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25/7/2016

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O/o the Chief Secretary  
Dy. No... 53669034  
Dated... 25/7/16



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

जवाहरलाल नेहरू मार्ग, जयपुर-302017 (राजस्थान)  
दूरभाष: 0141-5162536 कार्यालय, 0141-27032932 (फैक्स)  
ईमेल: hcmripa@rajasthan.gov.in ; Website: www.hcmripa.gov.in

F.25(1)(4)TDP(MNT)/RIPA/2015/2138-2201

Date: 25 July 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- Shri V.K.Sinha, 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 (TDP)

Nominations for All India Training Courses on  
MENTORING SKILLS (MNT)  
[TDP National Calendar]  
of Government of India  
3-5 August 2016

US (TDP)  
2/6/2

AS  
23/7/2016  
Sh. Sampat

Sir/Madam:

It is a matter of great pleasure that the HCM Rajasthan State Institute of Public Administration, Jaipur is conducting Training Course on Mentoring Skills under Trainer Development Programme (TDP). Two The 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 are available for the course on all India basis:

MENTORING SKILLS  
3-5 August 2016

MAXIMUM 12 SEATS

Nominations are requested for any these dates from the nominating authorities.

The Mentoring Skills Course is intended for departmental staff involved in human resource development. It is also suitable for institutional trainers, sectional leaders and heads of department who are supporting development initiatives. No prior knowledge of training is needed or assumed.

Kindly note that the course is residential and sponsoring authorities will bear only travel expenses of their nominee. Lodging and boarding facilities will be available free to all nominees. No charges are payable by the nominees. The course is FREE as there is no Course Fee.

It is therefore requested that nominations of eligible and interested trainers or persons working in your Ministry/Department may be forwarded to the undersigned by 31 July 2016 positively. (Fax No. 0141-2702932 e-mail: rkchoubisaripa@hotmail.com. You may visit us: [www.hcmripa.gov.in](http://www.hcmripa.gov.in)).

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

Chief Secretary to the Government  
Government of Himachal Pradesh  
SHIMLA

Yours faithfully



[Dr. R.K.CHOUBISA]  
Course Coordinator  
Mobile No. 09414168624

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<b>Aim</b>	The aim of the <b>Mentoring Skills Course</b> is to help selected members of staff to acquire an understanding of the concept of mentoring, and the skills to carry out the duties of a mentor.
<b>Course Style</b>	<p>The Mentoring Skills course is intended to help participants develop competencies to carry out mentoring tasks commensurate with their role, responsibilities and status in their respective organizations. This is not a 'taught' course. Rather, it is a series of practical learning activities - mostly simulated by means of a case study. Participants are therefore expected to take active responsibility both for their own learning and by contributing to group activities.</p> <p>1. <b>Distance Learning</b> The purpose of the Distance Learning is to introduce the concept of mentoring and the context in which it can be used. The material also outlines issues mentors will face when supporting a mentee's development. The expectation is for participants to have studied this material before the commencement of the workshop and also to have commented on questions being asked about prospective role as a mentor.</p> <p>2. <b>Workshop</b> As the workshop is based on an intensive series of individual and group activities, it requires full-time commitment, including some evening study. We therefore assume that course participants will be either residential or be within easy commuting distance.</p>
<b>Broad Contents</b>	<ul style="list-style-type: none"> <li>• Mentoring - Issues and Challenges</li> <li>• Relationship Building</li> <li>• Behavior Analysis</li> <li>• Psychological Growth - Concept and Application</li> <li>• Challenges/Constraints/methodology &amp; responsibilities</li> <li>• Systematic Approach to Mentoring.</li> </ul>
<b>Level and Type of Participant</b>	The Mentoring Skills Course is intended for departmental staff involved in human resource development. It is also suitable for institutional trainers, sectional leaders and heads of department who are supporting development initiatives. No prior knowledge of training is needed or assumed.
<b>Pre-requisite</b>	No.
<b>Medium of Instruction</b>	English
<b>Nominations</b>	Maximum 9 nominees in one course.
<b>Course Fees</b>	FREE

<b>Facilitators</b>	The facilitators who are certificated as "Master Trainers" and "Recognized Trainers" by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field will conduct this course.
<b>Venue</b>	HCM Rajasthan State Institute of Public Administration, J.L.N. Marg, JAIPUR-302 017
<b>Date and Duration</b>	<p>Course Dates : 3-5 August 2016 i.e. for 3 Days.</p> <p>The Workshop is run over a period of three working days, starting at 10.00 hrs on the first day and concluding at 16.00 hrs on the third day.</p> <p>Participants, working as members of team, should expect evening activities. The following is an indication of how we allocate the time during the workshop, although it may be adjusted to suit particular course requirements.</p>
<b>Certification</b>	<p>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.</p> <p>On completion of the course participants will be awarded a Certificate, recognized by the Department of Personnel and Training, Government of India.</p>
<b>Nominations to be sent positively on or before</b>	31 July 2016 by 6.00 PM
<b>Communication Link</b>	<p>Telephone : 0141-5162536          Fax-0141-2702932          Mobile : 09414168624          visit us: <a href="http://www.hcmripa.gov.in">www.hcmripa.gov.in</a>,          e-mail: <a href="mailto:rkchoubisaripa@hotmail.com">rkchoubisaripa@hotmail.com</a></p>

[Dr. R.K.CHOUBISA]  
*Course Coordinator*