



हरिश्चन्द्र माथुर राजस्थान राज्य लोक प्रशासन संस्थान
HCM RAJASTHAN STATE INSTITUTE OF PUBLIC ADMINISTRATION
tokgjyky usg: ekxZ] t;iqj-302017 ¼jktLFkku½
nwjHkk"k% 0141-2715211 dk;kZy;] 0141-2705420 (QSDI)
bZesy% hcmripa@rajasthan.gov.in ; Website: www.hcmripa.gov.in

F.25(1)(4)TDP(MNT)/RIPA/2017/

Date: 9 October 2017

URGENT/OUT TODAY

- 1- All Ministries/Departments and Attached Offices, Government of India.
- 2- Chief Secretaries of all States/Union Territories.
- 3- All Central/National/State Training Institutions.
- 4- Staff Colleges Banks. PSUs (Central & State)
- 5- Other Training Institutions (Government and Semi Governmental)
- 6- Directors, State Training Institutions, Government of Rajasthan
- 7- Shri V.K.Sinha, Director, (Training) Department of Personnel and Training, Government of India, Block No. 4, 3rd Floor, Old JNU Campus, New Delhi-1100 67

**Nominations for All India Training Courses on
MENTORING SKILLS (MNT)
[TDP National Calendar]
of Government of India
22-24 November 2017**

Sir/Madam:

It is a matter of great pleasure that the HCM Rajasthan State Institute of Public Administration, Jaipur is conducting Training Course on Mentoring Skills under Trainer Development Programme (TDP). The Course is sponsored by the Department of Personnel and Training (Training Division) Government of India during the Year 2017-2018 under TDP Category. Limited seats are available for the course on all India basis:

MENTORING SKILLS
22-24 November 2017

MAXIMUM 12 SEATS

Nominations are requested for the course from the nominating authorities.



हरिश्चन्द्र माथुर राजस्थान राज्य लोक प्रशासन संस्थान
HCM RAJASTHAN STATE INSTITUTE OF PUBLIC ADMINISTRATION
tokgkyky usg: ekxZ] t;iqj-302017 ¼jktLFkku½
nwjHkk"k% 0141-2715211 dk;kZy;] 0141-2705420 (QSDI)
bZesy% hcmripa@rajasthan.gov.in ; Website: www.hcmripa.gov.in

2

The Mentoring Skills Course is intended for departmental staff involved in human resource development. It is also suitable for institutional trainers, sectional leaders and heads of department who are supporting development initiatives. No prior knowledge of training is needed or assumed.

Kindly note that the course is residential and sponsoring authorities will bear only travel expenses of their nominee. Lodging and boarding facilities will be available free to all nominees. No charges are payable by the nominees. Thus, the course is FREE as there is no Course Fee.

It is therefore requested that nominations of eligible and interested trainers or persons working in your Ministry/Department may be forwarded to the undersigned by **17 Nov. 2017** positively. (Fax No. 0141-2705420 e-mail: rkchoubisaripa@hotmail.com. You may visit us: www.hcmripa.gov.in.

A brief description of the course is enclosed in Annexure-I. Acceptance of nominations will be dispatched as and when these are received looking to the prescribed number of participants of the course. The nominees may be relieved only after receiving the acceptance of the nomination from this Institute.

Yours faithfully

[Dr. R.K.CHOUBISA]
Course Coordinator
Mobile No. 09414168624

MENTORING SKILLS

Course Title	Mentoring Skills (MNT)
Category	National Course under Trainer Development Programme of the Government of India
Brief Description about the Course	<p>People working in the public services, both as individuals and as members of staff in public service organisations, are faced with continually increasing challenges. The challenges being faced require significant changes - behavioural, operational and technical - where people have to learn new ways of working and probably, discarding out of date knowledge, skills and attitudes. To respond positively and effectively to such challenges, people need opportunities to develop - perhaps by being trained or by being given an opportunity to learn or to applying their expertise to meet new organisational requirements.</p> <p>Development is not an alternative word to training as it encompasses a wider field where people, individually and collectively, seek ways to bring about improvement. This could be to their own job performance, to their careers to team performance or to their organisation's products and services.</p> <p>Often, the basis for successful development is the contributions made by a Mentor. This person, usually an experienced member of staff, supports development activities. A mentor helps a person undertaking development - a Mentee - and in this role, also represents the interests of the employing organisation or funding agency.</p>
Course Structure	<p>The course provides an introduction to the concept and processes of mentoring. It also includes an intense opportunity to acquire essential skills. The course has two main features:</p> <ol style="list-style-type: none">1. Distance Learning. This provides a general background to issues, which will be faced when carrying out mentoring duties along with questions to focus. Also included is an overview of the case study that will be used throughout the workshop.2. Workshop. Run over a period of three days, where participants can develop an understanding of the role and responsibilities of a mentor. During the workshop a series of practical exercises will be used to provide realistic opportunities for skills development.

Aim	The aim of the Mentoring Skills Course is to help selected members of staff to acquire an understanding of the concept of mentoring, and the skills to carry out the duties of a mentor.
Course Style	<p>The Mentoring Skills course is intended to help participants develop competencies to carry out mentoring tasks commensurate with their role, responsibilities and status in their respective organizations. This is not a 'taught' course. Rather, it is a series of practical learning activities - mostly simulated by means of a case study. Participants are therefore expected to take active responsibility both for their own learning and by contributing to group activities.</p> <ol style="list-style-type: none"> 1. Distance Learning The purpose of the Distance Learning is to introduce the concept of mentoring and the context in which it can be used. The material also outlines issues mentors will face when supporting a mentee's development. The expectation is for participants to have studied this material before the commencement of the workshop and also to have commented on questions being asked about prospective role as a mentor. 2. Workshop As the workshop is based on an intensive series of individual and group activities, it requires full-time commitment, including some evening study. We therefore assume that course participants will be either residential or be within easy commuting distance.
Broad Contents	<ul style="list-style-type: none"> • Mentoring - Issues and Challenges • Relationship Building • Behavior Analysis • Psychological Growth - Concept and Application • Challenges/Constraints/methodology & responsibilities • Systematic Approach to Mentoring.
Level and Type of Participant	The Mentoring Skills Course is intended for departmental staff involved in human resource development. It is also suitable for institutional trainers, sectional leaders and heads of department who are supporting development initiatives. No prior knowledge of training is needed or assumed.
Pre-requisite	No.
Medium of Instruction	English
Nominations	Maximum 9 nominees in one course.
Course Fees	FREE

Facilitators	The facilitators who are certificated as “Master Trainers” and “Recognized Trainers” by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field will conduct this course.
Venue	HCM Rajasthan State Institute of Public Administration, J.L.N. Marg, JAIPUR-302 017
Date and Duration	<p>Course Dates : 22-24 November 2017 i.e. for 3 Days.</p> <p>The Workshop is run over a period of three working days, starting at 10.00 hrs on the first day and concluding at 16.00 hrs on the third day.</p> <p>Participants, working as members of team, should expect evening activities. The following is an indication of how we allocate the time during the workshop, although it may be adjusted to suit particular course requirements.</p>
Certification	<p>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.</p> <p>On completion of the course participants will be awarded a Certificate, recognized by the Department of Personnel and Training, Government of India.</p>
Nominations to be sent positively on or before	17 November 2017 by 6.00 PM
Communication Link	<p>Telephone : 0141-2715211 Fax-0141-2705420 Mobile : 09414168624 visit us: www.hcmripa.gov.in, e-mail: rkchoubisaripa@hotmail.com</p>

[Dr. R.K.CHOUBISA]
Course Coordinator