



**Center for Management Studies**  
**HCM Rajasthan State Institute of Public Administration**  
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Date: 17 June 2025

- 1- All Central/National/State Training Institutions.
- 2- Director, State Training Institutions, Government of Rajasthan
- 3- Government Colleges, Government of Rajasthan
- 4- College Education, Government of Rajasthan
- 5- All Government Department/ Public Sector Undertakings, Government of Rajasthan
- 6- Director (Training) Department of Personnel and Training, Government of India, Block No.4, 3rd Floor, Old JNU Campus, New Delhi-1100 67
- 7- Station Director, Rajasthan Atomic Power Station, NPCIL, Rawatbhata-323 303 (Rajasthan)

**Subject: Nominations for Trainers Development Programmes (National Level Training) on Direct Trainer Skills (DTS): 15 – 19 September 2025 at HCM RIPA, Jaipur**

Sir/ Madam

It is a matter of great pleasure that the HCM Rajasthan State Institute of Public Administration, Jaipur is organizing following courses sponsored by the Department of Personnel and Training, New Delhi:

S. No.	Name of the programme	Scheduled Dates	Number of maximum participants	Last date for Nominations	Online Registration Link
1.	Direct Trainer Skills (Course details placed at Annexure – I)	15-19 September 2025	20	29 August 2025	<a href="https://docs.google.com/forms/d/e/1FAIpQLSfDizhB6ee4evfidF0440DKFYHzyVCv9p7EM9OQ-EFgUiPQQQ/viewform?usp=header">https://docs.google.com/forms/d/e/1FAIpQLSfDizhB6ee4evfidF0440DKFYHzyVCv9p7EM9OQ-EFgUiPQQQ/viewform?usp=header</a>

Details of the courses are also available on <https://tdponline.nic.in> or [hcmripa.rajasthan.gov.in](http://hcmripa.rajasthan.gov.in). The course is residential and sponsoring authorities will have to bear only travel expenses of nominated officers. There is no Course Fee and no charges have to be paid for lodging and boarding in the Hostel.

It is, therefore, requested that nominations of **two – three eligible trainers/ officers dealing with facilitating in training courses in your Institute/ Ministry/Department** may be forwarded to the undersigned latest by last date indicated as above, in the enclosed nomination form through email on [singhal.rakesh@gmail.com](mailto:singhal.rakesh@gmail.com). Officers nominated may also register through **online registration link under course and calendar** available on Institute Website: [hcmripa.rajasthan.gov.in](http://hcmripa.rajasthan.gov.in), however approval of sponsoring agency may please be sent by email.

Confirmation will be sent to the nominated officers, as soon as sufficient nominations are received for the course. The nominated officer should be relieved only after receiving confirmation from the Institute.

(Dr. Rakesh Singhal)  
Course Director Mobile  
No. 9414073226  
email: [singhal.rakesh@gmail.com](mailto:singhal.rakesh@gmail.com)

## Direct Trainer Skills (DTS) COURSE NOMINATION FORM

Name of the Organizing Institute	<b>HCM Rajasthan State Institute of Public Administration, Jawahar Lal Nehru Marg, Jaipur 302017 (Raj)</b> <b>Email: <a href="mailto:singhal.rakesh@gmail.com">singhal.rakesh@gmail.com</a></b> <b>Phone: 0141-2715210, Fax: 0141-2705420</b>
Course Name	<b>Direct Trainer Skills (DTS)</b>
Course Date	<b>15 – 19 September 2025</b>

Note: Please fill the form in capital letters. Strike off items which are not applicable. Nominations should be submitted by 29 August 2025 to Dr. Rakesh Singhal, Senior Professor, HCM Rajasthan State Institute of Public Administration, Jaipur on [singhal.rakesh@gmail.com](mailto:singhal.rakesh@gmail.com).

### NOMINEES INFORMATION

1.	Name	
2.	Designation	
3.	Institute/ Organization/ Department	
4.	Pay Scale	
5.	Date of Birth	
6.	Gender	Male/Female
7.	Category	
8.	Address for Communication (With Pin Code)	
9.	Mobile/ Phone Number	
10.	Email	
11.	a. Brief Description of your Duties. b. Experience in the area of Training in 100 words (You may attach a sheet)	
12.	Other “Training of Trainers” Courses attended with dates.	
13.	Relevance of the Training Course to you	

(Signature of the officer)

**Direct Trainer Skills (DTS) COURSE**  
**(15 – 19 September 2025)**

**Sponsoring Authority's Confirmation**

1.	Name of the Sponsoring Authority	
2.	Address for Communication (With Pin Code)	
3.	Email address	
4.	Mobile Number	
5.	Telephone Number	
6.	Nominee's Name	
	Gender	Male/ Female
7.	Nominee's Designation	
8.	How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	
9.	Please give details of those you have sponsored for this course in the past and any feedback you have taken from them regarding benefits to them and the organization.	

Certified that the above given particulars are correct. The nomination is made after ascertaining training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme.

Date:

*Signature and seal of Sponsoring  
Authority*

## **Brief about the Direct Trainer Skills (DTS) Course**

### ***Introduction***

Organisations need to continuously grow and develop. Moreover, they must be prepared to face the challenges of entering into the 21st century.

Training is an instrument to help the organisation meet the twin challenges of continuous improvement and demands of change. It is therefore essential that we deliver it effectively. Thus, it is necessary to recognise the changing role of the trainer - from being a provider to a facilitator, where the training need of the learner is the focus of attention. We have followed this principle throughout this course.

### ***Aims***

The aims of the course are:

1. To provide opportunities for the development of basic instructional skills.
2. To create and manage a learning environment.

### ***Designed For***

1. Individuals who as part of their duties have some training functions and responsibilities.
2. Trainers who wish to review their instructional skills.
3. Individuals who undertake training duties.

### ***Facilitators***

The facilitators certificated as competent by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field.

### ***Course Style***

This is a short, intensive course with plenty of activity. Emphasis is on practice within small groups, where there will be a maximum of 6 participants to one facilitator. Participants will be encouraged to share their learning experiences with others, and to give and receive support and feedback.

We will give a comprehensive range of reading material to participants to support their course activities. This material will also provide a long-term source of information and guidance. Video films are used to illustrate and review aspects of direct training. Because the course is intensive and includes evening preparation, it is residential. To obtain maximum benefit from the course, we require that participants devote their full attention and time to course activities.

They require that participants use equipment or materials brought with them, which will be used for their coaching session. They need to do no other preparation and we will provide resource materials.

## ***Objectives***

By the end of the course participants will be able to:

1. Distinguish between education, training and learning.
2. Describe the four stages in Systematic Approach to Training.
3. Review the role of a trainer within Systematic Approach to Training.
4. Apply the concept of Learning Unit to training activities.
5. Write training objectives.
6. Plan training activities, using the four ways of learning.
7. Explain the process and importance of feedback in training.
8. Describe the use of the coaching method in helping people to learn.
9. Plan and implement a coaching session for a practical task.
10. Assess coaching.
11. Describe the use of the lecture method in helping people to learn.
12. Describe the steps required to plan a lecture.
13. Prepare and deliver a lecture.
14. Describe the use and benefits of visual aids.
15. Devise visual aids.
16. Assess a lecture.
17. Describe the use of discussions in helping people to learn.
18. Describe the influence of various behaviours during a discussion.
19. Describe the importance of questions in a discussion.
20. Lead a discussion.
21. Assess a discussion session.
22. Describe how group exercises can be used to help people learn
23. Plan and run a group exercise
24. Plan acquisition of evidence of competence for Certification purposes.

## ***Assessment***

The priority during the course is to help participants to develop their instructional skills. Assessment is therefore concerned with informal feedback and advice to individual participants.

## ***Further Development***

The course is an essential foundation for the professional development of trainers. Other courses are available covering the Design of Training (DoT) and the Management of Training (MoT). Details can be obtained from DoPT, Training Division, GOI, or from Regional Training Centres.

## ***Duration***

On the following is an indication of how we will schedule a variety of learning activities in to the 5 days of the