



No. A.33047/01/2011-ISTM
Government of India
Institute of Secretariat Training & Management
Department of Personnel & Training,
JNU(Old) Campus, Olof Palme Marg, New Delhi-110067
Telephone No. 26165593; Fax No. 26104183

Dated, New Delhi, the 26th April, 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 Direct Trainer Skills (DTS) course from 18-7-2011 to 22-7-2011.

Sir/Madam,

I am directed to say that this Institute will be conducting **Direct Trainer Skills (DTS) Course** and **Design of Training (DoT) Course** during the following dates:-

- (i) **18th to 22nd July, 2011 - Direct Trainer Skills (DTS)Course**
- (ii) **25th to 29th July, 2011 - 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 are 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 an 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 that the nomination of eligible and interested candidates for **Direct Trainer Skills (DTS)Course from 18th to 22nd July, 2011** may please be sent to the Institute in the Nomination Performa enclosed at **Annexure-III** at the following address so as to reach the Institute latest by **17th June, 2011** positively

SHRI A J K MENON, ASSISTANT DIRECTOR,
INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT (ISTM),
ROOM NO. 207, ADMINISTRATIVE BLOCK,
OLD J.N.U. CAMPUS, NEW MEHRAULI ROAD, NEW DELHI-110067

6. Nominations for **Design of Training (DoT) 25th to 29th July, 2011** may please be sent in the Nomination Performa enclosed at **Annexure-III** at the following address so as to reach the Institute latest by **17th June, 2011**.

SHRI SANDEEP MUKHERJEE, DEPUTY DIRECTOR,
INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT (ISTM),
ROOM NO. 111, ADMINISTRATIVE BLOCK,
OLD J.N.U. CAMPUS, NEW MEHRAULI ROAD, NEW DELHI-110067

7. The designed course capacity for DTS is 32 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.

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

Yours faithfully,

Sd/-

(A J K Menon)
Assistant Director

DTS : COURSE INFORMATION SHEET

TITLE:	Direct Trainer Skills
COURSE CODE:	DTS
DURATION:	ONE WEEK:
SCHEDULE:	18th to 22nd July, 2011
ELIGIBILITY:	<ul style="list-style-type: none">• Direct trainers who are imparting training in class room environment or• Officials, who apart from their normal duties, impart training within Department or as a guest trainer.
AIM OF THE COURSE	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.
COURSE METHDOLOGY	<ul style="list-style-type: none">• Practice-planning and preparing for different methods• Giving and receiving feedback• Individual Micro-practice sessions
COURSE FEE:	The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors.
OTHER CHARGES	The Course is Residential . 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 CASH 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.
HOSTEL FACILITIES	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
NOMINATION FORM TO BE SENT TO	SHRI A J K MENON, ASSISTANT DIRECTOR, INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT (ISTM), ROOM NO. 207, ADMINISTRATIVE BLOCK, OLD J.N.U. CAMPUS, NEW MEHRAULI ROAD, NEW DELHI-110067 TEL 011-26165593, FAX 011- 26104183

DoT : COURSE INFORMATION SHEET

TITLE:	Design of Training
COURSE CODE:	DoT
DURATION:	ONE WEEK: 25th to 29th July, 2011
ELIGIBILITY:	<ul style="list-style-type: none"> • Middle level officers of Ministries/Departments of Central and State Governments, and its attached and subordinate offices • Trainers of Central/State Govts. /Public Sector Training Institutions • Have completed Direct Trainer Skills (DTS)Course
AIM OF THE COURSE	The course aims to impart knowledge related to underpinning concepts and develop design skills based on systematic approach to training,
COURSE STRATEGY	The DoT course consists of two phases. Phase-I consists of five day workshop, using highly participative methodologies. On the last of the workshop participants take up a design-project, which is required to be submitted to their course-tutors within one month for evaluation/assessment. On satisfactory completion of the project, successful completion certification will be awarded.
WORKSHOP METHDOLOGY	<ul style="list-style-type: none"> • Group Exercises • Discussions • Presentations by participants • giving and receiving feedback
COURSE FEE:	The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors.
OTHER CHARGES	The Course is Residential . An amount of @ Rs. 200/- (Rupees two hundreds only) per participants per day is to be paid towards charges for meals etc by the participant in CASH 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.
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NOMINATION FORM
DIRECT TRAINERS' SKILL (DTS) & DESIGN OF TRAINING (DoT)

NOMINEE'S INFORMATION

Please indicate the courses for which applying: DTS & DoT : 18th to 29th July, 2011 or
DTS : 18th to 22nd July, 2011 or
*DoT : 25th to 29th July, 2011

1.	NAME				
2.	DESIGNATION				
3.	ORGANISATION				
4.	SCALE OF PAY				
5.	DATE OF BIRTH				
6.	SEX				
7.	CATEGORY				
8.	COMPLETE OFFICE ADDRESS (WHERE THE NOMINEE IS POSTED AT PRESENT)				
		e-mail:			
		Phone No.			
		Mobile No.			
9.	EXPERIENCE, IF ANY, IN THE AREA OF TRAINING				
10.	KNOWLEDGE OF HINDI	READ/WRITE/SPEAK	READ	WRITE	SPEAK
11.	WHETHER HOSTEL REQUIRED	(The Course is residential)			
12.	OTHER TRAINING OF TRAINER (ToT) COURSES ATTENDED				

* *In case applicatio/nomination is only for DoT course, for which prior participation in DTS is essential eligibility condition, a copy of DTS participation certificate is to be enclosed.*

Signature of the Nominee

NOMINATION FORM

DIRECT TRAINERS' SKILL (DTS) & DESIGN OF TRAINING (DoT)

SPONSORING AUTHORITY'S CONFIRMATION

1.	NAME OF THE SPONSORING AUTHORITY	
2.	ADDRESS FOR COMMUNICATION (WITH PIN CODE)	
3.	TELEPHONE NUMBER	
4.	FAX/EMAIL	
5.	NOMINEE'S NAME	
6.	NOMINEE'S DESIGNATION	
7.	DATES OF THE COURSE FOR WHICH NOMINATED	
8.	IN WHAT WAY THE TRAINING TO BE IMPARTED ON THE NOMINEE WILL BE USEFUL TO THE ORGANISATION	

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

*Signature of the Sponsoring Authority
with stamp*