

Training Course (IP-01) Improving performance on 04th November, 2024 to 8th November, 2024.

IS ISTM <noreply-istm@nic.in>
Tue, 17 Sep 2024 9:47:11 AM +0530
To "estrmcnd" <estrmcnd@gmail.com>
Reply-... "ISTM" <gunjan.gandhi@gov.in>

फा.सं / FILE NO:Y-19054/1/2024-Joint Director (FM)

दिनांक / Date: 13-09-2024

To
Secy. to the Govt. of India (All Ministries / Departments)
All State Governments / All Union Territories
Chief Secretaries of Central Vigilance Commission / Election Commission of India / Union Public Service Commission/Central Information Commission
Subject: Training Course (IP-01) Improving performance on 04th November, 2024 to 8th November, 2024.
Madam/Sir,
I am directed to say that a Five-day training course / **workshop on / (IP-01) Improving performance** “will be conducted at this Institute from **04th November, 2024 to 8th November, 2024**. Details of the objectives of the course / workshop, and other information relating to the workshop and facilities available are given at **Annexure-I**.
2. Nomination form for the training course / workshop may be filled online at http://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 officers/officials should be nominated who can attend this programme physically 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 ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **25th Oct, 2024**.
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 one Week prior to commencement of the course and no separate communication by post would be issued.
Enclosure: Annexure - I

Yours faithfully,
- Sd-

(Gunjan Gandhi)
Joint Director & Course Coordinator
Email ID: gunjan.gandhi@gov.in
Tel:011-26737602
Mob: 9810140527

ANNEXURE-I

COURSE INFORMATION SHEET

Code : (IP-01)
Title : Improving Performance
Duration : 5 Days (4th Nov to 8th Nov, 2024) from 9.15 AM to 4.45 PM
COMPETENCY: Policy Architecture
OBJECTIVES OF THE COURSE:

- 1) At the end of the course, the participants will be able to describe:
- 2) The Performance metrics and how it is applied to individual & Team Roles
- 3) List out steps in setting SMART goals.

- 4) Establish practices for ongoing performance evaluation and refinement.
- 5) Describe three factors contributing to performance problems.
- 6) Collect data relevant to identifying Performance Problems in an organisation.
- 7) Distinguish between training and non-training factors affecting Performance
- 8) Clarify the priority of identified Performance Problems.
- 9) Develop performance aids.
- 10) Identify and analyse various leadership styles and theories (e.g., transformational, transactional, situational) and understand their applicability different scenarios.
- 11) Engage in self-assessment exercises to identify their leadership strengths and areas for growth, and practice techniques to enhance emotional intelligence, including self-regulation, empathy, and interpersonal skills.
- 12) Improve their ability to communicate effectively by learning techniques for clear and persuasive communication, active listening, and providing constructive feedback.

METHODOLOGY

Workshop.

ELIGIBILITY CONDITIONS:

Group A Officers of Ministry/Department

COURSE CAPACITY

The maximum number of participants that can be admitted to the Course is 30, on first come first served basis.

COURSE FEE : NIL

ACCOMMODATION

ISTM has a modest hostel facility where rooms are available on twin sharing and first-come-first-served basis and subject to availability. 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.

OTHER

Course stationary and working lunch will be provided free of cost.
