

Five Days' Training of Trainers Course from 29th April to 03rd May, 2024**From :** ISTM <noreply-istm@nic.in>

Wed, Mar 27, 2024 12:41 PM

Subject : Five Days' Training of Trainers Course from 29th April to 03rd May, 2024**To :** estt gp 1-mod <estt.gp.1-mod@nic.in>**Reply To :** ISTM <anjali.edu@nic.in>**फा.सं / FILE NO: Y-12017/2/2023-ISTM(Coord)**

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: 21st March, 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: Five Days' Training of Trainers Course from 29th April to 03rd May, 2024

Sir/Madam,

A Five-days Training of Trainers (TOT) Course has been scheduled from 29th April to 03rd May, 2024. The details of the programme are given in Annexure-I.

2. You are requested to nominate eligible officers from your Ministry/Deptt/Organization for the Said course. Nomination form has to be filled online mandatorily using link <https://www.istm.gov.in/lms/registration>. Nominees must ensure that his/her nomination is approved by his/her sponsoring authority. A sponsoring letter along with capitation fee, if applicable, is also to be forwarded to ISTM.

3. **Only such officials should be nominated who can attend this programme on whole time basis.** It may please be ensured that only eligible participants are sponsored and any officer who has already attended similar programme should not be nominated/sponsored. Nominations of eligible officers complete in all respect along with capitation fee, if applicable, should reach the undersigned latest by **18th April, 2024.**

4. Only such candidates, whose nominations are accepted for the training course 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 list of accepted nominations will be uploaded on ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance and no separate communication by post would be issued. Therefore, the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in

Enclosure: Annexure - I

Yours faithfully,

Sd/-

(Anjali Rana)

Assistant Director & Course Director

Email ID: anjali.edu@nic.in

Tel: 011-26737518

COURSE INFORMATION SHEET

Title : Training of Trainer Course

Duration : Five Days' 29th April to 03rd May, 2024

AIM : To equip the participants with necessary skills for imparting training to JSAs/SSAs and Stenographers for developing their Stenography Skills

OBJECTIVE OF THE WORKSHOP : At the end of the programme, the participants will be able to :

1. Describe issues relating to direct trainer skills
2. Demonstrate skills of a direct trainer
3. Describe important aspects of Stenography Skills

ELIGIBILITY CONDITIONS

Group 'B' Officers of Central Secretariat Service or Private Secretaries or Personal Assistants with at least two years' service experience on regular basis in Central Govt Ministries or Departments or its attached/subordinate Offices.

COURSE CAPACITY : 25

NOMINATIONS FOR THE COURSE

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach her before **18th April, 2024**.
