



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

Jawahar Lal Nehru Marg, Jaipur 302017

Phone: 0141-2715210 (Office) Fax :0141 -2705420

email: singhal.rakesh@gmail.com; Website: www.hcmripa.rajasthan.gov.in

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Date: 26 November 2024

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

Subject: Nominations for Trainers Development Programmes (National Level Training) on 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 course 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.	Experiential Learning Tools	20 – 24 January 2025	16	7 Jan 2025	https://docs.google.com/forms/d/e/1FAIpQLSdnq-ijpOUZj-fCzkHRwSRavYuUgLM_NLYoxUjoGeL3Q SJZ0w/viewform?usp=sf_link

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, thus, there is no Course Fee and no charges have to be paid for lodging and boarding in the Hostel. Sponsoring authorities will have to bear **only travel expenses of nominated officers.**

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 7 January 2024 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

**EXPERIENTIAL LEARNING TOOLS (ELT)
COURSE 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	Experiential Learning Tools
Course Date	20 – 24 January 2025

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. Nominated officer may also register for the course on the google form indicated in the cover letter or by visiting website: <http://hcmripa.rajasthan.gov.in>

NOMINEE'S 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	
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
(20 – 24 January 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 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 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>	FN/AN	<i>TOPIC</i>
Day-I	<i>FN</i>	<ul style="list-style-type: none"> • Course assembly, Registration & Introduction • Expectation Sharing, Course Overview • Systematic Approach to Training – Areas of concern
	<i>AN</i>	<ul style="list-style-type: none"> • Experiential Learning Methodology: Learning Abilities • Field Visit Method
Day-II	<i>FN</i>	<ul style="list-style-type: none"> • Micro Session – Field Visit • Learning Activities, Learning Styles, Learner Resistance • Linkage of Training Methods to Learning Activities & Trainer’s Role
	<i>AN</i>	<ul style="list-style-type: none"> • Training Method Selection • Application of Training Method – Case Study Method
Day-III	<i>FN</i>	<ul style="list-style-type: none"> • Micro Sessions – Case Study Method
	<i>AN</i>	<ul style="list-style-type: none"> • Application of Skill Development Exercise
Day-IV	<i>FN</i>	<ul style="list-style-type: none"> • Micro Session – Skill Development Exercise
	<i>AN</i>	<ul style="list-style-type: none"> • Application of training method – Role Play
Day-V	<i>FN</i>	<ul style="list-style-type: none"> • Micro Sessions – Role Play
	<i>AN</i>	<ul style="list-style-type: none"> • Learning Review • Immediate Reaction Questionnaire • Valediction & Certification

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.