

Two - Three Days Training Programmes on “Facilitation Skills” BFS-01 & BFS-02 scheduled to be held from 24th to 26th July, 2024 and 29th to 31st July, 2024 as part of Recognized Trainer Development Programme – Facilitation Skills (RTDP-FS 01) – regarding

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

Tue, Jun 18, 2024 12:12 PM

Subject : Two - Three Days Training Programmes on “Facilitation Skills” BFS-01 & BFS-02 scheduled to be held from 24th to 26th July, 2024 and 29th to 31st July, 2024 as part of Recognized Trainer Development Programme – Facilitation Skills (RTDP-FS 01) – regarding

To : estjpr pen-rj <estjpr.pen-rj@gov.in>

Reply To : ISTM <jbhatti.edu@nic.in>

14th June, 2024

To

Secy. to the Govt. of India (All Ministries / Departments)
All Attached & Subordinate Offices
All State Governments / All Union Territories
The Central Vigilance Commission / Election Commission of India / UPSC
All Public Sector Undertakings / All Autonomous Bodies

Subject: Two - Three Days Training Programmes on “Facilitation Skills” BFS-01 & BFS-02 scheduled to be held from 24th to 26th July, 2024 and 29th to 31st July, 2024 as part of Recognized Trainer Development Programme – Facilitation Skills (RTDP-FS 01) – regarding.

Madam/Sir,

I am directed to say that Institute of Secretariat Training & Management will be conducting the following two Three Days Training Programme on “Facilitation Skills” for Group A & B officers.

BFS-01	24 th to 26 th July, 2024	3 days
BFS-02	29 th to 31 st July, 2024	3 days

2. Nomination form for the training course / workshop may be filled online at https://www.istm.gov.in/home/online_nomination_form . It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her

sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

3. Only such officials should be nominated who can attend this programme on whole time basis. 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 any CTI/ATI should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by 14th July, **2023**.

4. Only such officials, whose nominations are accepted for the training course/ workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance no separate communication by post would be issued.

Enclosure: Annexure-I

Yours faithfully,

(Jitender Bhatti)

Deputy Director

e-mail: jbhatti.edu@nic.in

Tel: 26737602

ANNEXURE-I

Programme Title : Three Days Training Programme on
Basic Facilitation Skills BFS-01 & BFS-02

Duration : Three Days each

BFS-01	24 th to 26 th July, 2024	3 days
BFS-02	29 th to 31 st July, 2024	3 days

(Participant can apply for any one of the programme)

Time : 09.30 AM to 05:30 PM
Mode/ Venue : (Offline) ISTM, New Delhi

Objective of the workshop: -

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

1. Identify key phases within the facilitation process and practice some of the core skills within the evolving role of the facilitator at each stage.
2. Develop approaches and practice using methods for facilitating group problem-solving and decision-making.
3. Develop the skills to manage task and process within facilitation.
4. Undertake the preparatory analysis needed for facilitating a group event
5. Practice undertaking the role of facilitator within a case study role and receive feedback on individual impact and effectiveness

Methodology

Lectures, Group Discussion, exercises. A case study will be sent to selected participants for careful perusal before joining the workshop.

Eligibility Conditions

All Gazatted Officers of the Cadre/Service of the Central Government, State Government & Autonomous Bodies.

Course Capacity

The maximum number of participants that can be admitted to the Course is 20.

Acceptance of Nomination

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in They may be relieved only after receipt of such intimation from ISTM.

Course Fee:

The course is sponsored by Department of Personnel & Training (DoPT) thus no course fee is to be paid by the sponsors and the course is residential.

Hostel facilities:

ISTM has a modest hostel facility where rooms are available. The rooms are well cleaned and sanitized after following the Covid guidelines of GOI. Only course participants will be permitted to stay in the hostel. Participants are requested to apply online for hostel facility only after acceptance of their nomination.

NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. They may be relieved only after display of their name on the website of ISTM. **No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.**

Last Date for Receiving Nominations: 14th July, 2023

Nomination: -Nominations in the prescribed format (Annexure) duly completed and signed by the sponsoring authority should reach: Jitender Bhatti, Deputy Director, Institute of Secretariat Training and Management, JNU Old Campus Opp. to Bersarai Mkt, New Delhi-110067, Phone: 26737502, E-mail: jbhatti.edu@nic.in
