



One Week online training  
on



‘Human Resource Management’  
for

In-service State Forest Service Officers and Senior Forest Range Officers

05<sup>th</sup> to 10<sup>th</sup> December, 2022



## Introduction

Forest conservation and management not only requires technical knowledge but also needs aspects of Human Resource Management for overall improvement in the personal and organizational efficiency. For this, the systemic approach towards building the capacity of forestry personnel for protection, conservation, and management of forest resource; using the appropriate technology for its sustainable development; helping change the attitude towards working with and for the poor in tree/forest protection and regeneration and helping build consensus for a new strategy of forest protection and management with the stakeholder, is required to be institutionalized.

All these aspects including assessing the training need of the prevailing field scenario for matching steps with the development of new techniques and methodology, its practical orientation and updating of the forestry personnel in the latest trends and practices, “Human Resource Management” have been kept in view while preparing this course.

## Objectives

- ✓ To develop Human Resource Management skills for achieving the best individual performance
- ✓ To seek an insight into Human Resource Management for better functioning of the Forest Department



## Facilitators

- ✓ In-house Faculties having “Management” experience
- ✓ Guest Faculties with specialization in HRM related issues
- ✓ Senior Officers with their long experience while involved in Human Resource Management in their respective States

## Mode of Delivery

The sessions will be held online through the Microsoft Teams platform with audio-visual aids. The participants will need to make themselves available at a place with a computer/laptop and high speed good internet connectivity. Video conferencing facilities like microphone and camera should be available for the online training, which is most likely available in recent smartphones.

## Target Audience

The course is designed for In-service State Forest Service Officers and Senior Forest Range Officers of various State Forest Departments. Officers who have put in a minimum of three years of service and are of below fifty-six years of age are eligible to participate in this training programme.

## Registration

The registration of participants will start from 21<sup>st</sup> November 2022 12:00 PM onwards till last date of registration i.e., 05<sup>th</sup> December 2022 12:00 PM. All participants will need to register themselves on Microsoft Teams portal, the link for which is <https://forms.office.com/r/QiBDn5CBGY>

## Duration

The course will be of 6 days duration commencing at 10:00 AM on 5<sup>th</sup> December 2022. There will be 3 sessions daily of about 90 minutes each during the entire training programme.

## Course Style

- ✓ Six-days online training
- ✓ Trainee-centered
- ✓ Individual/Group Learning
- ✓ Experience sharing and peer learning
- ✓ Practical inputs by discussions with Senior Officers involved in Human Resources Management in the States
- ✓ Supported/Supplemented by visuals and Reading Material



## Topics to be Covered

The program will cover exhaustive topics related to Human Resource Management. Some of the key topics to be covered will be e) Ethics and Values in Public Governance; a) Change Management; c) Empathy in Communication; d) Stress Management; e) Group Dynamics in Forestry; b) Time Management; f) Conflict Resolution; g) Gender issues at Workplace; h) Accountability and Delegation, and many more.

## Course Material

In addition to the classroom sessions, all the course material, papers, presentations, recording of sessions, etc., will be shared with the participants through the Microsoft SharePoint link after successful completion of the training programme.

## Certificate

A Certificate of Participation will also be provided to participants at the end of the course, but only to those who's attendance will be equal or more than 75% in the entire training programme.





# Central Academy for State Forest Service, Dehradun

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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