



कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
प्रशिक्षण एवं विकास केन्द्र (सेन्ट्राड)

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
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Fax/Speed Post

No. TD/3382/TMDD/2017

Dated: 16 /01/2017

To,

The PCsDA/CsDA/CsFA (Fys) (as per list enclosed)
Sr. Dy. CGDA (AN)

Subject: Three days workshop on 'Basic Training Skills (BTS)' from 08-10 Feb, 2017 at Pune.

Three day workshop on the subject is being organized from 08-10 Feb, 2017 at Pune.

2. The following officers (as per list enclosed) have been nominated by the Competent Authority to attend the subject workshop from 08-10 Feb, 2017 at NADFM, Pune. A copy of the programme schedule is enclosed.

3. The officer nominated under your organization may be relieved to attend the subject workshop on the scheduled date. No request for exemption from the workshop will be entertained.

4. Any request for accommodation/transport may be sent to NADFM, Pune directly.

(Sangeet)

Sr. Dy. CGDA (HRD)

Copy to:

1. Name of the nominated officer	w.r to the then Addl. CGDA's DO letter dated 22.03.2016 to you, it is informed that you have been shortlisted as Trainer for IDAS/Non IDAS courses on the basis of your interest. Please attend the workshop mentioned above for this purpose. A copy of the course module is enclosed.
2. Dy. CGDA (AN)	For information & necessary action.
3. EDP Wing (Local)	For uploading on CGDA website.

(Sangeet)

Sr. Dy. CGDA (HRD)

Sl. No.	Name (Shri/Ms./Dr.)	Designation	Present Official Address
1	Dr. S.K. Bhadra	Addl. CDA	JCDA (AF), Nagpur
2	Niranjan Kumar	Addl. CDA	PCDA (P), Allahabad
3	K.M. Suresh	Addl. CDA	PCDA (O), Pune
4	Rajesh Chandra	Addl. CDA	PCDA (SC), Pune
5	Balram Kumar	Addl. IFA	IFA (IMA), Dehradun
6	Priyanka Chandra	JCDA	PAO (GREF), Dighi Camp Pune
7	B K Pandey	Jt.CFA	OFB, Kolkata
8	Ms.Mital S Hiremath	Sr. Dy. IFA	IFA 9 BRD/46 ED Pune
9	Roshan M Thomas	Dy CDA	PAO (ORs), Kanhur
10	Deepak Kumar	Sr. ACGDA	CGDA, Delhi Cantt
11	Dr. Sunish S	Dy CDA	AAO (Navy), Kochi / CGDA office
12	B. Senthil Kumar	Sr. Dy IFA	IFA ENC, VIZAG
13	Hanuman Yadav	Sr.Dy.IFA	PCA (Fys), Kolkata
14	Rakesh Kumar	DCFA	AO MSF , Ishapore
15	Swapnil Agrawal	DCFA	AO OF Khamaria, Jabalpur
16	Rahul Eknath K	DCDA	PAO (ORs), ACR , Ahmed Nagar
17	Vikash Ojha	DCDA	CDA (Army), Meerut
18	Ms. K. Sangeeta	DCDA	CDA (R&D), Hyderabad
19	Shurveer S. Sankhla	DCDA	PCDA (SWC), Jaipur
20	Ms.Nirmala B Iyer	ACDA	PAO (ORs), AO C , Secunderabad
21	S A Pathan	Dy. IFA	IFA (R&D), Bangalore
22	Sukhsohit	DCDA	PAO (ORs) BEG Kirkee, Pune

BASIC TRAINING SKILLS PROGRAM (BTS)

PROGRAM SCHEDULE

Day - 1

Forenoon

1. -Registration
- Welcome & Opening Remarks
2. -Overview of program and expectation sharing
3. - Trainer Development Program- Genesis
4. - Training & Development – Various Dimensions

Afternoon

5. Learning Principles , Learning Styles , Learning Blockages
6. Facilitation Process & Facilitator Role / Qualities
7. Systematic Approach to Training

Day - 2

Forenoon

8. - Recap of Day-1 ,
9. Exercise on SAT and Implications of SAT
10. - Components of a Training Learning Session
11. -Giving and Receiving Feedback

Afternoon

12. Ingredients of Effective Presentation
13. Enhancing Presentation Skills
14. Exercise – Presentation Dilemmas and Priorities

Day - 3

Forenoon

15. - Recap of day-2
- 14 - Presentations by selected participants and feedback

Afternoon

- 15 - Presentations by selected participants and feedback(Continued from FN)
- 17 - Consolidation of Learning and Action Plans
18. Valedictory Session