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25/7/2016

O/o the Chief Secretary
Dy. No. 53667047
Dated 21.7.16

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हरिश्चन्द्र माथुर राजस्थान राज्य लोक प्रशासन संस्थान
HCM RAJASTHAN STATE INSTITUTE OF PUBLIC ADMINISTRATION

जवाहरलाल नेहरू मार्ग, जयपुर-302017 (राजस्थान)
दूरभाष: 0141-5162536 कार्यालय, 0141-2705420/2702932 (फैक्स)
ईमेल: hcmripa@sancharnet.in ; Website: www.hcmripa.gov.in

F.25(1)(4)TDP(DoT)/RIPA/2012/

Date: 27 June 2016
URGENT/OUT TODAY

- 1- All Ministries/Departments and Attached Offices, Government of India.
- 2- Chief Secretaries of all States/Union Territories.
- 3- All Central/National/State Training Institutions.
- 4- Staff Colleges Banks. PSUs (Central & State)
- 5- Other Training Institutions (Government and Semi Governmental)
- 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

20.7.16
Pr Secy (Trng)

Nominations for All India Training Course on
DESIGN OF TRAINING [DoT]
[TDP National Calendar of Government of India]
[5-9 SEPTEMBER 2016]

u/

bsl (Trng)
21/07

Sir/Madam:

AS
23/7/2016
Sh. Sanyal

It is a matter of great pleasure that the HCM Rajasthan State Institute of Public Administration, Jaipur is conducting A DESIGN OF TRAINING (DoT) Course from 5-9 September 2016. This course is sponsored by the Department of Personnel and Training (Training Division) Government of India during the Year 2016-2017 under TDP Category. Limited seats (only 16) are available for this course on all India basis:

Nominations are requested from the nominating authorities. Details are also available on http://persmin.nic.in/otraining/trgdiv/tdp_cal.aspx.

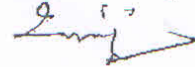
The course is residential and sponsoring authorities will have to bear only travel expenses of their nominees. However, the course is FREE as there is no Course Fee and no charges for lodging and boarding in the Hostel. Both facilities are free.

This Course is open for those persons who have done their Direct Trainer Skills [DTS] Course elsewhere in the country. Besides, Government of India have decided that all participants are also eligible to attend DoT who have attended course on "Introduction to SAT Course." Kindly note that this is a course in sequence to Direct Trainer Skills (DTS). Nominees should first attend DTS and then only he/she can attend DoT. It is therefore requested that nominations of eligible and interested DTS trained trainers or persons dealing with training activities in your Ministry/Department may be forwarded to the undersigned by 31 August 2016 positively. (Fax No. 0141-2702932) e-mail: rkchoubisaripa@hotmail.com.

Acceptance of nominations will be dispatched as and when these are received looking to the prescribed number of participants of the course. The nominees may be relieved only after receiving the acceptance of the nomination from this Institute.

A brief description of the course is enclosed in Annexure-I.

Yours faithfully



[Dr. R.K.CHOUBISA]

Course Coordinator

Mobile No. 09414168624

e-mail: rkchoubisaripa@hotmail.com

Annexure-I**DESIGN OF TRAINING COURSE (DoT)**

Course Title	Design of Training (DoT) National
Category	National Course under Trainer Development Programme of the Government of India
Brief Description about the Course	The success of training depends on the ability of trainers to design and deliver effective training which will enable employees to improve their performance. Courses on 'Training of Trainers' are an essential step in developing competence of trainers. Design of Training (DoT) (1-Week module) followed by a 4-week project work. one such course which develops design ability of the person.
Venue	HCM Rajasthan State Institute of Public Administration, J.L.N. Marg, JAIPUR-302 017
Date and Duration	5-9 September 2016 1 Week
Nominations	16 Maximum
Aim	The aim of the Design of Training (DoT) course is to provide further advice and development opportunities to enable trainers to undertake the additional responsibilities of designing training modules.
Course Fees	FREE
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.
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.

Level and Type of Participant	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.
Pre-requisite	No. But DTS or SAT will help to a great extent
Methodology	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.
Medium of Instruction	English
Certification	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.
Nominations to be sent positively on or before	31 August 2016 by 6.00 PM
Communication Link	Telephone : 0141-5162536 Mobile: 09414168624 Fax-0141-2702932, visit us: www.hcmripa.gov.in , e-mail: rkchoubisaripa@hotmail.com

[Dr. R.K.CHOUBISA]
Course Director