



Center for Management Studies
HCM Rajasthan State Institute of Public Administration

Jawahar Lal Nehru Marg, Jaipur 302017

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F.28(12)/TDP/CMS/2022-23/

Date: 13 September 2023

- 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 Design of Training (DOT) 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	Pre-require	Last date for Nominations
1.	Direct Trainer Skills	06 – 10 November 2023	20	No pre-rquisite	20 Oct 2023
2.	Design of Training	05 - 09 February 2024	16	Must have attended Direct Trainer Skills Course	19 Jan 2024

Details of the courses are also available on http://persmin.nic.in/otraining/trgdiv/tdp_cal.aspx or 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. Officers nominated may also register through **online registration link under course and calendar** available on Institute Website: 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

NOMINATION FORM

Name of the Organizing Institute	HCM Rajasthan State Institute of Public Administration, Jawahar Lal Nehru Marg, Jaipur 302017 (Raj) Email: singhal.rakesh@gmail.com Phone: 0141-2715210, Fax: 0141-2705420
Course Name	Direct Trainer Skills (DTS)
Course Date	06 – 10 November 2023

Note: Please fill the form in capital letters. Strike off items which are not applicable. Nominations should be submitted by 20 October 2023 to Dr. Rakesh Singhal, Senior Professor (IT), HCM Rajasthan State Institute of Public Administration, Jaipur on 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

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

NOMINATION FORM

Name of the Organizing Institute	HCM Rajasthan State Institute of Public Administration, Jawahar Lal Nehru Marg, Jaipur 302017 (Raj) Email: singhal.rakesh@gmail.com Pone: 0141-2715210, Fax: 0141-2705420
Course Name	Design of Training (DOT) – Only for those who have undergone DTS Course
Course Date	05 – 09 February 2024

Note: Please fill the form in capital letters. Strike off items which are not applicable. Nominations should be submitted by 20 October 2023 to Dr. Rakesh Singhal, Senior Professor (IT), HCM Rajasthan State Institute of Public Administration, Jaipur on 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)

DESIGN OF TRAINING (DOT) 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.

Timetable

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 Design of Training Course

Introduction

Usually the success of training depends on the ability of trainers to design and deliver effective and imaginative training for people to enable them to improve their performance. The skills needed to deliver training are developed during the Direct Trainer Skills course (DTS). The Design of Training Course (DoT) provides further advice and development opportunities to enable trainers to undertake the additional responsibilities of training design.

Designed For

The DoT course is designed for people who have already completed the course in Direct Trainer Skills, and have some experience of direct training. We specifically intend the course for trainers who are required to undertake design and development of training for their institution or organization.

Facilitators

The facilitators who are certificated as “Master Trainers” and “Recognized Users” by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field will conduct this course.

Course Style

The course consists of a five-day workshop, followed by an individual design project. It is planned to follow on from the course in Direct Trainer Skills, and therefore shares common terminology and uses a similar, participative, style. We give emphasis to helping participants tackle work related design situations.

We provide a comprehensive selection of handouts and checklists. These are intended to provide participants with information needed during the workshop; to provide advice for their design project; and to help them develop their competence to undertake design activities for their institutions.

We will form participants into 'design teams' for the workshop, each team tackling a common work-related problem for which training is needed. Team members' will also act as 'consultants' to other teams to provide feedback and to widen their knowledge of training design. They would also be making a presentation on a given concept paper.

The workshop is based on an intensive series of individual and team activities. This requires full-time commitment for the full five days, including some evening study. We therefore assume that course participants will be either residential or within easy commuting distance.

On completion of the workshop participants will be required to complete an agreed

design project for submission to the course tutor and their Director. Participants who satisfactorily complete both the workshop and the project will be awarded a Certificate, recognized by the Department of Personnel and Training.

Objectives

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

1. Distinguish between designing 'learning units', 'courses' and 'training programmes'.
2. Explain the term 'task' as a basic feature of training design.
3. Identify constraints that will influence the design of training.
4. Write objectives in behavioural terms.
5. Distinguish between 'performance objectives', 'training objectives' and 'enabling objectives'.
6. Describe the influence of 'entry behaviour' on training design.
7. Explain the concepts of 'Andragogy', 'Mastery Learning', 'Categories of Knowledge and Skills' and 'Transfer of Learning'.
8. Describe performance aids.
9. Select appropriate training methods.
10. Describe the terms 'assessment', 'internal validation', 'external validation' and 'evaluation'.
11. Include four levels of evaluation to a design proposal.
12. Prepare and present a design proposal.

Project

The Workshop gives participants an opportunity to develop an understanding of the concepts and practices of training design. The Project is intended to continue this development by requiring them to undertake a practical design project of benefit to their institution or organization. The choice of design is left for participants to decide, although it should be concerned with either a specific, task-related learning unit, or the more general design of a short course. Assessment of the project will be done by the course tutor and will be based on the preset Project Assessment criteria. The criterion score for an acceptable project is 70%.