



No. A-33047/ 02 /2011- ISTM  
(GOVERNMENT OF INDIA)  
**INSTITUTE SECRETARIAT TRAINING & MANAGEMENT**  
DEPARTMENT OF PERSONNEL & TRAINING  
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)  
OLOF PALME MARG, NEW DELHI-110067  
TEL. 26164182; TELEFAX: 26104183

Dated 23 December 2011

To

1. All Central Ministries/Departments of the Govt. of India
2. Head of Department, All Attached/Subordinate Offices
3. Chief Secretaries of all States/Union Territories
4. All Central/National/State Training Institutions
5. All Public Sector Undertakings/Training Institutes/Training Centres

**Subject: Nominations for Recognised Trainers Development Programmes for Direct Trainer Skills (DTS) course from 19 – 23 March 2012 and Design of Training (DoT) course from 26 – 30 March 2012.**

Sir/Madam,

The Institute will be conducting Recognised Trainers Development Programmes for Direct Trainer Skills (RT-DTS) from 19 - 23 March 2012, and for Design of Training (RT-DoT) from 26 - 30 March 2012. As a part of these programmes, two one week Training courses on "Direct Trainers Skills"(DTS) and Design of Training (DoT) will be conducted as follows:-

- (i) 19 - 23 March 2012 - Direct Trainer Skills (DTS) Course
- (ii) 26 - 30 March 2012 - Design of Training (DoT) Course

2. The aim of DTS course is to develop basic instructional skills of the participants and that of DoT course is to develop their design skills, based on systematic approach to training. Brief Course Information sheets on DTS & DoT are given at Annexure - I & II respectively. For participating in DoT course, prior participation in DTS is a pre-requisite. The courses sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors. The courses are meant for (a) direct trainers who are imparting/designing, face-to-face training in classroom environment or (b) officials, who apart from their normal duties are involved in imparting /designing training within Department as a part-time resource-person or as a guest trainer.

3. The DTS will be followed by DoT, and as the participants would have attended DTS course in the preceding week (being a eligibility criteria for participating in DoT), both the course nominations may be considered, as an integrated package. The sponsoring authorities may also nominate participants for DTS course alone. Such of those trainers/officers who have already attended DTS course on earlier occasions, may be nominated for DoT only.


4. The courses are residential and the participants will have to pay @ Rs.200 per day towards meals, etc. in addition to room-charges in **CASH**, as indicated in the course-information sheet. ISTM has a modest

hostel facility. Rooms are available on twin sharing basis. For details relating to accomodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Telephone No. 011-26172571. Family members of the participants are **NOT** allowed to stay in the hostel.

5. It is requested the nomination of eligible and interested candidates may be forwarded to the undersigned by **03<sup>rd</sup> February 2012** positively (Fax: 26104183) in **Annexure-III**.

6. The designed course capacity for DTS is 24 participants and for DoT it is 12. Hence only officers/faculty involved in design & delivery of training be nominated for both the courses. The nominations for either DTS/DoT or both will be confirmed / indicated separately, depending upon number of nominations received from eligible candidates vis-a-vis course capacity.

7. Only those candidates should be relieved to attend the course(s) whose nominations are accepted by the Institute.

 Yours faithfully,

**(K. GOVINDARAJULU)**  
Deputy Director  
Email: [kg.rajulu@nic.in](mailto:kg.rajulu@nic.in)

**ANNEXURE - I****DTS : COURSE INFORMATION SHEET**

<b>TITLE:</b>	<b>Direct Trainer Skills</b>
<b>COURSE CODE:</b>	DTS
<b>DURATION:</b>	ONE WEEK:
<b>SCHEDULE:</b>	19 - 23 March 2012
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"><li>• Direct trainers who are imparting training in class room environment or</li><li>• Officials, who apart from their normal duties, impart training within Department or as a guest trainer.</li></ul>
<b>AIM OF THE COURSE</b>	The course aims to familiarise the participants with basic training-learning concepts and develop skills to deliver training using coaching, lecture, group discussions and group-exercises.
<b>COURSE METHDOLOGY</b>	<ul style="list-style-type: none"><li>• Practice-planning and preparing for different methods</li><li>• Giving and receiving feedback</li><li>• Individual Micro-practice sessions</li></ul>
<b>COURSE FEE:</b>	The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors.
<b>OTHER CHARGES</b>	The Course is <b>Residential</b> . An amount of @ Rs. 200/- (rupees two hundreds only) per participants per day is to be paid towards charges for meals etc by the sponsoring authority/participant in <b>CASH</b> to the ISTM Hostel. The participants are also required to pay room charges for their stay at ISTM, Hostel apart from the aforesaid amount. Sponsoring Authority is required to reimburse the expenditure to be incurred by the participants as mentioned above in addition to TA.
<b>HOSTEL FACILITIES</b>	ISTM has modest hostel facilities on twin sharing basis. It is only for the course participants and family is not allowed to stay in the Hostel. The Hostel is situated at Block-I, JNU (old) Campus, New Mehrauli Road, New Delhi 110 067. Tel: 011-26172571
<b>NOMINATION FORM TO BE SENT TO</b>	Sh. K. Govindarajulu, Deputy Director Room No. 214, Administrative Block, JNU (Old) Campus, New Mehrauli Road, New Delhi -110067. Tel: 91-011-26185316 Fax: 91-011-26104183