



WELCOME

One-week training on
“Training of Trainers”
for
In-service State Forest Service Officers and Senior Forest Range Officers
from
12th - 17th October 2020



Central Academy for State Forest Service, Dehradun
Ministry of Environment, Forests and Climate Change
Government of India

Introduction: -

There is an ever-emerging challenge of capacity building of the trainers who join the State Forest Training Institutes from organizational postings. It is proposed to respond to this need of Training of Trainers with a systematic approach to training which has been spearheaded by the Department of Personnel & Training of the Government of India for more than two decades now. The success of training depends upon identification of training needs to make it demand-driven, scientifically design suitable interventions in keeping with the continuous improvement and demands of change, deliver effectively with learner-centered approach and monitor /evaluate for further value-addition. In addition, mentoring and Facilitation has become an integral part of functioning. All these aspects and latest trends in training have been kept in view while preparing this Course.

Aim: -

- ❖ To develop trainers for Rangers college and State Forest Training Institutes as per systematic Approach to Training.
- ❖ To make the trainers familiarize with training through online mode.
- ❖ Familiarize with mentoring and Facilitation Skills.

Mode of Delivery: -

The sessions will be held online through “Microsoft teams”. The participants will need to make themselves available at a place with a computer/ laptop and good internet connectivity. Video conferencing facilities including microphones and cameras should be available which can also be availed through smartphones.

Participants: -

The course is designed for in-service SFS officers/FROs who are serving in various Rangers college and State Forest training institutes and are below fifty-four years of age are eligible to participate. As this training will give the opportunity to participants to share their own experiences from the field/Institute, it is requested that the participants to send a write-up or Power Point presentation on a topic related to ‘Training of Trainers’ in English to the e-mail address provided so that the learnings could be disseminated to others as well through our electronic publication “Field Forester” which can be accessed at <http://www.dfe.gov.in/details.php>

Registration: -

The registration of participants will start from 5th October 2020 and end on 12th October 2020. The Participants will need to register themselves on Microsoft teams and the link will be intimated to the nominated participants shortly.

Duration: -

The course will be of 6 days duration commencing at 9.30 am on 12th October 2020 and ending at 1.00 pm on 17th October 2020. There will be four sessions of about 90 minutes each. To break the monotony of classes, there will also be Desktop Yoga: simple, relaxing workout which participants can perform while sitting at their desks which will help them to calm, invigorate and relax.

Topics to be Covered: -

The program will cover exhaustive topics related to 'Training of Trainers'. Some of the key topics to be covered will be:

- a) Effective online training and SOP
- b) Meaning and Concept of Training.
- c) Systematic Approach to Training (SAT).
- d) Training needs Analysis (TNA)
- e) Design of Training (DOT)
- f) Direct Trainer Skills (DTS)
- g) Evaluation of Training (EOT)
- h) Mentoring
- i) Facilitation

Course Material: -

In addition to the classroom sessions, all the course material, papers, presentations, etc will be shared with the participants through the mail and other electronic means.

Certificate: -

A certificate of participation will be provided to the participants at the end of the course who has attended at least eighty percent of the sessions.



Established in 1981, Central Academy for State Forest Service (CASFOS), Dehradun is a premier Institute under the aegis of Directorate of Forest Education, Ministry of Environment, Forest & Climate Change, Government of India, with a mandate of imparting training on forestry, wildlife and environment.

Please feel free to stay in touch with us

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