



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी
PANDIT DEENDAYAL UPADHYAY NATIONAL ACADEMY OF SOCIAL SECURITY
कर्मचारी भविष्य निधि संगठन(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. of India)

30-31 इन्स्टिट्यूशनल एरिया, जनकपुरी, नई दिल्ली-110058 फोन - 28525994, फैक्स -28524079

30-31, Institutional Area, Near CNG Petrol Pump, Opp. 'D' Block, Janak Puri, New Delhi-110058

Phone: 011-28524248/ 28525994, Fax: 28525987

वेबसाइट: www.natrsss.gov.in

Email: natrsss@epfindia.gov.in

No.7/17/2017-18/PDUNASS/DoPT/ 3443 to 4401

Dated 26 APR 2017

To

1. All Additional Central Commissioners (Zones)
2. All In-Charge of Regional/Sub-Regional Offices

Subject: **Training Circular – National Calendar programmes on Training of Trainers (ToT) sponsored by DoP&T to be conducted under “Trainers Development Programmes” at PDUNASS during 2017-2018– Approval of dates– Inviting Nominations – Regarding.**

Sir,

Pandit Deendayal Upadhyay National Academy of Social Security (PDUNASS) New Delhi, a unit of Employees' Provident Fund Organisation under the Ministry of Labour, Govt. of India is organizing the following National level training courses on Training of Trainers (ToT) to be conducted under Trainers Development Programmes prepared and sponsored by Department of Personnel & Training (DoP&T) Govt. of India during the second quarter of calendar year 2017-2018:

S.No.	Name of the Approved Course	Duration (no. of days)	Approved Dates	Submission of Nominations PREFERABLY before
1.	Introduction to Systematic Approach to Training (SAT))	3 days	01.08.2017 to 03.08.2017	03.07.2017
2.	Direct Trainer Skills (DTS)	5 days	21.08.2017 to 25.08.2017	25.07.2017
3.	Evaluation of Training (EoT)	5 days	18.09.2017 to 22.09.2017	18.08.2017
4.	Mentoring Skills	3 days	04.10.2017 to 06.10.2017	01.09.2017
5.	Facilitation Skills	3 days	08.11.2017 to 10.11.2017	10.10.2017
6.	Experiential Learning Tools	5 days	27.11.2017 to 01.12.2017	30.10.2017

The trainers will be certified recognized Master Trainers (MTs)/ Recognized Users (RUs) of DoPT, Govt. of India.

Concept papers in respect of above courses are enclosed for your perusal.

No course fee will be charged as per the instructions of DoP&T. **TA/DA in respect of the participant will also be borne by the sponsoring authority / organization.**

All the courses are fully residential. Pandit Deendayal Upadhyaya National Academy of Social Security (PDUNASS) has modest hostel facility.

Contd..

You are requested to kindly give willingness of yourself and your subordinate officers for the above courses at the earliest possible so that we would be able to make the selection of the officers and necessary arrangements. Nomination form for the each course is enclosed. The nomination dully filled in the specific format should reach PDUNASS at the earliest by Fax on :011- 28525987 or e-mail us at: natrss@epfindia.gov.in to enable us to make proper arrangements for the participants.

After scrutiny of the application, the Department / Organisation / Institution will be informed and the selected participants will be provided the course material in advance to enhance the learning process. The Nominee MUST NOT be relieved to attend the course till their participation is confirmed by PDUNASS.

For any further information about PDUNASS or training programmes, please feel free to contact at Telephone No.011-28524248 or Email. natrss@epfindia.gov.in. The application for nomination of participants and sponsoring Authority's confirmation format may also be downloaded from EPFO Website with URL – www.epfindia.gov.in

(Please circulate this communication among all officers in your RO/SROs).

Yours faithfully,

Encl: as above.


(Rakesh Sahrawat)
Regional P F Commissioner-I / Deputy Director

Trainers Development Programme

Sponsored by DoP&T

CONCEPT PAPER

Training of Trainers:

Recognizing the importance of trainers in the training function, the Training Division started the Trainer Development Programme in the early 1990s. Initially faculty members of various training institutions were developed as Master Trainers and Recognized User of various training of trainers (ToT) packages in collaboration with the Thames Valley University of U.K. Over a period of time indigenous mechanisms were evolved for developing a cadre of professional trainers and resource persons in the country to create a cascading and multiplier effect. The programme has gone a long way in embedding the Systematic Approach to Training (SAT) into the process of designing and imparting effective training to government officials. Currently, the following programmes are sponsored under Trainer Development Programme at training institutions across the country: -

(1) Direct Trainer Skills (DTS) course:

The aim of the Direct Trainer Skills (DTS) course is to provide an opportunity for the trainers to develop their basic instructional skills to enable them to make an effective contribution to their institution's training courses.

(2) Introduction to SAT Course:

This is a short, intensive Package with inputs from all the four packages consisting Systematic Approach to Training (SAT) Cycle namely, Training Needs Analysis (TNA), Design of Training (DoT), Direct Trainer Skills (DTS), Evaluation of Training (EoT) with scope for individual and team exercises/activities. The complete training material including visuals of all the four Courses will be provided to the participants in soft copy. The Target Group envisaged for the Combined Package consists of Heads of Training Institutions, senior officers joining in training institutions/departments, Heads of district-level training institutions, occasional trainers/guest faculty, etc.

(3) Mentoring Skills:

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 organisations. 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 there for expected to take active responsibility both for their own learning and by contributing to group activities. The aim of the Mentoring Skills Course 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. The course provides an introduction to the concept and processes of mentoring; it also includes an intense opportunity to acquire essential skills.

(4) Facilitation Skills Course:

The aim of the Facilitation Skills Course is to help participants develop an understanding about the process of Facilitation and to develop some of the core skills. The Course provides and introduction to the concept and processes of facilitation and an opportunity to develop core skills. The Facilitation skills course is intended to help participants develop their understanding of the key processes within facilitation and to develop competencies relevant to the role of a Facilitator. This is not a 'taught' course. Rather, it is a series of practical learning activities. Participants are therefore expected and encouraged to take an active role and responsibility for their own learning and for the learning of the group by contributing to all learning activities.

Tutor, peer and individual feedback will also be given during the workshop to support skills development

(5) Evaluation of Training (EoT):

The Evaluation of Training (EoT) course establishes a framework within which decisions can be made. Should a particular course continue to be run? How can it be improved? What response has been made to TNA consultancy report? How effective is distance learning in meeting government's intention to provide training for all? These are typical questions asked when carrying out EoT.

(6) Experiential Learning Tools (ELT)

Earlier DTS-II - Experiential Learning Tools course aims at equipping the participants with skills relevant to the learner-centered training-process through the mode of experiential learning; particularly in the application of identified training methodologies namely Case Study, Field Visit and Role Play; besides appropriately using Skill Development Exercises.

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	01.08.2017 to 03.08.2017
Duration	3 days

NOMINATION FORM/नामांकन प्रपत्र

प्रशिक्षण के लिए व्यवस्थित दृष्टिकोण (SAT) का परिचय

Introduction to Systematic Approach to Training

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	वेतन का स्तर Scale of Pay	
5.	लिंग Sex	
6.	संचार के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	टेलीफोन नंबर Telephone Number	
9.	मोबाइल नंबर Mobile Number	
10.	ई-मेल पता E.mail	
11.	अगर अपने पहले डीओपीटी प्रायोजित कार्यक्रम में पहले भी भाग लिया है तो उसका नाम बताएं Whether you have attended any programme earlier sponsored by DoPT, please indicate	

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	01.08.2017 to 03.08.2017
Duration	3 days

प्रायोजक अधिकारियों की पुष्टि/Sponsoring Authorities Confirmation

प्रशिक्षण के लिए व्यवस्थित दृष्टिकोण (SAT) का परिचय

Introduction to Systematic Approach to Training

1.	प्रयोजक अधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान/ संगठन Institute/Organisation	
4.	संचार के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	टेलीफोन नंबर Telephone Number	
7.	ई-मेल पता E-mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित व्यक्ति की भागीदारी प्रशिक्षण और विकास योजना और प्रायोजक प्राधिकरण की नीति से कैसे जुड़ी है? How does the nominee's participation 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.

Dt.

Signature & Seal of sponsoring Authority

NOMINATION FORM/नामांकन प्रपत्र

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	21.08.2017 to 25.08.2017
Duration	5 days

प्रत्यक्ष ट्रेनर कौशल

Direct Training Skills (DTS)

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	वेतन का स्तर Scale of Pay	
5.	लिंग Sex	
6.	संचार के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	टेलीफोन नंबर Telephone Number	
9.	मोबाइल नंबर Mobile Number	
10.	ई-मेल पता E.mail	
11.	अगर अपने पहले डीओपीटी प्रायोजित कार्यक्रम में पहले भी भाग लिया है तो उसका नाम बताएं Whether you have attended any programme earlier sponsored by DoPT, please indicate	

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	21.08.2017 to 25.08.2017
Duration	5 days

प्रायोजक अधिकारियों की पुष्टि/sponsoring Authorities Confirmation

प्रत्यक्ष ट्रेनर कौशल

Direct Training Skills (DTS)

1.	प्रयोजक अधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	संचार के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	टेलीफोन नंबर Telephone Number	
7.	ई-मेल पता E-mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित व्यक्ति की भागीदारी प्रशिक्षण और विकास योजना और प्रायोजक प्राधिकरण की नीति से कैसे जुड़ी है? How does the nominee's participation 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.

Dt.

Signature & Seal of sponsoring Authority

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	18.09.2017 to 22.09.2017
Duration	5 days

NOMINATION FORM/नामांकन प्रपत्र

प्रशिक्षण का मूल्यांकन

Evaluation of Training

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	वेतन का स्तर Scale of Pay	
5.	लिंग Sex	
6.	संचार के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	टेलीफोन नंबर Telephone Number	
9.	मोबाइल नंबर Mobile Number	
10.	ई-मेल पता E.mail	
11.	अगर अपने पहले डीओपीटी प्रायोजित कार्यक्रम में पहले भी भाग लिया है तो उसका नाम बताएं Whether you have attended any programme earlier sponsored by DoPT, please indicate	

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	01.08.2017 to 03.08.2017
Duration	5 days

प्रायोजक अधिकारियों की पुष्टि/Sponsoring Authorities Confirmation

प्रशिक्षण का मूल्यांकन

Evaluation of Training

1.	प्रयोजक अधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	संचार के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	टेलीफोन नंबर Telephone Number	
7.	ई-मेल पता E-mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित व्यक्ति की भागीदारी प्रशिक्षण और विकास योजना और प्रायोजक प्राधिकरण की नीति से कैसे जुड़ी है? How does the nominee's participation 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.

Dt.

Signature & Seal of sponsoring Authority

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	04.10.2017 to 06.10.2017
Duration	3 days

NOMINATION FORM/नामांकन प्रपत्र

परामर्श कौशल

Mentoring Skills

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	वेतन का स्तर Scale of Pay	
5.	लिंग Sex	
6.	संचार के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	टेलीफोन नंबर Telephone Number	
9.	मोबाइल नंबर Mobile Number	
10.	ई-मेल पता E.mail	
11.	अगर अपने पहले डीओपीटी प्रायोजित कार्यक्रम में पहले भी भाग लिया है तो उसका नाम बताएं Whether you have attended any programme earlier sponsored by DoPT, please indicate	

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	04.10.2017 to 06.10.2017
Duration	3 days

प्रायोजक अधिकारियों की पुष्टि/Sponsoring Authorities Confirmation

परामर्श कौशल

Mentoring Skills

1.	प्रयोजक अधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	संचार के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	टेलीफोन नंबर Telephone Number	
7.	ई-मेल पता E-mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित व्यक्ति की भागीदारी प्रशिक्षण और विकास योजना और प्रायोजक प्राधिकरण की नीति से कैसे जुड़ी है? How does the nominee's participation 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.

Dt.

Signature & Seal of sponsoring Authority

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	08.11.2017 to 10.11.2017
Duration	3 days

NOMINATION FORM/नामांकन प्रपत्र

सरलीकरण कौशल
Facilitation Skills

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	वेतन का स्तर Scale of Pay	
5.	लिंग Sex	
6.	संचार के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	टेलीफोन नंबर Telephone Number	
9.	मोबाइल नंबर Mobile Number	
10.	ई-मेल पता E.mail	
11.	अगर अपने पहले डीओपीटी प्रायोजित कार्यक्रम में पहले भी भाग लिया है तो उसका नाम बताएं Whether you have attended any programme earlier sponsored by DoPT, please indicate	

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	08.11.2017 to 10.11.2017
Duration	3 days

प्रायोजक अधिकारियों की पुष्टि/sponsoring Authorities Confirmation

सरलीकरण कौशल
Facilitation Skills

1.	प्रयोजक अधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	संचार के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	टेलीफोन नंबर Telephone Number	
7.	ई-मेल पता E-mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित व्यक्ति की भागीदारी प्रशिक्षण और विकास योजना और प्रायोजक प्राधिकरण की नीति से कैसे जुड़ी है? How does the nominee's participation 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.

Dt.

Signature & Seal of sponsoring Authority

NOMINATION FORM/नामांकन प्रपत्र

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	27.11.2017 to 01.12.2017
Duration	5 days

प्रयोगमूलक अधिगम उपकरण
Experiential Learning Tools

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	वेतन का स्तर Scale of Pay	
5.	लिंग Sex	
6.	संचार के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	टेलीफोन नंबर Telephone Number	
9.	मोबाइल नंबर Mobile Number	
10.	ई-मेल पता E.mail	
11.	अगर अपने पहले डीओपीटी प्रायोजित कार्यक्रम में पहले भी भाग लिया है तो उसका नाम बताएं Whether you have attended any programme earlier sponsored by DoPT, please indicate	

Course Venue पाठ्यक्रम स्थान	PDUNASS New Delhi
Date	27.11.2017 to 01.12.2017
Duration	5 days

प्रायोजक अधिकारियों की पुष्टि/sponsoring Authorities Confirmation

प्रयोगमूलक अधिगम उपकरण
Experiential Learning Tools

1.	प्रयोजक अधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान संगठन / Institute/Organisation	
4.	संचार के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	टेलीफोन नंबर Telephone Number	
7.	ई-मेल पता E-mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित व्यक्ति की भागीदारी प्रशिक्षण और विकास योजना और प्रायोजक प्राधिकरण की नीति से कैसे जुड़ी है? How does the nominee's participation 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.

Dt.

Signature & Seal of sponsoring Authority