

മേലേഴ്ത്ത് നം. C6/2120/2019/DCE തീയതി 19.10.2019

തിരുവനന്തപുരം ഐ എം ജി ട്രെയിനിങ് സെന്ററിൽ വെച്ച് 04/11/19 മുതൽ 08/11/19 വരെ നടത്താൻ നിശ്ചയിച്ചിരിക്കുന്ന ഇന്ത്യ ഗവണ്മെന്റ് സ്റ്റാൻഡർ ചെയ്യുന്ന Direct Trainer Skills എന്ന പരിശീലന പരിപാടിയിലേക്ക് അധ്യാപകരുടെ നോമിനേഷനുകൾ (നിശ്ചിത പ്രൊഫോർമ ഉള്ളടക്കം ചെയ്യുന്നു) 25.10.2019 ന് മുൻപ് തിരുവനന്തപുരം ഐ.എം.ജി ഡയറക്ടർക്ക് നേരിട്ട് അയച്ചു കൊടുക്കേണ്ടതാണ്.

Approval Valid

Digitally Approved By
എൻ.എസ്സ്. മിനി
Date 19/10/2019
Reason Approved

ഒപ്പ്/-
എൻ.എസ്സ്. മിനി
സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ
(ഇൻ ചാർജ്)



C

www.img.kerala.gov.in
e-mail:imgtvpnm@gmail.com
Telephone: 0471-2304229/230
Fax: 0471-2302391

INSTITUTE OF MANAGEMENT IN GOVERNMENT
(An Autonomous Body Constituted by the Government of Kerala)

Vikas Bhavan P.O.
Thiruvananthapuram - 695 033.

No.5800 /P1/2019/IMG

14.10. 2019

The Director
Collegiate Education Department
Vikas Bhavan PO
Thiruvananthapuram

Sir,

Sub: IMG, Tvpm - (GOI 15/19) - National Level Training Programme on Direct Trainer Skills (DTS) from 4- 8 November 2019 - Nominations invited - reg.

The Institute of Management in Government (IMG) proposes to conduct a Government of India sponsored Programme on **Direct Trainer Skills (DTS) from 4 -8 November 2019** at **IMG, Thiruvananthapuram.**

The details of the programme with training objectives are attached with this letter.

We request you to nominate **Teachers in colleges to attend the training programme.**

Those who have attended similar programme earlier need not be nominated. The nomination may be forwarded in the proforma attached. The participants selected for the training will be provided lunch and mid-session tea by IMG. If required, boarding and lodging facility will be provided subject to availability. **TA/DA will have to be borne by the parent organization.**

If any additional information is required in this regard, please contact **Dr S Sajeev, Professor (Mob.9446238843) & the Course Director** of this programme.

Please ensure that the nominations reach IMG **on or before 25.10.2019** in the following address:

The Director /Secretary
Institute of Management in Government (IMG)
Vikas Bhavan PO, Thiruvananthapuram - 695 033
e-mail: imgtvpnm@gmail.com

Participants need to be relieved only after receiving formal confirmation from IMG

Yours faithfully,

Deputy Director

The following are the objectives of the course.

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 behaviours during a discussion

Venue & Date	TDP- "Direct Trainer Skills (DTS)" IMG, Thiruvananthapuram 4 -8 November 2019
-------------------------	---

NOMINATION FORM

You may use photocopies of this form. Please complete in capital letters. Strike off items not applicable.

NOMINEES INFORMATION

1	Name	
2	Designation	
3	Institute	
4	Scale of Pay	
5	Date of Birth	
6	Sex	
7	Category	
8	Address for Communication (with Pin Code) e-mail address	
9	FAX Number	
10	Telephone Number/e-mail	
11	Experience in the area of training (in 100 words)	
12	Other State Category Programmes attended, with dates	