



Government of India
Ministry of Communications & IT
National Institute of Communication Finance
Ghitorni, New Delhi-110047

No: 1-1/DG/ 'A' Circular /2015-NICF

Dated: 13.08.2015

To,

All heads of CCA Circles
All Heads of postal Account offices

Sub: Five days workshop on "Training of Trainers".

Five days workshop on "Training of Trainers" is scheduled to be conducted as per the particulars given below:

Course No.: 09081516

Duration : 5 days (09.30 am to 6.00 pm)

Date : 07/09/2015 to 11.09.2015

Venue : O/o DG, NICF Campus, Ghitorni, New Delhi-110047.

Introduction:

The training is an instrument to help organizations to meet the twin challenges of continuous improvement and demands of change. It is therefore essential that it is delivered effectively. Thus it is necessary to recognize the change in the role of the trainer from being a provider to facilitator, the learner being the pivot.

Learning Objectives:-

On successful completion of the course the participants shall be able to:

1. Distinguish between Education, Training and Learning.
2. Describe the concept of systematic Approach to training.
3. Apply the concept of learning unit to training activities.
4. Write training objectives.
5. Plan training activities using four ways of learning.
6. Explain process of giving & receiving feedback.
7. Prepare and deliver a lecture.
8. Describe the use of benefits of visual aids and devise visual aids.
9. Describe the use of discussions in helping people to learn.
10. Describe the influence of various behaviours during a discussion.
11. Describe the importance of questions in a discussion.
12. Lead a discussion.
13. Explain the role of group discussion.
14. Explain the role of group exercise in the process of learning.
15. Assess the process of presentation/Conducting of training sessions.

Target Population:

- Jt.CCA/Dy.CCA/Sr. AOs/AOs of Department of Telecom and Department of Posts.

Last date of receipt of nominations :03/09/2015
Course Director : Shree Ram, Director, NICF
Contact phone numbers :011-26502567 (O)
Contact email id : nicfghitorni@gmail.com
Course coordinator :P.Sermuga Pandian
09443685422 (M)
Co-course coordinator :Sh. Madhukar Sharma
09810018559 (M)

- 1 Head of Pr. CCA/CCA Circles/Postal Account Offices concerned may kindly nominate suitable officers.
- 2 The contact telephone numbers of the officers nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute change of scheduled training if any.
- 3 The officers nominated against the circular may be allowed to book their journey tickets.
- 4 Officers may be requested to bring their copy of relieving order.
- 5 All related correspondence may be sent to the course coordinator at the following address.

**Shri, P.Sermuga Pandian, Accounts Officer,
O/o DG, NICF, Mehrauli- Gurgaon Road, Ghitorni
New Delhi-110047.**

- 6 Accommodation:- The participants are requested to make their own arrangement for stay in hotel. NICF has arranged Hotel Africa Avenue and Hotel Oscar in Delhi on payment basis by the participants. The controlling authorities are requested to sanction admissible TA advance to the officers nominated for this workshop.
- 7 Transport:-All the participants are requested to make their own arrangement to reach the hotel from Airport/Railway station and vice versa.


14.8.15

**(Shree Ram)
Director**

Copy to:

- PPS to Secretary (Telecom), Deptt of Telecom New Delhi.
- PPS to Secretary (Posts), Deptt of Posts, New Delhi.
- PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG(PAF), DoP HQ, Dak Bhawan, New Delhi.
- Director (Trg. Fin.), DoT HQ, New Delhi.