Revenue Department / District Disaster Management Authority. Nominations to be sent latest by **13.05.2013**.
- 881/CO-2*
18/4/13

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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.

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 Nomination 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. Nomination form is available in the department's website 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

Bhatia
28/09/2013
(RAJESH BHATIA)
Assistant Director (Trg.)
Tel. No. 22303844

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

Bhatia
28/09/13
(RAJESH BHATIA)
Assistant Director (Trg.)

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**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN
BASIC LIFE SUPPORT AND FIRST AID**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Two days (02 nd to 03 rd May, 2013)
Number of Sessions		Eight (08)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
Day 1, (02.05.2013)		
Session – I 10.00 am-11.15 am	75 Min.	Basic Life Support How to find problems, Rescuer & victim Safety & calling for help Tea
Session – II 11.30 am-12.45 pm	75 Min.	Giving Chest Compressions & Breaths – Hands on Training Lunch
Session – III 01.45 pm- 03.00 pm	75 Min.	Complete CPR – Hands on Training Tea
Session – IV 03.15 pm- 04.30pm	75 Min.	Use of AED for Adults & children CPR, Suspecting & Managing Chocking in Adults & Children
Day 2, (03.05.2013)		
Session – V 10.00 am- 11.15am	75 Min.	First Aid First Aid Basics Tea
Session – VI 11.30 am-12.45 pm	75 Min.	First Aid for Medical Emergency a. Breathing Problems b. Heart Attack c. Stroke d. Seizures e. Allergic Reactions f. Fainting g. Diabetes Lunch
Session – VII 01.45 pm-03.00pm	75 Min.	First Aid for injuries a. Bleeding one can see b. Wounds c. Burns & Electrical emergencies d. Sprains & Broken Bones Tea
Session – VIII 03.15 pm-04.30 pm	75 Min.	Miscellaneous Emergencies a. Bites & Stings b. Heat related emergencies c. Cold related emergencies d. Poison emergencies Review & Summary

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN PUBLIC PRIVATE
PARTNERSHIP (AWARENESS COURSE)**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		One day (17 th May, 2013)
Number of Sessions		04 (Four)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
17.05.2013		
Session – I 10.00 am- 11.15am	75 Min.	Rationale for PPPs and key features Tea
Session – II 11.30 am- 12.45 pm	75 Min.	Discussion on Successes and Failures of PPP Projects, Group exercise Lunch
Session – III 01.45 pm- 03.00 pm	75 Min.	Issues of transparency, risk allocation and safeguarding public interests in PPP projects Tea
Session – IV 03.15 pm- 04.30 pm	75 Min.	Willingness to pay, monitoring, expediting key processes and experience sharing among participants

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TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN PREPARATION OF DISASTER MANAGEMENT PLAN

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (08 th to 10 th May, 2013)
Number of Sessions		Twelve (12)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
Day 1, (08.05.2013)		
Session – I 10.00 am-11.15 am	75 Min.	Inaugural Session Welcome Address Inaugural address Introduction to the Programme Introduction of participants and expectations from the programme
Tea		
Session – II 11.30 am-12.45 pm	75 Min.	Disaster Management Terminology & Concepts
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Institutional and Legal Framework for disaster Management
Tea		
Session – IV 03.15 pm- 04.30pm	75 Min.	HRVC Analysis – Concepts and tools and techniques
Day 2, (09.05.2013)		
Session – V 10.00 am- 11.15am	75 Min.	DM Act 2005
Tea		
Session – VI 11.30 am-12.45 pm	75 Min.	Guidelines for Preparation of DMP and Quick Review and SWOT Analysis of ½ Selected DMPs
Lunch		
Session – VII 01.45 pm-03.00pm	75 Min.	SOPs for various departments during and after disasters
Tea		
Session – VIII 03.15 pm-04.30 pm	75 Min.	-----do-----
Day 3, (10.05.2013)		
Session – IX 10.00 am- 11.15am	75 Min.	Group Exercise on Preparation of DMP
Tea		
Session – X 11.30 am- 12.45 pm	75 Min.	-----do-----
Lunch		
Session – XI 01.45 pm-03.00 pm	75 Min.	DMP Reveiw
Tea		
Session – XII 03.15 pm-04.30pm	75 Min.	-----do-----

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**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN
BASIC LIFE SUPPORT AND FIRST AID**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Two days (02 nd to 03 rd May, 2013)
Number of Sessions		Eight (08)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
Day 1, (02.05.2013)		
Session – I 10.00 am-11.15 am	75 Min.	Basic Life Support How to find problems, Rescuer & victim Safety & calling for help Tea
Session – II 11.30 am-12.45 pm	75 Min.	Giving Chest Compressions & Breaths – Hands on Training Lunch
Session – III 01.45 pm- 03.00 pm	75 Min.	Complete CPR – Hands on Training Tea
Session – IV 03.15 pm- 04.30pm	75 Min.	Use of AED for Adults & children CPR, Suspecting & Managing Choking in Adults & Children Day 2, (03.05.2013)
Session – V 10.00 am- 11.15am	75 Min.	First Aid First Aid Basics Tea
Session – VI 11.30 am-12.45 pm	75 Min.	First Aid for Medical Emergency a. Breathing Problems b. Heart Attack c. Stroke d. Seizures e. Allergic Reactions f. Fainting g. Diabetes Lunch
Session – VII 01.45 pm-03.00pm	75 Min.	First Aid for injuries a. Bleeding one can see b. Wounds c. Burns & Electrical emergencies d. Sprains & Broken Bones Tea
Session – VIII 03.15 pm-04.30 pm	75 Min.	Miscellaneous Emergencies a. Bites & Stings b. Heat related emergencies c. Cold related emergencies d. Poison emergencies Review & Summary

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN PUBLIC PRIVATE
PARTNERSHIP (AWARENESS COURSE)**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		One day (17 th May, 2013)
Number of Sessions		04 (Four)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
17.05.2013		
Session – I 10.00 am- 11.15am	75 Min.	Rationale for PPPs and key features Tea
Session – II 11.30 am- 12.45 pm	75 Min.	Discussion on Successes and Failures of PPP Projects, Group exercise Lunch
Session – III 01.45 pm- 03.00 pm	75 Min.	Issues of transparency, risk allocation and safeguarding public interests in PPP projects Tea
Session – IV 03.15 pm- 04.30 pm	75 Min.	Willingness to pay, monitoring, expediting key processes and experience sharing among participants

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TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN INCIDENT RESPONSE SYSTEM (IRS) IN DISASTER MANAGEMENT (for District North & HQ)

Name of the Package of Courses		Basic Managerial Competence	
Duration of the Course		Four days (21 st to 24 th May, 2013)	
Number of Sessions		16 (Sixteen)	
Training Branch		II	
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director	
Sessions	Duration	Topics	Proposed Speaker
DAY 1, (21.05.2013)			
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...) +Exercise	
DAY 2, (22.05.2013)			
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...) + Exercise	
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...) + Exercise	
DAY 3, (23.05.2013)			
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...) + Exercise	
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...) + Exercise	
DAY 4, (24.05.2013)			
Session – XIII (10.00 am- 11.15am)	75 Min.	Module F: Incident & Event Planning	
Tea			
Session – XIV (11.30 am- 12.45 pm)	75 Min.	Module F: Incident & Event Planning (Continued...)	
Lunch			
Session – XV (01.45 pm- 03.00 pm)	75 Min.	Simulation Exercise	
Tea			
Session – XVI (03.15 pm- 04.30 pm)	75 Min.	Simulation Exercise followed by Valediction and Course Close-out.	