

P-1422



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**GOVERNMENT OF INDIA**  
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT  
DEPARTMENT OF PERSONNEL & TRAINING  
ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)  
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TEL. 26175590; TELEFAX: 26104183

Dated the 11<sup>th</sup> November, 2009

To

- All Ministries/Departments
- Chief Secretaries of all States/Union Territories
- All Central/National/State Training Institutions
- Staff Colleges of Banks, PSUs (Central & State)
- Other Training Institutions (Govt. & Semi-govt. only)



**Subject: Training Circular- Evaluation of Training Course(EoT ) during 13<sup>th</sup> January, 2010 – 5<sup>th</sup> February, 2010.**

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Sir/Madam,

A Master Trainer Development Programme on Evaluation of Training [EoT] will be held in this Institute. Details of the course may kindly be seen at Appendix I. It will consist of two courses whose dates are given below:

- 25<sup>th</sup> to 29<sup>th</sup> January, 2010 and
- 1<sup>st</sup> to 5<sup>th</sup> February, 2010.

2. There is no course fee. However, the course is residential course, therefore, board and lodging charges @ Rs. 200/- (Rupees two hundred only) per participant per day will be payable by the sponsoring authority. TA/DA in respect of the participant will be borne by the sponsoring authorities. ISTM has modest hostel facility on twin sharing basis and is meant only for the participants.

3. You are requested to send the nomination(s) of eligible officers in the prescribed nomination form (Appendix II) for either of the course so as to reach the undersigned by 21<sup>st</sup> December, 2009 positively. Also please specifically indicate whether the nomination is for the first course (25-29<sup>th</sup> January, 2010) or for the second course (1<sup>st</sup> to 5<sup>th</sup> February, 2010).

4. Only those officers, whose candidature is confirmed by this Institute, may be relieved for the course. If no letter is received from this Institute, it may be presumed that it has not been possible to accept the candidature of the person concerned.

Yours faithfully,

(Manisha Bhatnagar)

Deputy Director & Course Coordinator  
Email: manisha@nic.in

Copy to:-

Director (Trg), Training Division, DoP&T, Block 04, Third Floor, Old JNU Campus, New Delhi- 110 067

## About EoT course

1. **Distance Learning.** This provides a general background to issues which will be faced when carrying out EoT activities.
2. **Workshop.** Run over a period of five days, where participants can develop an understanding of their role and responsibilities, also EoT systems and procedures requiring development. During the workshop EoT techniques, exercises and a case study will be used to provide learning opportunities, and a basis for self-assessment.
3. **EoT Project.** On completion of the workshop, each participant will undertake a personal EoT project with a suitable client organisation. This will be carried out over a period of three weeks and a report submitted for assessment.

### COURSE STYLE

The EoT Course is intended to help participants develop their competency to carry out EoT tasks, commensurate to their role, responsibilities and status in their respective organisations. This is not a 'taught' course. Rather, it is a series of practical learning activities - usually simulated by using exercises and case studies. Participants are therefore expected to take active responsibility both for their own learning and contributing to group activities.

**Distance Learning** The purpose of the Distance Learning is to introduce the concept of EoT, in relation to the Systematic Approach to Training. The material also outlines issues they will face when carrying out EoT assignments. The expectation is for participants to have studied the material, completed assigned tasks and being prepared to contribute to workshop activities.

**Workshop** As the workshop is based on an intensive series of team activities, it requires full-time commitment, including some evening study. We therefore assume course participants will be either residential or within easy commuting distance.

**Project** On completion of the workshop participants will be required to complete an agreed EoT project for submission and assessment by course tutors. Participants who satisfactorily complete their project will be awarded a certificate of competence.

### OBJECTIVES

At the end of distance learning participants will be able to:

1. Define the Evaluation of Training (EoT).
2. Describe potential benefits to be obtained from EoT.
3. Define internal external validation and their contribution to EoT.
4. Describe performance and resource parameters influencing EoT.
5. List factors influencing the achievement of a desired standard of performance.
6. Contrast 'effective' and 'efficient' training, in relation to EoT.

At the end of the workshop participants will be able to:

- i. Describe current approaches to EoT.
- ii. Describe concepts of EoT suggested by Easterby-Smith, Hamblin and Kirkpatrick.
- iii. Apply EoT models to a typical training function.

- iv. Resolve issues influencing EoT for a particular training programme.
- v. Apply the EoT matrix to a particular training programme.
- vi. Select EoT to achieve specific purposes.
- vii. Carry out a role analysis for an organisation's EoT function.
- viii. Review their own training and development function.
- ix. Analyse their own role in EoT.
- x. Agree an EoT project proposal for completion following the workshop.

At the end of their EoT project participants will be able to:

- a) Complete an EoT project in a selected area of training activity.
- b) Prepare a report to management on their findings and recommendations.
- c) Submit a written report of their project for assessment.
- d) Be certificated by DoPT to carry out EoT projects.

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