



Government of India
Ministry of Communications
Department of Telecommunications
National Communication Academy- Finance
Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047

14-14/NICF/IT/TDP/2024

Date: 16.5.2025

To,

All Central/Administrative Training Institutions

Subject: **Direct Training Skills (DTS-2025-26/01)** to be conducted from 26th May to 30th May, 2025.

Sir/Madam,

I am directed to say that the National Communications Academy - Finance (erstwhile NICF), a Utkrisht-level Central Training Institute under the Ministry of Communications, will be conducting a one-week "**Direct Training Skills (DTS)**" course from 26.05.2025 to 30.05.2025. Kindly check the link <https://tdponline.nic.in/ListOfCTIS.aspx> for detailed courses being conducted by NCA-F.

2. The aim of the DTS course is to develop basic Training design skills of the participants. A brief Course Information sheet on the DTS course is given at Annexure - I. The course is sponsored by the Department of Personnel and Training, and no course fee is to be paid by the participants.

3. This training course on **Direct Training Skills (DTS)** will be conducted in NCA-F in Offline Mode.

4. The DTS course is residential, and participants will have to stay in the hostel. The food and lodging would be provided at NCA-F to the participants nominated for the training. The participating officers shall not be eligible to claim reimbursements towards lodging/ boarding and food for the duration of the course.

5. The designed course capacity for the DTS course is 12 participants. Hence, those officers/faculty who are involved or likely to be posted for designing & delivering training may be nominated for this course. The nominations for DTS will be confirmed/indicated separately, depending upon the number of nominations received from eligible candidates vis-à-vis course capacity.

6. Nomination/Registration form for this course may be filled and sent through email on aaait.nicf@gov.in. The format of the registration form is attached as Annexure II to this circular. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying. The sponsoring authority letters may be sent separately by Email/Post.

7. Only such officials should be nominated who can attend the programme on a full-

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 this course should not be nominated. Nominations of eligible officers complete in all respects should reach the undersigned, latest by 22nd May **2025**, positively.

8. Only such officials, whose nominations are accepted for this training course by the NCA-F, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval by the sponsoring authority/acceptance by this Institute. The acceptance of the nomination letter will be intimated through email to the participants, and no separate communication by post will be issued.

Enclosure:

1. Annexure - I
2. DTS - Course Guide
3. Annexure - II

Yours faithfully,

Digitally signed by
Amarnath Ojha
Date: 16-05-2025
15:31:51

Amarnath Ojha
Course Director
O/o the DG, NCA-F

Annexure – I**Direct Training Skills Course Information Sheet**

| | |
|-------------------------------|---|
| Title | Direct Training Skills (DTS) |
| Course Code | DTS-2025-26/01 |
| Course Capacity | 12 |
| Course Duration | 26 th May to 30 th May, 2025 5 Days Course |
| Eligibility | Direct trainers who are imparting training in the classroom environment, Officers who, apart from their normal duties, impart training within the Department or as a guest trainer. |
| Aim of the Course | The course aims to familiarize the participants with basic training learning concepts and develop skills to deliver training using coaching, lecture, group discussions, and group exercises. |
| Course Methodology | Practice- planning and preparing for different methods <ul style="list-style-type: none"> • Giving and receiving feedback • Individual Micro-practice sessions |
| Course Fee | The course is sponsored by the Department of Personnel and Training, and no course fee is to be paid by the sponsors |
| Hostel Facilities | The Course is Residential. NCA-F provides modest hostel facilities on a single occupancy basis. |
| Nomination form to be sent to | Amarnath Ojha, Director and Course Director National Communication Academy –Finance, Near Pillar No.152, MG Road Ghitorni, New Delhi - 110047 Email: nicf.moc@gov.in, aaoit.nicf@gov.in Contact Details: Santosh Kumar Singh AAO and Course Coordinator Mob No.9523096341 |

DIRECT TRAINER SKILLS COURSE COURSE GUIDE

Department of Personnel and Training Government of India

INTRODUCTION

Organisations need to continuously grow and develop. Moreover, they must be prepared to face the challenges of entering into the 21st century. Training is an instrument to help the organisation meet the twin challenges of continuous improvement and demands of change. It is therefore essential that we deliver it effectively. Thus, it is necessary to recognise the changing role of the trainer - from being a provider to a facilitator, where the training need of the learner is the focus of attention. We have followed this principle throughout this course.

AIMS

The aims of the course are:

1. To provide opportunities for the development of basic instructional skills.
2. To create and manage a learning environment.

DESIGNED FOR

1. Individuals who as part of their duties have some training functions and responsibilities.
2. Trainers who wish to review their instructional skills.
3. Individuals who undertake training duties.

FACILITATORS

The facilitators certificated as competent by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field.

STYLE OF THE COURSE

This is a short, intensive course with plenty of activity. Emphasis is on practice within small groups, where there will be a maximum of 6 participants to one facilitator. Participants will be encouraged to share their learning experiences with others, and to give and receive support and feedback.

We will give a comprehensive range of reading material to participants to support their course activities. This material will also provide a long term source of information and guidance. Video films are used to illustrate and review aspects of direct training.

Because the course is intensive and includes evening preparation, it is residential. To obtain maximum benefit from the course, we require that participants devote their full attention and time to course activities.

They require that participants use equipment or materials brought with them, which will be used for their coaching session. They need to do no other preparation and we will provide resource materials.

OBJECTIVES

By the end of the course participants will be able to:

1. Distinguish between education, training and learning.
2. Describe the four stages in Systematic Approach to Training.
3. Review the role of a trainer within Systematic Approach to Training.
4. Apply the concept of Learning Unit to training activities.
5. Write training objectives.
6. Plan training activities, using the four ways of learning.
7. Explain the process and importance of feedback in training.
8. Describe the use of the coaching method in helping people to learn.
9. Plan and implement a coaching session for a practical task.
10. Assess coaching.
11. Describe the use of the lecture method in helping people to learn.
12. Describe the steps required to plan a lecture.
13. Prepare and deliver a lecture.
14. Describe the use and benefits of visual aids.
15. Devise visual aids.
16. Assess a lecture.
17. Describe the use of discussions in helping people to learn.
18. Describe the influence of various behaviors during a discussion.
19. Describe the importance of questions in a discussion.
20. Lead a discussion.
21. Assess a discussion session.
22. Describe how group exercises can be used to help people learn
23. Plan and run a group exercise
24. Plan acquisition of evidence of competence for Certification purposes.

ASSESSMENT

The priority during the course is to help participants to develop their instructional skills. Assessment is therefore concerned with informal

feedback and advice to individual participants.

FURTHER DEVELOPMENT

The course is an essential foundation for the professional development of trainers. Details of other courses can be obtained from DoPT, Training Division, GOI, or from Regional Training Centers.

TIMETABLE

On the following is an indication of how we will schedule a variety of learning activities in to the 5 days of the course. Participants can expect some additional evening work.

| Day & Time | Content | Objective |
|----------------------------------|--|-----------|
| Monday 0900 to 1800 Hrs | Introduction | 1 |
| | Systematic Approach to Training | 2 |
| | Role as a Trainer | 3 |
| | Planning | |
| | Feedback | 4-6 |
| | Introduction to Coaching | 7 8 |
| Tuesday 0900 to 1800 Hrs | Coaching Practice | 9 |
| | Review Coaching | 10 |
| | Introduction to Lecture Method | 11 |
| | Preparation of Lecture | 12-13 |
| | Visua Aids | 14-15 |
| Wednesday 0900 to 1800 Hrs | Lecture Practice | 13 |
| | Review of Lecture | 16 |
| | Introduction to Discussion | 17 |
| | Method | 18-19 |
| | Preparing a Discussion | |
| Thursday 0900 to 1800 Hrs | Lead a Discussion | 20 |
| | Review Discussion Leading | 21 |
| | Introduction to Group Exercise | 22 |
| | Plan a Group exercise | 23 |
| Friday 0900 to 1800 Hrs | Group Exercise Practice Review Group Exercises | 23 |
| | Plan development and assessment Review Course | |
| | Immediate Reaction Questionnaire | 24 |

Annexure - II**Registration/Nomination Form**

To,

The Director General
National Communications Academy-Finance
New Delhi

Course Title.....

From..... to

Madam/Sir,

On having been nominated for the above course by the Competent Authority,
my details are as below:-

1. Name :
2. Father's Name:
3. Designation :
4. Organization Name:
5. Date of Birth :
6. Gender : Male/Female
7. Whether belong to SC/ST/OBC/GEN :

| 8. | (Service/Cadre) | (Grade/Rank) | (Grade/Scale of Pay) | (Pay Band) |
|----|-----------------|--------------|----------------------|------------|
| | | | | |

9. (Complete Address):

| Official | Residential |
|----------|-------------|
| | |

10. Contact Details:Email ID:.....Mobile No. :

Signature of Participant

Countersigned by Sponsoring Authority