

M-11021/03/2016-Trg-(352851)
भारत सरकार / Government of India
ग्रामीण विकास मंत्रालय/ Ministry of Rural Development
ग्रामीण विकास विभाग/ Department of Rural Development
(प्रशिक्षण प्रभाग/ Training Division)

Core- 4B (UG Floor), India Habitat Centre
Lodhi Road, New Delhi – 110003
Dated:- 29 .05.2023

Circular

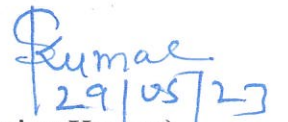
Sub:- Training Course/Workshop on Mentoring (WOM-07) to be conducted from 16.08.2023 to 18.08.2023-reg..

Please find enclosed herewith a letter ref. no. Y-16013/1/2023-ISTM dated 25.01.2023 received from Assistant Director & course Director, ISTM on the subject cited above and to say that ISTM is organizing “**Workshop on Mentoring(WOM-07)**” scheduled to be held from 16.08.2023 to 18.08.2023 wherein the nomination of senior/middle level officers of this Ministries has been sought. It may also be noted that an officer who has already attended similar training course/workshop need not to be nominated.

2. Nomination Form for the training course / workshop may be filled online at http://www.istm.gov.in/home/online_nomination_form. It is mandatory to fill form online. However, nominee must ensure that his/her nomination is approved by his/ her sponsoring authority before applying online.

3. It is therefore, requested to send the nomination(s) of eligible senior/middle level officers to this Division by 28.06.2023. The nomination beyond this date will not be accepted.

Encl:- As above


(Sanjay Kumar)
Under Secretary (Training)

To,

All Divisional Heads of DoRD

Email

Rabish kumar

Fwd: Workshop on Mentoring

From : Pradeep Kumar <pradeep.kr67@nic.in>
Subject : Fwd: Workshop on Mentoring
To : Rabish kumar <rabish.nird@gov.in>

Fri, May 26, 2023 12:59 PM

please circulate.

From: "Karma Zimpa Bhutia" <jhk118@ifs.nic.in>
To: "Pradeep Kumar" <pradeep.kr67@nic.in>
Sent: Friday, May 26, 2023 10:21:58 AM
Subject: Fwd: Workshop on Mentoring

From: "ISTM" <noreply-istm@nic.in>
To: jeelanig4@gmail.com
Sent: Friday, May 26, 2023 10:18:36 AM
Subject: Workshop on Mentoring



FILE NO. Y-16013/1/2023-ISTM

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

Dated : 22 May 2023

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: Training Course/ Workshop on **Workshop on Mentoring (WOM-07)** to be conducted from **16 Aug 2023** to **18 Aug 2023**.

Sir/Madam,

I am directed to say that a training course / workshop "**Workshop on Mentoring**" will be conducted at this Institute from **16 Aug 2023** to **18 Aug 2023 (3 Days)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the training course / workshop may be filled online at http://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

3. Only such officials should be nominated who can attend this programme on whole 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 similar training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **30 Jun 2023**.

4. Only such officials, whose nominations are accepted for the training course / workshop 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 acceptance of nomination letter will be uploaded in ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

Sd/-

(Ashwani Kumar Batra)

Asstt Director & Course Director

Email ID: batra.ak@gov.in

Tel: 011-26737656

WOM : Course information Sheet

Course Title : Mentoring Skills

Duration : Three Days (16 Aug 2023 to 18 Aug 2023)

Course Capacity : 24 Participants

Eligibility:

Senior/middle level officers of ministries/ Departments of Central and State Governments, and its attached and subordinate offices. Trainers of Central/State Government/Public Sector Training Institutions, national leaders and DoPT.

Aim of the course:

The course aims to impart knowledge related to understanding of the concepts of mentoring and the skills to carry out the duties of mentor.

Course Strategy:

The WOM course has two main features, Phase I consists of Distance learning providing the general background of the subject day workshop participants take up a design project, which is required to be submitted to their course tutors within one month for evaluation/assessment? On satisfactory completion of the project, successful completion certification will be awarded.

Workshop Methodology:

- Practical leaning activities through case study
- Individual and group activities
- Discussions
- Presentations by participants
- Giving and receiving feedback

Course Fee:

The course is sponsored by Department of Personnel & Training (DoPT) thus no course fee is to be paid by the sponsors and it is residential.

Hostel facilities:

ISTM has a modest hostel facility where rooms are available. The rooms are well cleaned and sanitized after following the Covid guidelines of GOI. Only course participants will be permitted to stay in the hostel. Participants are requested to apply online for hostel facility only after acceptance of their nomination.

NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. They may be relieved only after

display of their name on the website of ISTM. **No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.**

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफैक्स / FAX - 011-26104183; ई-मेल / E-Mail - istm@nic.in

