



**Center for Management Studies**  
**HCM Rajasthan State Institute of Public Administration**

Jawahar Lal Nehru Marg, Jaipur 302017

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F.28(1)/TDP/CMS/2024-25/

Date: 4 November 2024

- 1- All Central/National/State Training Institutions.
- 2- Staff Colleges Banks. PSUs (Central & State)
- 3- Government Colleges, Government of Rajasthan
- 4- College Education, Government of Rajasthan
- 5- Directors, State Training Institutions, 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) and Experiential Learning Tools (ELT) 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	18 - 22 November 2023	20	7 Nov 2024	<a href="https://docs.google.com/forms/d/e/1FAIpQLSf7LHd_y0ocLjJZNUGrBLLYKdliUHIgLEsM7odybYM5emHxhg/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSf7LHd_y0ocLjJZNUGrBLLYKdliUHIgLEsM7odybYM5emHxhg/viewform?usp=sf_link</a>
2.	Experiential Learning Tools	20 – 24 January 2025	16	7 Jan 2025	<a href="https://docs.google.com/forms/d/e/1FAIpQLSdnq-ijpOUZj-fCkHRwSRavYuUgLM_NLYoxUjoGeL3Q SJZ0w/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSdnq-ijpOUZj-fCkHRwSRavYuUgLM_NLYoxUjoGeL3Q SJZ0w/viewform?usp=sf_link</a>

Details of the courses are also available on [http://persmin.nic.in/otraining/trgdiv/tdp\\_cal.aspx](http://persmin.nic.in/otraining/trgdiv/tdp_cal.aspx) 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 eligible and interested trainers or persons dealing with training activities in your Institute/ Ministry/Department may be forwarded to the undersigned 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 to the participants 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 Coordinator  
Mobile No. 9414073226  
email: [singhal.rakesh@gmail.com](mailto:singhal.rakesh@gmail.com)

## 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>18 – 22 November 2024</b>

Note: Please fill the form in capital letters. Strike off items which are not applicable. Nominations should be submitted by 5 November 2024 to Dr. Rakesh Singhal, Senior Professor, Joint Director (Statistics), 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  
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>
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Course Date	<b>18 – 22 November 2024</b>

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4.	Pay Scale	
5.	Date of Birth	
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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	
12.	DTS / 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

## 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*

**EXPERIENTIAL LEARNING TOOLS (ELT)  
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>Experiential Learning Tools</b>
Course Date	<b>9 – 13 December 2024</b>

Note: Please fill the form in capital letters. Strike off items which are not applicable. Nominations should be submitted by 7 January 2024 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**

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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.	c. Brief Description of your Duties. d. Experience in the area of Training	
12.	DTS / Other “Training of Trainers” courses attended with dates.	
13.	Relevance of the Training Course to you	

(Signature of the officer)

# EXPERIENTIAL LEARNING TOOLS (ELT) COURSE

## 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 and Date and Institute when DTS was attended	
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



## **Brief about the EXPERIENTIAL LEARNING TOOLS (ELT) COURSE**

### ***Introduction***

Organizations face continuous social and economic transition and hence require professional renewal in keeping with and anticipating the pace of change. Training contributes to this demand for enhanced learning and change capability. The paradigm shift in the training-process, from the trainer-centered approach to the learner-centered approach is well established all over the globe. There is voluminous literature available now on how individuals learn and how they can be supported in their organization to keep learning. Experiential Learning Tools (ELT) seeks to create an opportunity for enabling the learner to appreciate the principle of learner-ownership and to learn moving through the experiential learning cycle.

### ***Participants***

ELT has been designed for individuals who, as part of their duties, have some training functions and responsibilities. This course has been designed for the benefit of direct trainers.

### ***Aim***

ELT aims at equipping the participants with skills relevant to the learner-centered training process through the mode of Experiential Learning; particularly in the application of identified training methodologies namely Case Study, Field Visit and Role Play; besides appropriately using Skill Development Exercises.

### ***Objectives***

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

1. Describe the four stages in Systematic Approach to Training.
2. Identify the areas of concern in Systematic Approach to Training.
3. State the Transitional Model of Harry Taylor.
4. Describe the concept of learning community and learning organization.
5. Describe the use of contracting in framing training objective.
6. State Experiential Learning Methodology.
7. Select appropriate training methods.
8. Describe the use of Field Visit as a training method in facilitating learners to learn.
9. Plan a Field Visit.
10. Describe the uses, advantages and disadvantages of Case Study as a training method.
11. Plan a Case Study session.
12. Run a case using Case Study Method.
13. Assess a Case Study session.
14. Describe uses of Skill Development Exercise.
15. Devise Skill Development Exercise.
16. Assess the efficacy of Skill Development Exercise with reference to task, time, monitoring mechanism, learning and achievement.
17. Describe the uses, advantages and disadvantages of Role Play as a training method.
18. Plan a Role Play session.
19. Conduct a session using Role Play.
20. Assess a Role Play session.

## ***Content***

The Systematic Approach to Training (SAT) and areas of concern in the Systematic Approach to Training, which informs the current training practices in the country, would constitute the starting point of ELT and the following segments would be covered during the course:

- The Systematic Approach to Training
- The Transitional Model of Harry Taylor (SAT and Beyond)
- The Kolb Model of Experiential Learning.
- Selection of a training method / combination of training methods.
- Application of training methodologies namely Case Study, Field Visit and Role Play.
- Application of Skill Development Exercises.

## ***Duration***

The course will be implemented in a span of five working (0930 hrs. to 1730 hrs.) days.

## ***Study Material***

The following study materials have been included for immediate use and future reference by the participants:

1. Systematic Approach to Training
2. SAT and Beyond...
3. Learning Community & Learning Organization
4. Experiential Learning
5. Field Visit
6. Training Method Selection
7. Case Study
8. Skill Development Exercise
9. Role Play
10. Glossary of Commonly Used Training Terms
11. Select Readings

## ***Methodology***

- A pre-course assignment about the current training practices in the country including the Systematic Approach to Training.
- Guided reading - reading and exploring all the articles included in Study-material, during the currency of the course.
- Learner centered training methodology based on experiential learning to generate an environment conducive to effective learning.
- Setting objectives for each content segment through the process of “Contracting”.
- Developing a learning community through practicing the principles of learner-ownership.
- Individual & Group work and Preparatory assignments for next day.
- Micro sessions involving application of select training methods.

## ***Language***

The training course will be conducted through the medium of a mixed language of Hindi and English facilitating unhindered interaction across the board.

## ***Learning Group***

12-16 participants and a team of 2 facilitators would form the learning group on an ELT Course.

## ***The Schedule***

A tentative schedule of the course is given below for implementation subject to local suitability:

<i>Day</i>	<i>FN/AN</i>	<i>TOPIC</i>
<b>Day-I</b>	<i>FN</i>	<ul style="list-style-type: none"><li>• Course assembly, Registration &amp; Introduction</li><li>• Expectation Sharing, Course Overview</li><li>• Systematic Approach to Training – Areas of concern</li></ul>
	<i>AN</i>	<ul style="list-style-type: none"><li>• Experiential Learning Methodology: Learning Abilities</li><li>• Field Visit Method</li></ul>
Day-II	<i>FN</i>	<ul style="list-style-type: none"><li>• Micro Session – Field Visit</li><li>• Learning Activities, Learning Styles, Learner Resistance</li><li>• Linkage of Training Methods to Learning Activities &amp; Trainer’s Role</li></ul>
	<i>AN</i>	<ul style="list-style-type: none"><li>• Training Method Selection</li><li>• Application of Training Method – Case Study Method</li></ul>
Day-III	<i>FN</i>	<ul style="list-style-type: none"><li>• Micro Sessions – Case Study Method</li></ul>
	<i>AN</i>	<ul style="list-style-type: none"><li>• Application of Skill Development Exercise</li></ul>
Day-IV	<i>FN</i>	<ul style="list-style-type: none"><li>• Micro Session – Skill Development Exercise</li></ul>
	<i>AN</i>	<ul style="list-style-type: none"><li>• Application of training method – Role Play</li></ul>
Day-V	<i>FN</i>	<ul style="list-style-type: none"><li>• Micro Sessions – Role Play</li></ul>
	<i>AN</i>	<ul style="list-style-type: none"><li>• Learning Review</li><li>• Immediate Reaction Questionnaire</li><li>• Valediction &amp; Certification</li></ul>

## ***Validation***

Course validation will be carried out through administering an “Immediate Reaction Questionnaire” and oral feedback.

## ***Certification***

Based on consistent performance during the course, a certificate of successful participation will be given to each participant.