

3510
DATE, 18-12-2009

NO.2/9/2009-MP
GOVERNMENT OF MANIPUR
DIRECTORATE OF MANPOWER PLANNING

Imphal, the 12th December 2009

To,
All Heads of Department,
Government of Manipur.

Subject:- Forwarding of Training Circulars.

Sir,

I am to enclose herewith a copy each of 2(two) Training Circulars forwarded to this Directorate from the Institute Secretariat Training & Management, Department of personnel & Training, Govt.of India, the contents of which are self explanatory for Information and further necessary action in nomination of any willing candidates to undergo the said trainings.

Your nomination of any willing candidate is to reach this Directorate on or before 18.12.2009 positively.

Encl:- As above

Yours faithfully,


(R.H. Gonmei)
Director

Memo No. 2/9/2009-MP:

Copy to:-

1. The P.S.to the Chief Secretary, Govt.of Manipur.
2. The Commissioner (DP&AR), Govt.of Manipur.

Yours faithfully


(R.H. Gonmei)
Director

R.R. No. 394 D. 8.12.09
Commissioner (DP)
Government of Manipur

Chief Secy
F.R. 309
Date 7.12.09



No. A. 33048/01/2009-ISTM
GOVERNMENT OF INDIA
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)
OLOF PALME MARG, NEW DELHI-110067
TEL. 26175590; TELEFAX: 26104183

Dated the 12th November, 2009

To

All Ministries/Departments
Chief Secretaries of all States/Union Territories
All Central/National/State Training Institutions
Staff Colleges of Banks, PSUs (Central & State)
Other Training Institutions (Govt. & Semi-govt. only)

Subject: Training Circular- Evaluation of Training Course (EoT) during 18th January, 2010 - 5th February, 2010.

Sir/Madam,

A Master Trainer Development Programme on Evaluation of Training [EoT] will be held in this Institute. Details of the course may kindly be seen at Appendix I. It will consist of two courses whose dates are given below:

- 25th to 29th January, 2010 and
- 1st to 5th February, 2010.

2. There is no course fee. However, the course is residential course, therefore, board and lodging charges @ Rs. 200/- (Rupees two hundred only) per participant per day will be payable by the sponsoring authority. TA/DA in respect of the participant will be borne by the sponsoring authorities. ISTM has modest hostel facility on twin sharing basis and is meant only for the participants.

3. You are requested to send the nomination(s) of eligible officers in the prescribed nomination form (Appendix II) for either of the course so as to reach the undersigned by 21st December, 2009 positively. Also please specifically indicate whether the nomination is for the first course (25-29th January, 2010) or for the second course (1st to 5th February, 2010).

4. Only those officers, whose candidature is confirmed by this Institute, may be relieved for the course. If no letter is received from this Institute, it may be presumed that it has not been possible to accept the candidature of the person concerned.

Yours faithfully,

(Manisha Bhatnagar)

Deputy Director & Course Coordinator

Email: manisha@nic.in

Copy to:-

Director (Trg), Training Division, DoP&T, Block 04, Third Floor, Old JNU Campus, New Delhi- 110 067

About EoT course

1. **Distance Learning.** This provides a general background to issues which will be faced when carrying out EoT activities.
2. **Workshop.** Run over a period of five days, where participants can develop an understanding of their role and responsibilities, also EoT systems and procedures requiring development. During the workshop EoT techniques, exercises and a case study will be used to provide learning opportunities, and a basis for self-assessment.
3. **EoT Project.** On completion of the workshop, each participant will undertake a personal EoT project with a suitable client organisation. This will be carried out over a period of three weeks and a report submitted for assessment.

COURSE STYLE

The EoT Course is intended to help participants develop their competency to carry out EoT tasks, commensurate to their role, responsibilities and status in their respective organisations. This is not a 'taught' course. Rather, it is a series of practical learning activities - usually simulated by using exercises and case studies. Participants are therefore expected to take active responsibility both for their own learning and contributing to group activities.

Distance Learning The purpose of the Distance Learning is to introduce the concept of EoT, in relation to the Systematic Approach to Training. The material also outlines issues they will face when carrying out EoT assignments. The expectation is for participants to have studied the material, completed assigned tasks and being prepared to contribute to workshop activities.

Workshop As the workshop is based on an intensive series of team activities, it requires full-time commitment, including some evening study. We therefore assume course participants will be either residential or within easy commuting distance.

Project On completion of the workshop participants will be required to complete an agreed EoT project for submission and assessment by course tutors. Participants who satisfactorily complete their project will be awarded a certificate of competence.

OBJECTIVES

At the end of distance learning participants will be able to:

1. Define the Evaluation of Training (EoT).
2. Describe potential benefits to be obtained from EoT.
3. Define internal external validation and their contribution to EoT.
4. Describe performance and resource parameters influencing EoT.
5. List factors influencing the achievement of a desired standard of performance.
6. Contrast 'effective' and 'efficient' training, in relation to EoT.

At the end of the workshop participants will be able to:

- i. Describe current approaches to EoT.
- ii. Describe concepts of EoT suggested by Easterby-Smith, Hamblin and Kirkpatrick.
- iii. Apply EoT models to a typical training function.

Appendix-II (a)
NOMINATION FORM

Evaluation of Training (EoT)

DATE OF COURSE :

NOMINEE'S INFORMATION

1.	NAME				
2.	DESIGNATION	SINCE			
3.	INSTITUTE/PLACE OF WORK				
4.	SCALE OF PAY				
5.	DATE OF BIRTH				
6.	SEX				
7.	CATEGORY: SC/ST /OBC/ GENERAL				
8.	COMPLETE OFFICE ADDRESS (WHERE THE NOMINEE IS POSTED AT PRESENT)	SECTION/UNIT			
		ROOM NO./FLOOR			
		BUILDING NAME			
		ROAD NAME			
		CITY/PINCODE			
		TELEPHONE/FA X			
9.	EXPERIENCE IN THE AREA OF TRAINING				
10.	KNOWLEDGE OF HINDI	READ/WRITE/SPEAK	READ	WRITE	SPEAK
11.	WHETHER HOSTEL REQUIRED OR NOT	REQUIRED	NOT REQUIRED		
13.	OTHER TRAINING OF TRAINER (ToT) COURSES ATTENDED				

ANNEXURE-II (b)

NOMINATION FORM

Evaluation of Training (EoT)

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.	HOW DOES THE NOMINEE'S APPLICATION RELATE TO THE TRAINING AND DEVELOPMENT PLAN AND POLICY OF THE SPONSORING AUTHORITY	

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 & Seal of Sponsoring Authority

PLACE
DATE



Efficiency and the Public Good

F.No. 33076/2/2009-ISTM(BT)
GOVERNMENT OF INDIA
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)
OLOF PALME MARG, NEW DELHI-110067
(TEL. 26164285; TELEFAX: 26104183)

12th Nov., 2009

To

1. Chief Secretaries of All States Govts./Union Territories
2. All Ministries/Departments of the Govt. of India
3. Public Sector Undertakings/Nationalized Banks/Insurance Companies.

Subject:- Training course on "**Stress Management**"
from 15 - 19 February, 2010.

Sir,

I am directed to say that the course on "**Stress Management**" will be held at Institute of Secretariat Training & Management from 15 - 19 February, 2010.

2. The details of the course are given in the **Course Information Sheet at Annexure-I.**


3. Nominations in the enclosed form (Annexure-II) of eligible officers who can attend the programme on whole time basis may kindly be sent to: **Joint Director (BT), ISTM, JNU (Old) Campus, New Mehrauli Road, New Delhi-110067** so as to reach by **8th January, 2010.** The nominations not accompanied by the particulars in the proforma at Annexure II may not be considered.

4. The acceptance of nomination will be dispatched in the **second week** of **January, 2010.** The officer(s) should be relieved for attending the course only after receipt of acceptance of the nomination. If no communication regarding acceptance from this Institute is received, it may please be presumed that the nomination of the concerned officer has not been accepted.

Yours faithfully,


{Mrs.} Vinod Jindal
Joint Director [BT]
Tele: 26164285

DP/12



DP

US/DP

9/12

COURSE INFORMATION SHEET

- CODE** : SM
- COURSE TITLE** : **Stress Management**
- AIM** : To equip participants with the requisite knowledge, skills and attitude relating to the management of stress.
- OBJECTIVES** : By the end of the course the participants will be able to:
- Identify symptoms and causes of stress;
 - Explore mechanisms of coping with stress; and
 - Prepare an action plan to manage stress.
- METHODOLOGY** : The course will be conducted through participative methods including experience sharing, discussion, role-play, practical exercises (both classroom & outdoor) and interactive faculty inputs. **Yoga classes will be held between 7.00 - 8.30 A.M. during the course.**
- LEVEL OF PARTICIPANT:**
Senior and middle management in Govt. Public Sector and Nationalized Banking & Insurance Sectors.
- COURSE CAPACITY:** 25
- HOSTEL** : ISTM provides moderate accommodation (shared by two participants in a double bedded room). It will not be possible to accommodate any relative / companion of the participant in the ISTM hostel.
- CAPITATION FEE:** A capitation fee of Rs.2000/- (Rupees Two Thousand only) per participant will be payable for nominees of organizations **other than Central or State Governments** on their admission to the course. The capitation fee may be paid by a crossed Account Payee Cheque/Demand Draft drawn in favour of **"Assistant Director, Institute of Secretariat Training & Management, New Delhi"**, payable at New Delhi at the time of registration on the opening day of the course. Failure to make the payment during registration would render the admission of the officer invalid automatically.

NOMINATION FORM

Course Code

From

To

Course Title

1.	Name				
2.	Designation			3. Scale of Pay	GRADE PAY:
4.	Organisation with complete Address and Telephone/Fax Numbers and Email ID: (to which Intimation about nomination is to sent)				
	MOB. No:	OFFICE TEL. No.	FAX No.		
5.	DATE OF BIRTH:	AGE:	SEX:		
5.A	Whether it is a Central/State Govt. Ministry/Department or PSU/Autonomous Body.				
6.	Education Qualification	7. Professional Qualification			
8.	Whether SC/ST/OBC/General	9. Service to which belongs			

10. Brief Service Particulars :-

S. No.	Post Held	From	To	Scale of pay	Nature of duties

11. Whether fulfils eligibility conditions

12. How the programme is likely to benefit the nominee as well as the organisation?

13. Previous course attended at ISTM (with dates in bracket)

14. Whether Hostel accommodation is required

Signature of the Nominee

To be filled in by the Sponsoring Authority

It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will withdraw in between from the Course. The prescribed caption fee and other charges as applicable will be paid to ISTM for this course.

Telephone Number, Fax Number and E-mail Address	Signature Name/Designation (of the Sponsoring authority) with Office Seal
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