

Government of National Capital Territory of Delhi
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area Vishas Nagar, Behind Karkardooma Courts
Shahdara: Delhi-110032
Ph. 22308553; Fax 22308556, E-mail dutcs@nic.in

No.F.1/10/3/15-UTCS/Admn./

Dated:

To

The Special Secretary (Services),
Services Department,
Government of NCT of Delhi,
Delhi Secretariat, I.P. Estate,
New Delhi-110002.

Sub. : Regarding Training programme/Course.

Sir,

I am directed to enclose reference (in original) along with their enclosures on the subject cited above as per details given below:

Sl. No.	References No. & Date	Subject	Last date of Nomination
1.	No. ISTD/Progrms/2015-16 dated 29.01.2016	Training programme on Training Techniques and Tools for Trainers	26.2.16
2.	No. NIL dated 01.02.2016	Train the Trainer : A certificate programme on Recognized Trainer in e-Governance	20.2.16
3.	No. 12040/01/2016-FTC/IR dated 02.02.2016	Knowledge Co-Creation Program on "Gender Mainstreaming Policies for Government Officers (A) Under Technical cooperation Prog. Of the Govt. of Japan	25.3.16
4.	No. 12040/01/2016-FTC/IR dated 02.02.2016	Knowledge Co-creation Program on "Development of Agricultural Cooperatives and Improvement of Management Capacity (A)	29.02.16

It is requested to take necessary action as regards to circulation and further nomination of Government Officers in the above mentioned training programmes.

A copy of the nominations may also be sent to this office for the purpose of record.

Yours faithfully,

Encls. : As above.

(CATHERINE MATHAI)
ASSISTANT DIRECTOR (ADMN.)
PH: 22303843

No.F.1/10/3/15-UTCS/Admn./ 2429

Dated: 23-02-16

Copy forwarded to :

1. OSD to Chief Secretary/Incharge Principal Secretary (Trg.), 5th Level 'A' Wing, Delhi Secretariat for information.
2. Assistant Director (Trg.-IV) Directorate of Training : UTCS for uploading the letter along with enclosures on the website of the Department.

(CATHERINE MATHAI)
ASSISTANT DIRECTOR (ADMN.)



INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

"Training House", B-23, Qutab Institutional Area, New Delhi-110 016
Phones: 2686 7710, 2685 7157, 2651 9524, 2651 9498 Fax: 011-2686 7607
E-mail: istd@nic.in / istdrg@airtelmail.in / istdmembership@gmail.com
Website: www.istd.co.in

S C Bahuguna
Director

328
03-02-16

ISTD/Progrms/2015-16/

29th January, 2016

Dear Sir/Madam,

The rapid growth of training and development function in Indian organizations in the last three decades has necessitated a paradigm shift from trainer-centered teaching to trainee-centered learning. Accordingly, Programmes with emphasis on introspection and action orientation, together with experiential learning, have become need of the day for making the training programmes / sessions more effective.

You will be happy to note that the Indian Society for Training & Development (ISTD) is organising four days residential training programme on **"TRAINING TECHNIQUES AND TOOLS FOR TRAINERS"** from **March 7-10, 2016 at Hotel Aketa, 113, Rajpur Road, Dehradun**. A copy of the programme brochure delineating the objectives, programme outline, etc. is enclosed for your kind perusal.

This programme has been specially designed for the use of instruments and games as effective tools for training. These tools, besides providing the scope for introspection and experiential learning, generate a lot of enthusiasm and fun for the participants. The special feature of this programme is that the participants would prepare action plans to handle training sessions on specific themes related to human behavior and also managerial skills.

The topics will cover the following:

1. Micro Lab and Overview of Instrumentation
2. Learning Theories
3. Theme Based Instruments
4. Management Games
5. Role Play
6. Enhancing Training Effectiveness By Using Case Studies
7. Instruments on Transactions Analysis
8. Team Building Exercises

The Programme is beneficial to all those who are responsible for organizing and conducting training programme or engaging outside agencies. We would request that you may kindly take advantage of this programme by nominating two-three persons from among your Middle and Senior level executives. The registration form alongwith participation fee may kindly be sent to us at your earliest convenience.

Thanking You,

Yours faithfully,

(S C Bahuguna)

Encl: As above

AD (Admin)
By
05/02/16
AD
05/02/16
DA (G)

Four Days Residential Programme

on

Training Techniques and Tools for Trainers

Venue : Hotel Aketa, 113, Rajpur Road, Dehradun, Uttarakhand-248001

Date : March 7-10, 2016

Programme Director

Dr Upinder Dhar

Group Addl. Vice Chancellor-RBEF & Pro Vice
Chancellor(A)
Amity University, Noida

Resource Faculty

Dr Santosh Dhar

Professor of Management Amity Business
School
Amity University, Greater Noida

Dr Santosh Rangnekar

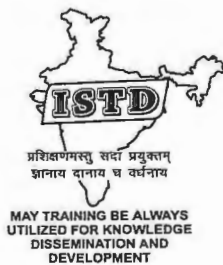
Head, Dept. of Management Studies Indian
Institute Technology (IIT) Roorkee, Uttarakhand

Co-ordinator

Mr S C Bahuguna

Topics Covered

- ♦ Micro Lab and Overview of Instrumentation
- ♦ Learning Themes
- ♦ Theme Based Instruments
- ♦ Management Games
- ♦ Role Play
- ♦ Enhancing Training Effectiveness By Using Case Studies
- ♦ Instruments on Transactional Analysis
- ♦ Team Building Exercises



Indian Society for Training & Development

“Training House”

B-23, Qutab Institutional Area, New Mehrauli Road, New Delhi-110016

Tel: 011-26519498, 26867710, 26857157

Fax: 011-26867607

E-mail: istd@nic.in/istdtrg@airtelmail.in

Website: www.istd.co.in

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INTRODUCTION

The rapid growth of training and development function in Indian organizations in the last three decades has necessitated a paradigm shift from trainer-centered teaching to trainee-centered learning. Accordingly, programmes with emphasis on introspection and action orientation, together with experiential learning, have become need of the day for making the training programmes / sessions more effective.

This programme has been specially designed for the use of instruments and games as effective tools for training. These tools, besides providing the scope for introspection and experiential learning, generate a lot of enthusiasm and fun for the participants. Thus, this programme is designed for the benefit of present as well as prospective trainers to conduct training programmes / sessions by using the instruments and games for better effectiveness. The programme is expected to enable the participating organizations to derive full advantage of such training and development efforts.

The special feature of this programme is that the participants would prepare action plans to handle training sessions on specific themes related to human behaviour and also managerial skills. The sponsoring organizations are expected to give opportunity to the participants and also encouragement to facilitate back home application of the acquired training skills.

OBJECTIVES

- ♦ To acquire knowledge and skills required to perform the Training functions effectively.
- ♦ To improve presentation and facilitating skills.
- ♦ To familiarize the use of Standardized Instruments to make Training effective.
- ♦ To conduct small group exercises for providing in-depth knowledge and also breaking monotony.
- ♦ To conduct games suitable to the teams.
- ♦ To enhance training effectiveness while adapting to the rising demands

TOPICS COVERED

- ♦ Micro Lab and Overview of Instrumentation
- ♦ Learning Themes
- ♦ Theme Based Instruments
- ♦ Management Games
- ♦ Role Play
- ♦ Enhancing Training Effectiveness By Using Case Studies
- ♦ Instruments on Transactional Analysis
- ♦ Team Building Exercises

METHODOLOGY

A judicious mix of group discussions, case studies, role play, exercises and class room presentations will be used to conduct this programme.

FOR WHOM

Executives of HR Department, Line Managers who need to perform faculty assignments, Executives from other areas moved into training functions and anybody wanting to fine-tune his/her presentation skills and fit into the HRD function.

CERTIFICATE OF PARTICIPATION

A Certificate of participation will be give to all participants on completion of the programme.

INTRODUCTION

The rapid growth of training and development function in Indian organizations in the last three decades has necessitated a paradigm shift from trainer-centered teaching to trainee-centered learning. Accordingly, programmes with emphasis on introspection and action orientation, together with experiential learning, have become need of the day for making the training programmes / sessions more effective.

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Last date for
Registration:
26th, February, 2016

Residential Programme
on

Training Techniques and Tools for Trainers
Venue : Hotel Aketa, 113, Rajpur Road, Dehradun, Uttarakhand-248001
Date : March 7-10, 2016

Name of the Organisation
Address
Tel. Off Fax No. E-mail
Send Correspondence to

PARTICIPANTS (IN BLOCK LETTERS) First Nomination

Name
Designation
Tel. Off. Fax No. E-mail Tel. Res.

Second Nomination

Name
Designation
Tel. Off. Fax No. E-mail Tel. Res.
Enclosed Cheque/Draft No. dated for Rs.
on (Please indicate name of Bank)

Please send Cheque/Draft (non-refundable) payable to :
Indian Society for Training & Development, New Delhi or pay through NEFT.

Please mail this form to:

Shri S C Bahuguna
Director
INDIAN SOCIETY FOR TRAINING & DEVELOPMENT
Training House, B-23, Qutab Institutional Area,
New Delhi-110016
Ph. : 011-26519498, 26867710, 26857157
Fax : 011-26867607
E-mail : istd@nic.in, istdtrg@airtelmail.in
Website : www.istd.co.in

Signature
Name
Designation.....

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MAY TRAINING BE ALWAYS
UTILIZED FOR KNOWLEDGE
DISSEMINATION AND
DEVELOPMENT

ABOUT THE SOCIETY

The Indian Society for Training & Development (ISTD) is a premier National institution devoted to the cause of Human Resource Development with international affiliations. A Founder Member to the major HRD network chains in the world namely the International Federation of Training and Development Organization (IFTDO), Geneva, and Asian Regional Training and Development Organization (ARTDO), Manila, it was established in April 1970 as a non-profit Society registered under the Societies Registration Act, 1860. It has a large membership of institutions and persons involved in the training and development of human resource from Government, Public and Private sector organizations, institutions and other bodies. It has 48 chapters throughout the country with the National Office at New Delhi.

The Society publishes a Quarterly Journal "Indian Journal of Training and Development" (IJTD) for which it has an international Editorial Advisory Board.

ISTD-Diploma in Training & Development, conducts a Distance Learning Programme of 18 months' duration for the purposes of recruitment to superior posts under the Central Government and PSUs. ISTD's Diploma (T & D), is also approved by the Department of Personnel and Training (DoPT), Govt. of India, under its Faculty Development Scheme and by many of the corporates for appointments in their organizations.

ISTD has been designated as the National Nodal agency to 'Testing and Certification' of Skilled Workers in the organized and unorganized sectors.

ISTD hosted the four IFTDO World Conferences in New Delhi during 1975, 1994, 2004 and 2013.

Further details about ISTD can be obtained from its website: www.istd.co.in
or by writing to the Executive Director at the following address:

Indian Society for Training & Development

"Training House"

B-23, Qutab Institutional Area,

New Delhi-110016

Phones : 011-26519498, 26867710, 26857157 Fax : 011-26867607

E-mail : istd@nic.in/ istdtrg@airtelmail.in

Website: www.istd.co.in

Two Day Non-Residential Workshop

on

Leadership and Team building for Peak Performance

Venue: Hotel THE MANOHAR, Old Airport Road
Begumpet, Hyderabad, Telangana State – 500 016

Dates: 11-12 March, 2016

Resource Faculty

Dr R P Singh

Certified Leadership Trainer (USA) and
Fellow & Past President,ISTD

Dr M S Rau

Former Executive Director, ISTD &
GM & Head - HR & Training, DCM Shriram

Workshop Co-ordinator

Mr S C Bahuguna

Director, ISTD



प्रशिक्षणमस्तु सर्वा प्रयुक्तम्
ज्ञानाय यनाय च सर्वनाय
MAY TRAINING BE ALWAYS
UTILIZED FOR KNOWLEDGE
DISSEMINATION AND
DEVELOPMENT

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Currently he is the CEO of his consulting venture EMESAAR (Management Services & Resources) and in his role assists Corporates in the areas of Talent Acquisition, Talent Management, Performance Systems, selected OD Interventions, conduct of Training Needs Identification, Career Counseling and allied topics.

He is the former Executive Director of Indian Society for Training & Development (ISTD) at New Delhi. Prior to this, he served with distinction, both in private and MNCs like Tata Steel, Parke – Davis, Glaxo SmithKline and DCM Shriram Ltd., where he was responsible for the entire HR, IR, Admin. & Training functions and contributed significantly in these organizations.

He is a freelance trainer, certified by Philip Crosby, USA, NITIE, Mumbai and DMA, New Delhi and an effective mentor, counselor, coach and has presented papers in HR & Training at different forums at the National / International level. He is a visiting faculty to a few renowned institutions.

Dr. Rau received the Best Member Award for distinguished services by ISTD for the year 2009-10 and has been recently conferred the “Lifetime Achievement Award for Excellence in HR” 2015, instituted by Genius Consultants Ltd, Kolkata in association with Times of India.

DELEGATE & REGISTRATION

SN	Type of Organization	Delegate Fee per person for 1-3 Participants from same organization	Delegate Fee per person for 4-5 Participants from same organization	Delegate Fee per person for 6 or more Participants from same organization
A.	ISTD Members / Central / State Govt./ Public Sectors	Rs. 13,500/-	Rs. 12,500/-	Rs. 11,500/-
B.	Delegates from Others Organizations	Rs. 14,500/-	Rs. 13,500/-	Rs. 12,500/-
C.	Diploma Students	Rs. 10,500/-		

* Please add 14.50% as service Tax total delegate fee.
 ** The fees covers training material kit, lunch, morning /evening tea with biscuit etc.
 *** Accommodation can be arranged @ Rs. 3000/- per participant per day, if requested in advance.

The Delegate fee can also be paid through National Electronic Fund Transfer (NEFT) for which bankdetails are as under:

1.	Name of the Account	:	Indian Society for Training & Development
	a) Name of the Bank	:	INDIAN BANK
	b) Address	:	Mehrauli Institutional Area, Katwaria Sarai New Delhi-110016
2.	Pan No.	:	AAATI0450L
3.	NEFT / IFSC / RTGS Code	:	IDIB 000 M089
4.	Account Number	:	40 50 39 697

Note: While remitting the payment, please do send the payment details advice to us for confirmation of the payment, which is mandatory.

VENUE & TIME

The Programme will be held on 11-12, March, 2016 from 9.00 AM to 5.30 PM at Hotel, THE MANOHAR, HYDERABAD

NOMINATIONS

The enclosed registration form together with fee (which is non-refundable) preferably by Demand Draft of New Delhi Branch of any Scheduled Bank in favour of “Indian Society for Training & Development, New Delhi” should be sent before 5th March, 2016 to:

Shri S C Bahuguna

Director & Coordinator of the Program
 Indian Society for Training & Development
 “Training House”

B-23, Qutab Institutional Area, New Delhi-110016

Tel: 011-26519498, 26867710, 26857157, Fax: 011-26867607

E-mail: istd@nic.in/istdtrg@airtelmail.in Website: www.istd.co.in

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E-mail : istd@nic.in / istdtrg@airtelmail.in / istdmembership@gmail.com
Website : www.istd.co.in

S C Bahuguna

Director

ISTD/Progrms/2015-16/

19th January, 2016

Dear Sir/Madam,

You will be glad to know that Indian Society for Training & Development (ISTD) is organising a two days Non-Residential Workshop on "**LEADERSHIP AND TEAM BUILDING FOR PEAK PERFORMANCE**" from March 11-12, 2016 at Hotel The Manohar, Old Airport Road, Begumpet, Hyderabad-500016. A copy of the programme brochure delineating the objectives, programme outline, methodology, etc. is enclosed.

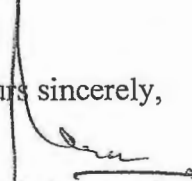
The programme is designed for Senior & Middle level managers from Corporates and Institutions, Consultants, Teachers and any person interested in the having knowledge & skills to become potential Effective Leaders. The topics proposed to be covered are:

- Identify and understand Leadership Effectiveness Imperatives .
- Comprehend sound and unsound behaviours for Leadership Effectiveness.
- Develop deeper and practical insights of Leadership concepts and Practices.
- Team Building – Activities and Outcomes
- Understand effects of various Leadership styles on individual and team Performance
- Build competencies for increasing Team Effectiveness
- Acquire skills for management of intra & inter team conflicts with win –win approach
- Inculcate articulation and assertiveness Leadership skills
- Appreciate the value of and develop skills for sound critique for continuous improvement
- Develop competencies for Personal, Managerial and Organizational Effectiveness as a Leader

We request that you may kindly take advantage of this Workshop by nominating two-three persons from among your Middle and Senior level executives to participate in it. The registration form, along with participation fee may kindly be sent to us latest by 5th March, 2016.

With kind regards,

Yours sincerely,


(S C Bahuguna)

Encl: Programme Brochure

NOMINATION FORM

Last date for
Registration:
5th, March, 2016

Two day Workshop on
LEADERSHIP & TEAM BUILDING
for
PEAK PERFORMANCE

Venue: Hotel. 'THE MANOHAR', Old Airport Road
Begumpet, Hyderabad, Telangana State – 500 016

Name of the Organisation.....
Address.....
Tel. Off.....Fax No..... E-mail

PARTICIPANTS (IN BLOCK LETTERS)

First Nomination

Name.....
Designation.....
Tel. Off.....Fax No..... E-mail..... Tel. Res.....

SECOND NOMINATION

Name

Designation.....

Tel. Off.....Fax No..... E-mail..... Tel. Res.....

Enclosed Cheque/Draft No.....dated.....for Rs.....

on _____ (Please indicate name of Bank)

Please send Cheque/Draft (non-refundable) payable to:

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT, NEW DELHI

Please mail this form to:

Shri S C Bahuguna
Director

Signature

421
11-02-16

No. 12040/02/2016-FTC/IR
Government of India

OFFICE OF THE CHIEF SECRETARY
GOVT. OF NCT OF DELHI
09 FEB 2016
Dy. No.

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Govt. of NCT of Delhi [Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 04.02.2016

09 FEB 2016
400/2016/6230

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Development of Agricultural Cooperatives and Improvement of Management Capacity (A)" to be held in Japan from 15th May, 2016 to 9th July, 2016 under Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Development of Agricultural Cooperatives and Improvement of Management Capacity (A)" to be held in Japan from 15th May, 2016 to 9th July, 2016 under Technical Cooperation Program of the Government of Japan.

Handwritten notes:
10 to CS
19.2.16
Dr (P29)

2. The program aims to help upgrade the capacity and abilities of government officers engaged in cooperative development by imparting them necessary knowledge and information on the role and functions of agricultural cooperative for the revitalization of rural community.
3. The applying organizations are expected to nominate those who are section chief or director in the Cooperative Organizations or in a managerial post with more than 3 years experience in the relevant field. The applicant should be a university graduate; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service. The candidates should be under 45 years old.
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether cleared from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

Handwritten notes:
FD (Admin)
May be sent to his services
Dy. P. M. J.

...2/-

Handwritten notes:
15/2/16
DA

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies) in JICA's prescribed format** to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **29th February, 2016**. Nominations received after the prescribed date will not be considered. The details of the program (General Information Brochure) may be drawn from Ministry of Personnel, Public Grievances and Pensions' website at the link <http://persmin.gov.in/otraining/Index.aspx>.



(P. K. Pattnaik)

Under Secretary to the Government of India
Tele no: 011-26109049

To,

- a) Secretary, Department of Agriculture & Cooperation, Krishi Bhawan, New Delhi.
- b) Chief Secretaries to all the State Governments/Union Territories (with request to circulate the same amongst their related Departments/Organizations).
- c) Mr. Sachiko Imoto, Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- d) NIC with request to post the circular along with the JICA's circular on this Department's website.

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11-02-16

No. 12040/02/2016-FTC/IR
Government of India

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Govt. of NCT of Delhi

OFFICE OF THE
GOVT. OF NCT OF DELHI
09 FEB 2016
Dy. No.

09 FEB 2016

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 04.02.2016

400/2016/6230

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Development of Agricultural Cooperatives and Improvement of Management Capacity (A)" to be held in Japan from 15th May, 2016 to 9th July, 2016 under Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Development of Agricultural Cooperatives and Improvement of Management Capacity (A)" to be held in Japan from 15th May, 2016 to 9th July, 2016 under Technical Cooperation Program of the Government of Japan.

2. The program aims to help upgrade the capacity and abilities of government officers engaged in cooperative development by imparting them necessary knowledge and information on the role and functions of agricultural cooperative for the revitalization of rural community.

3. The applying organizations are expected to nominate those who are section chief or director in the Cooperative Organizations or in a managerial post with more than 3 years experience in the relevant field. The applicant should be a university graduate; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service. The candidates should be under 45 years old.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether cleared from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

...2/-

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May be sent to the series
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5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies) in JICA's prescribed format** to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **29th February, 2016**. Nominations received after the prescribed date will not be considered. The details of the program (General Information Brochure) may be drawn from Ministry of Personnel, Public Grievances and Pensions' website at the link <http://persmin.gov.in/otraining/Index.aspx>.



(P. K. Pattnaik)

Under Secretary to the Government of India
Tele no: 011-26109049

To,

- a) Secretary, Department of Agriculture & Cooperation, Krishi Bhawan, New Delhi.
- b) Chief Secretaries to all the State Governments/Union Territories (with request to circulate the same amongst their related Departments/Organizations).
- c) Mr. Sachiko Imoto, Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- d) NIC with request to post the circular along with the JICA's circular on this Department's website.

05/02/16 364

01st February 2016

To,
The Chief Secretary & Personal Secretary
Directorate of Training Union Territories Civil Services
Institutional Area Vishwas Nagar,
Behind Karkardooma Court Complex,
Shahdara, Delhi - 110032

Dear Sir,

Sub: Inviting nominations for third batch of "Train The Trainer : A Certificate Programme on Recognized Trainer in e-Governance" – 29th February to 12th March, 2016 – Hyderabad

Ref: 1.Lr No. NISG/CBKM/ATIs-CTIs/2015 dated 14th Aug, 2015
2. From the Director, Capacity Building & Management Cell, NeGD dt.29 July 2015

Greetings from National Institute for Smart Government!

In continuation to the previous communications cited above, we wish to inform you that the third batch of the "Train The Trainer: A *Certificate Programme on Recognized Trainer in e-Governance (TTT:RTeG)*" is scheduled from 29th February to 12th March 2016, at Hyderabad.

It is requested to kindly nominate at least two faculty members (*from e-Governance or IT/ITC stream*) from your esteemed institution, to participate and benefit from this programme.

You may please refer to the attached brochure for more information regarding the program objectives, eligibility criteria, and the nomination process.

We also take pleasure in informing you that the first and second batches of TTT:RTeG programmes were successfully conducted from 7th to 19th Dec, 2015 and 18th to 30th Jan, 2016 respectively.

Thirty Two officials representing **thirteen states** had participated in the first and second batches of the training. The programmes had enthusiastic participation from all the trainees, and were largely appreciated by them. These officers are presently engaged in the process to get certified as "*Recognized Trainer in e-Governance*".

#	Name of the State	No. of participants
1.	Haryana	2
2.	Jammu & Kashmir	1
3.	Kerala	2
4.	Madhya Pradesh	4
5.	Maharashtra	3
6.	Odisha	2
7.	Punjab	2

Ad/Admn

3/2/16

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#	Name of the State	No. of participants
8.	Rajasthan	6
9.	Tamil Nadu	1
10.	Telangana	2
11.	Uttar Pradesh	3
12.	Uttarakhand	2
13.	West Bengal	2

Please note that the last date for sending the nominations for the third batch of TTT:RTeG is **20th February 2016**. As the batch size is limited to **15 participants**, you are requested to kindly send the nominations at the earliest.

The nominees may contact *Mr. Mahesh Edla*, Project Manager at Mob: +91 9848752523 and e-mail: mahesh.edla@nisg.org, for further communication regarding their nomination, travel and stay during the training.

Thanks again for your interest in Capacity Building programmes conducted by NISG. We look forward to a fruitful association with you.

Yours sincerely,



Dr. C.V.Madhavi

Encl: Brochure of TTT programme batch 3



Train The Trainer

Certificate programme on Recognized Trainer in e-Governance (RTeG)

Digital India initiative has accentuated the need for adequate and relevant capacities at all levels. The objective is to provide professional resources and training to political and policy level decision makers for all States/UTs and to build the in-house capacity for implementation of various e-Governance initiatives.

Background

The core objective of the Capacity Building Scheme Phase II is to build capacities in Central Line Ministries and State/UT Line Departments for implementation of various e-Governance initiatives. This is to enhance the abilities of the project teams, to have a holistic understanding on visualizing, conceiving and delivering projects

Train The Trainer (TTT) Programmes

The TTT programmes aim to create and enlarge a pool of expert trainers whose expertise can be used by Central and States / UTs Governments for their e-Governance training programmes.

It also standardizes the delivery of content, ensure that a comprehensive and quality facilitation of e-Governance lifecycle is delivered across the country through multiple training programmes.

Programme Objectives

By the end of the Train the Trainer programme, the participants will be able to:

- Possess expertise in one/two domains of e-Governance
- Compile (design) a program based on the level of target audience and the objective of the program
- Deliver centrally designed and developed e-Governance courses/or any other such courses as per prescribed methodology
- Evaluate the effectiveness of the training programmes conducted

Batch Size : 15 participants per batch

Target Participants' profile

- Minimum 10 years of work experience
- Minimum 2 years of e-Governance/IT and Project Management exposure
- Good communication skills and fluency in native English (writing and reading)
- Past experience as trainer/faculty is preferable

Target Group

- State ATI Faculty members
- Faculty of National Training Institutes
- Academicians from University or affiliated colleges
- Retired e-Governance Professionals/Government officers
- Interested CIO alumni
- Members of SeMT
- Employees of NeGD/NISG

Participants' selection process

Step 1: Screening of Nomination forms and creation of first shortlist

The nomination form will gather details pertaining to:

- Work experience/ Exposure in e-Governance domain
- Relevant Academic / work area background specific to the requirement of a particular training course (IT / Technology related, Public Policy, Project Management, e-Governance, Change Management etc)
- Training experience

Step 2: Interaction with the review panel

To ascertain suitability, the nominee will be evaluated on:

- Domain knowledge
- Experience and ability to transform experience into learning
- Communication Skills

The final list will be published and participants will be notified.

Certification Process

Certificate of Participation - Awarded at the end of the two-week training programme

Criteria 1: 100% Attendance
(20% weightage)

- Performance in class activities
- Contribution towards class discussions, presentations
- Peer interaction

Criteria 2: Successful completion of Final Assessment
(40% weightage)

- Score of 70% or more
- Evaluation of domain knowledge
- Pre-Training and post-training assessments

Criteria 3: Evaluation of Facilitation Skills
(40% weightage)

- Video recorded teach-back sessions
- Evaluated by Facilitation Skills Expert
- Course Director Feedback and Scores

Logistics

All training arrangements including boarding, lodging and travelling expenses of the participants to reach the training venue and back to Headquarters would be made by NISG.

However, the DA/Per diem allowance (If any), shall be borne by the respective departments / parent organization/ATI

Note: Spouse/family/guests will not be allowed to accompany the participants during any part of the training programme

Certificate of Completion* - Awarded upon completion of 3 training batches with a minimum score of 3.5 out of 5 or over 70% trainer effectiveness score

Criteria:

- Conduct of 3 or more training modules
- Trainer effectiveness score of 70% or above
- Time Limit – 6 months
- Onus lies on the trainer to share the feedback report with NISG/NeGD

Post completion of the certification of RTeG, the certified trainers are expected to:

- Conduct e-Governance related CB training programmes
- Contribute new materials for content to be used in various programmes

** The certification is valid for a fixed period (2 years), post which, the trainers have to get their certification renewed.*

For re-certification process visit : <http://trms.nisg.org>

Programme Duration



Two Weeks, Residential

Programme Dates



TTT Batch III - eGLC Theme
29 Feb to 12 Mar, 2016

Location



Hyderabad

Nomination Process: Interested candidates may apply online through <http://trms.nisg.org> The online registration manual with instructions for completing the online registration process can be downloaded through the link : <http://trms.nisg.org/Images/brochures/trms.pdf>. The duly filled nomination forms along with a copy of approval from the nomination authority should be sent to NISG on or before 20th February, 2016 through the online registration system.

* Please visit www.deity.gov.in and www.negd.gov.in for further details on Digital India programme and various e-Governance initiatives



National Institute for
Smart Government

For further queries regarding the training programmes, please contact

Mr. Mahesh Edla
Manager, CBKM, NISG
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Mob: +91 9848752523

Ms. Ruchee Arora
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