



**Government of India
Ministry of communications & IT
Department of Telecommunications
National Institute of Communication Finance
ALT Complex, Ghaziabad**

No.1-14/DG/NICF/Trg. Of Trainers

Date: 19.01.2015

To,

All Heads of CCA Circles
All Heads of Postal Accounts Offices

Sub.: In service course on "Training of Trainers and Capacity Building".

In service course on the above subject is scheduled to be conducted as per the particulars given below.

Duration: 5 day(s)
Period: 16.02.2015 to 20.02.2015
Place: NICF, Ghaziabad

Aim:

To equip the participants with skills of conducting training through learner-centred methods and Experiential Learning Methodology and capacity building.

Course contents:

- Distinguish between education, training and learning
- Systematic approach to training – areas of emphasis/concerns
- Apply the concept of learning unit to training activities.
- Selection of a training method.
- Application of training methods such as case study, field visit and role play.
- Application of Skill Development Exercises.
- Describe the influence of various behaviours during a discussion.
- Lead a discussion
- Explain the role of group exercise in the process of learning.
- Assess the process of presentation / conducting of training sessions.
- Planning training activities using four ways learning.
- Explain process of giving and receiving feedback.
- Prepare and deliver a lecture session.
- Describe the use of benefits of visual aids & device visual aids.
- Describe the use of discussion in helping people to learn.

Learning Objectives:

After the completion of the course, the participants will be able to –
Use the learner - centred methods like case study, role play on the job training etc. for imparting training.

Methodology:

With a view to generate a learning environment, the course would be conducted through highly participative training methodology based on experiential learning model. The participants would undertake individual as well as group work including assignments for the next day and will have opportunities to handle micro sessions involving application of selected training methods.

As per file

Target Population:

Group 'B' and 'A' (STS/JAG/SAG/HAG i.e. CAO/ADG/Dy.Director /Jt.CCA /Director / DDG/Sr.DDG/CCA/Pr.CCA).

Last Date for Receipt of Nominations : 10.02.2015

Course Director.....: Ms. Aparajita

Contact Phone Numbers.....: 0120-2702385(O)

Course Coordinator.....: Shri Niranjana Kumar,

Contact Phone Number.....: 0120-2703628(O), 09968665776(M)

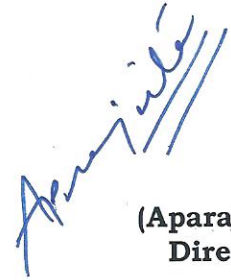
Course Co-Coordinator.....: Shri R. Krishna Kumar

Contact Phone Number.....: 0120-2700519(O), 09412220133(M)

Contact email id.....: nicfghaziabad@gmail.com **FAX No. 0120-2701219**

1. Heads of Pr.CCAs/CCAs Circle may kindly nominate the officials from their unit.
2. The contact telephone numbers of the officials nominated must be mentioned in the nomination form to enable this office to contact the officials directly to convey information in case of last minute cancellation /change of schedule of course etc.
3. The officials nominated against this circular may be allowed to book their journey.
4. Officials may be requested to bring their copy of relieving order/nomination letter for identification.
5. **The nominations may be confirmed from course coordinator on phone no. 0120-2703628 and 09968665776 before relieving.**
6. All related correspondence may be sent to the course coordinator at the address given above.

This issues with the approval of DG NICF.



**(Aparajita)
Director**

Copy for information to:

- PS to Member (Fin.), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- Director (SEA), DoT(HQ), Sanchar Bhawan, New Delhi.
- Director (Trg. Fin.), DoT(HQ), Sanchar Bhawan, New Delhi.
- ADG (Trg. Fin.), DoT(HQ), Sanchar Bhawan, New Delhi.
- Concerned file.