

Five days' Offline course on Management of Training (MOT -09) to be conducted from 18th March to 22nd March, 2024.

From : ISTM <noreply-istm@nic.in>

Tue, Jan 30, 2024 04:39 PM

Subject : Five days' Offline course on Management of Training (MOT -09) to be conducted from 18th March to 22nd March, 2024.

To : estt-ca@nic.in

Reply To : ISTM <bpadhy@nic.in>

Management of Training (MOT-09)

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भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 30th Jan , 2024

To

All Central Ministries/ Departments of the Government of India.
Head of Departments, All Attached/ Subordinate officers.
Chief Secretaries of all States/ Union Territories
All Central / National / State Training Institutions
All Public Sector Undertakings / All Autonomous Bodies

Subject: Five days' Offline course on **Management of Training (MOT -09)** to be conducted from **18th March to 22nd March, 2024.**

Madam/Sir,

This Institute will conduct an offline training course on Management of Training (MOT-09) from **18th March to 22nd March, 2024**. This Training course is designed for the officers involved in training related activities in different Ministries/ Departments/ Organisations and Trainers/ Faculty members of Training Institute of the Central and State Governments. An information sheet in this regard is enclosed as Annexure.

2. Nomination form for the MOT course is available on the website of ISTM and it is mandatory to fill the nomination form online. Acceptance of nomination will be displayed on the website of ISTM (www.istm.gov.in) only and on postal correspondence will be made. However, the nominees must ensure that his/her

nomination is cleared by his/ her sponsoring authority before applying online and a letter to this effect may kindly be sent to ISTM before **16th Feb.**

2024 through Email (Scanned copy)/ post.

3. Sponsoring authorities are requested that while nominating the officer for this course, it should be clear to him/her that the workshop will be on full time basis i.e. from 09:00 AM to 05:30 PM and may go beyond 5:30 PM due to own time/ group work.

4. While making nominations the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the

undersigned latest by **16th Feb. 2024.**

Yours faithfully,

-SD-

Bhagaban Padhy

Deputy Director & Course Director

Email ID:- bpadhy@nic.in

Ph: 011-26737512

Annexure –I
MoT-09: Course Information Sheet

Title	Management of Training
Course Code :	MoT-09
Duration :	Five days
Schedule :	18th March to 22nd March, 2024
Eligibility	The Officers designed to perform the duties of Training –manager would be from the Ministries/ Departments/ State Governments/ Public Sector Undertakings/ Agencies. In organisations where training function does not exist, nominations may be made taking into account the officers who would be associated with the training function after their return from the course.
Aim of the course :	To train Training Managers for implementation of Training Policy in Ministries/ Departments/ Organisations or Central and State Governments.
Course Strategy :	<p>The course is divided into three phases:</p> <p>Phases I Pre-course reading material with Exercise will be forwarded to the participants selected for the course.</p> <p>Phase II A five-day offline workshop will be conducted at ISTM.</p> <p>Phase III Within a month after the workshop, every participant will submit a 'Project Design' on a chosen topic which will form basis for certification.</p>
Workshop Methodology :	<ol style="list-style-type: none"> 1. Offline input through lecture and presentation 2. Offline Group discussion and presentation in plenary 3. Offline case studies / group exercise
Course Fee :	The course is sponsored by Department of Personnel & Training and no course fee is to be paid by the sponsors.
Course Director :	<p>Sh. Bhagaban Padhy, Deputy Director Institute of Secretariat Training & Management (ISTM), Room No.212, Administrative Block, Old JNU Campus, Olof Palme Marg, Near Ber Sarai Market, New Delhi-110067 Tel : Office: 26737512 Email: bpadhy@nic.in</p>