

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

F.No. 6/1/1/2013-14/TS-II/UTCS /13641-13007

Dated: 10-07-13

To,

All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi.

Sub: Managerial Training Programmes for August 2013

The Directorate of Training has developed training / refresher programmes for **officers** under the 'Managerial Competence' category. During the Month of **August 2013**, three training programmes on '**Basic Managerial Competence**' will be organized as detailed below:-

- ❖ **Incident Response System (IRS) in Disaster Management (for Districts East & North East):** A four days training programme on Basic Managerial Competence in Incident Response System (IRS) in Disaster Management is to be held from **05.08.2013 to 08.08.2013**. This course is meant to give a working knowledge of the Incident Response System in Disaster Management to the participants from Emergency Response Agencies and other line departments such as Police, Medical, Fire, PWD, Irrigation & Flood Control, Municipal Corporations, Delhi Jal board as well as Revenue Department / District Disaster Management Authority. Nominations to be sent latest by **26.07.2013**.

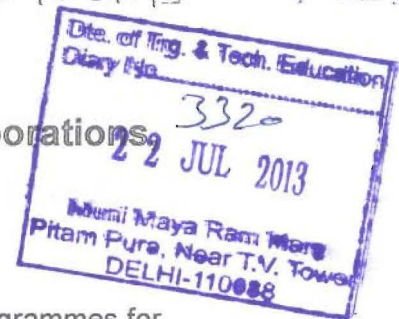
❖ **Team Building and Group Dynamics:** A two day training programme on Team Building and Group Dynamics is to be held from **07.08.2013 to 08.08.2013**. This course is meant for middle level managers to learn how to work as a Team, and learn to manage the strength and weaknesses of team members for optimum utility in the work area. It will also help the officers / officials understand the role of various members in a group, patterns of influence, roles / relationships and effectiveness while maintaining balance of task focus to achieve optimum output. Nominations to be sent latest by **29.07.2013**.

❖ **Disaster Management (General Course):** A three days training programme on Basic Managerial Competence in Disaster Management is to be held from **21.08.2013 to 23.08.2013**. The chief purpose of this course is to improve the skill sets and knowledge of the officers involved in handling various projects for the Government by acquainting them with the various phases and aspects of managing these projects i.e. planning, implementation, monitoring, closure, inventories. During the course some case studies will also be taken up. Nominations to be sent latest by **12.08.2013**.

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set and knowledge of the participating **officers** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-



Handwritten notes and signatures on the left margin:
- A signature at the top left.
- 'DDC (Admin)' written below the signature.
- '3305/PA/Dir' and '25-7-13' written below.
- 'OS Admin' written below.
- '1741/PA/1A' and '31-7-13' written below.
- '25/10/E-IV' and '31/07/13' written at the bottom left.

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>

→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training Programmes
on Basic Managerial Competence' → Select or Click on Learning Units
and then select the desired course for a detailed training module/learning unit

NOMINATIONS FOR THE COURSE

1. It is requested that 4 - 5 suitable **officers** may be nominated to participate in these courses. The nominations should be sent in time for each course.

OTHER INSTRUCTIONS for the participants:

1. **Each participants must reach at the venue i.e. Directorate of Training: UTCS, Institutional Area Vishwas Nagar, Behind Karkardooma Courts, Shahdara, Delhi – 110032, by 09:30 am on the first day of the training for completing the registration formalities.**
2. Participants may contact the undersigned for any information/clarification on training course.
3. The training will be held from 10:00 am till 04:30 pm everyday and on the last day of the training till 05:00 pm. Last session from 04:30 pm to 05:00 pm is for feed back, valediction and course close out.
4. Nomination form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
5. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22303844 / 22308556 and through Email address adtrg2utcs.delhi@nic.in

Bhatia
10/07/2013
(RAJESH BHATIA)
Assistant Director (Trg.)
Tel. No. 22303844

1. Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

Bhatia
10/7/13
(RAJESH BHATIA)
Assistant Director (Trg.)

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN INCIDENT RESPONSE SYSTEM (IRS) IN
DISASTER MANAGEMENT (for District East & North East)**

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| Name of the Package of Courses | | Basic Managerial Competence | |
| Duration of the Course | | Four days (05 th to 08 th August, 2013) | |
| Number of Sessions | | 16 (Sixteen) | |
| Training Branch | | II | |
| Name of Course Coordinator | | Mr. Rajesh Bhatia, Assistant Director | |
| Sessions | Duration | Topics | Proposed Speaker |
| DAY 1, (05.08.2013) | | | |
| 09:30 am - 10:00 am | | Registration | |
| Session – I (10.00 am- 11.15am) | 75 Min. | Registration, Welcome & Course Introduction Inauguration of the Course | |
| Tea | | | |
| Session – II (11.30 am- 12.45 pm) | 75 Min. | Module A: Principles & Features of IRS | |
| Lunch | | | |
| Session – III (01.45 pm- 03.00 pm) | 75 Min. | Module A: Principles & Features of IRS (Continued...) | |
| Tea | | | |
| Session – IV (03.15 pm- 04.30 pm) | 75 Min. | Module A: Principles & Features of IRS (Continued...) +Exercise | |
| DAY 2, (06.08.2013) | | | |
| Session – V (10.00 am- 11.15am) | 75 Min. | Module B: Organizing & Staffing | |
| Tea | | | |
| Session – VI (11.30 am- 12.45 pm) | 75 Min. | Module B: Organizing & Staffing (Continued...) + Exercise | |
| Lunch | | | |
| Session – VII (01.45 pm- 03.00 pm) | 75 Min. | Module C: Incident Facilities | |
| Tea | | | |
| Session – VIII (03.15 pm- 04.30 pm) | 75 Min. | Module C: Incident Facilities (Continued...) + Exercise | |
| DAY 3, (07.08.2013) | | | |
| Session – IX (10.00 am- 11.15am) | 75 Min. | Module D: Incident Resource & Resource Management | |
| Tea | | | |
| Session – X (11.30 am- 12.45 pm) | 75 Min. | Module D: Incident Resource & Resource Management (Continued...) + Exercise | |
| Lunch | | | |
| Session – XI (01.45 pm- 03.00 pm) | 75 Min. | Module E: Organizing for Incidents & Events | |
| Tea | | | |
| Session – XII (03.15 pm- 04.30 pm) | 75 Min. | Module E: Organizing for Incidents & Events (Continued...) + Exercise | |
| DAY 4, (08.08.2013) | | | |
| Session – XIII (10.00 am- 11.15am) | 75 Min. | Module F: Incident & Event Planning | |
| Tea | | | |
| Session – XIV (11.30 am- 12.45 pm) | 75 Min. | Module F: Incident & Event Planning (Continued...) | |
| Lunch | | | |
| Session – XV (01.45 pm- 03.00 pm) | 75 Min. | Simulation Exercise | |
| Tea | | | |
| Session – XVI (03.15 pm- 04.30 pm) | 75 Min. | Simulation Exercise followed by Valediction and Course Close-out. | |
| 04:30 pm to 05:00 pm | | Feed back, Valediction and Course close out | |

TRAINING MODULE ON TEAM BUILDING AND GROUP DYNAMICS

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| Name of the Package of Courses | | Basic Managerial Competence |
| Duration of the Course | | Two days (07 th August to 08 th August, 2013) |
| Number of Sessions | | Eight (08) |
| Training Branch | | II |
| Name of Course Coordinator | | Mr. Rajesh Bhatia, Assistant Director |
| Session | Duration | Topics |
| Day 1, (07.08.2013) | | |
| 09:30 am - 10:00 am | | |
| Registration | | |
| Session - I | 75 Min. | Understanding and types of Personality Traits |
| 10.00 am- 11.15am | | |
| Tea | | |
| Session - II | 75 Min. | Character & Growth of Personality |
| 11.30 am- 12.45 pm | | |
| Lunch | | |
| Session - III | 75 Min. | Emotional Quotient |
| 01.45 pm- 03.00 pm | | |
| Tea | | |
| Session - IV | 75 Min. | Emotional Quotient (Contd..) |
| 03.15 pm- 04.30 pm | | |
| Day 2, (08.08.2013) | | |
| Session - V | 75 Min. | Team Building |
| 10.00 am- 11.15am | | |
| Tea | | |
| Session - VI | 75 Min. | Team Building (Contd..) |
| 11.30 am- 12.45 pm | | |
| Lunch | | |
| Session - VII | 75 Min. | Problem Solving and Group Dynamics |
| 01.45 pm- 03.00 pm | | |
| Tea | | |
| Session - VIII | 75 Min. | Problem Solving |
| 03.15 pm- 04.30 pm | | |
| 04:30 pm to 05:00 pm | | |
| Feed back, Valediction and Course close out | | |

TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN DISASTER MANAGEMENT

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|---|----------|---|
| Name of the Package of Courses | | Basic Managerial Competence |
| Duration of the Course | | Three days (21 st to 23 rd August, 2013) |
| Number of Sessions | | Twelve (12) |
| Training Branch | | II |
| Name of Course Coordinator | | Mr. Rajesh Bhatia, Assistant Director |
| Sessions | Duration | Topics |
| Day 1, (21.08.2013) | | |
| 09:30 am - 10:00 am | | |
| Registration | | |
| Session - I | 75 Min. | Basic Concepts of Disaster Management, DM Cycle & HRVC Analysis |
| 10.00 am-11.15 am | | |
| Tea | | |
| Session - II | 75 Min. | An overview of manmade Disasters including Chemical, Biological, Radiological & Nuclear Emergencies |
| 11.30 am-12.45 pm | | |
| Lunch | | |
| Session - III | 75 Min. | An Overview of Delhi vulnerability to various natural & manmade hazards |
| 01.45 pm- 03.00 pm | | |
| Tea | | |
| Session - IV | 75 Min. | Institutional arrangements for coordination at City & State level in Delhi + tabletop exercise on SDMP / DDMP |
| 03.15 pm- 04.30pm | | |
| Day 2, (22.08.2013) | | |
| Session - V | 75 Min. | Issues & Challenges of Response & Relief Management |
| 10.00 am- 11.15am | | |
| Tea | | |
| Session - VI | 75 Min. | Post Disaster Scenario – Rapid damage assessment, Damage & loss assessment, Rehabilitation & recovery |
| 11.30 am-12.45 pm | | |
| Lunch | | |
| Session - VII | 75 Min. | Cross cutting issues in DM – Gender, Children, Environment, Climate Change etc. |
| 01.45 pm-03.00pm | | |
| Tea | | |
| Session - VIII | 75 Min. | Basic Life Support |
| 03.15 pm-04.30 pm | | |
| Day 3, (23.08.2013) | | |
| Session - IX | 75 Min. | An overview |
| 10.00 am- 11.15am | | |
| Tea | | |
| Session - X | 75 | An overview |
| 11.30 am- 12.45 pm | | |
| Lunch | | |
| Session - XI | 75 Min. | Quake simulation in Delhi |
| 01.45 pm-03.00 pm | | |
| Tea | | |
| Session - XII | 75 Min. | After action review of simulation exercise |
| 03.15 pm-04.30pm | | |
| 04:30 pm to 05:00 pm | | |
| Feed back, Valediction and Course close out | | |