

No.30-3/2010-Admn.I
Ministry of Communications & Information Technology
Department of Telecommunications
415-Sanchar Bhawan, 20-Ashoka Road, New Delhi-110 001

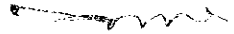
17.06.2011
Dated the 2011

Subject: Training Programme on "Competence Building for Effective Management (August 8-12, 2011- regarding.

Please refer to the subject mentioned above and find enclosed a copy of Admn.III Section's letter No.A.48-3/2011/Admn.III dated 13-05-2011 alongwith all the enclosures, for information.

2. The eligible officer may furnish their willingness for the training programme on "Competence Building for Effective management (August 8-12, 2011)to be conducted by Indian Institute of Public Administration in the prescribed proforma to Admn.III directly.

Encls: As above


(Gervasis Kulampallil)
Under Secretary(Admn.I)

All DS/Dir and USs

205/DIR(IT)/11
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ADG(IT-II)

Pl. upload.

H.L.
21/6/2011

No. A-48-3/2011/Admn.III
 Government of India
 Department of Telecommunication
 Sanchar Bhawan.
 (Admn.III Section).

Dated 13th May, 2011

Subject:- Training Programme on "Competence Building for Effective
 Management-
 (August 8-12,2011)

The undersigned is directed to enclose herewith a copy of letter (along with enclosure) dated 25th April, 2011 on the above subject and to request that all Cadre Controlling Authorities may furnish nomination of eligible officers positively by 1st week of July, 2011 for onward transmission to Indian Institute of Public Administration, New Delhi.

(N.P. Kesavan)
 Under Secretary.
 Tele.No. 23036757.

Encl. As above.

To

1. Wireless Advisor/ Sr.DDG(BW)/ DDDG(Estt.)/ DDG(FEB), DOT
2. DDG(Security)/ PS to JS(Admn)/ DS(PSA)/ DS(RB)/ DS(Admn)
 DOT
3. US(Adm.I)/ US(Admn.II),DOT.

16/5
 Sr. Adm. II

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Sr. zaki?

1066/Adm. II
 18/5

1254/Adm. II
 13/5/11

**Training Programme on
Competence Building for Effective Management**

Objectives:

At the end of the training programme the participants will be able to:-

- Identify bottlenecks and communicative skills for effective management
- Define the current management tools for governance
- Cultivate capacity for effective performance
- Explore effective measures of organizational change

Contents:

- Building Self-efficacy
- Developing skills for decision making
- Leadership and communication
- Motivating staff for teamwork
- Work place diversity
- Social Audit

Methodology:

The training methodology will consist of interactive session with expert faculty in specific fields, case studies, experiential learning and group exercises.

Duration: Five Days

Date: August 8-12, 2011

Venue: Indian Institute of Public Administration,
Indraprastha Estate, Ring Road,
New Delhi-110002.

