

Email

Saroj Sharma Sharma

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**Five Half Days Online Training Programme on "Managerial Effectiveness" to be held from 23rd to 27th May, 2022 – regarding.**

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**From :** ISTM <noreply-istm@nic.in>

Fri, May 13, 2022 11:51 AM

**Subject :** Five Half Days Online Training Programme on "Managerial Effectiveness" to be held from 23rd to 27th May, 2022 – regarding.**To :** estb3-ipp@nic.in**Reply To :** ISTM <ram.vadali@nic.in>

Madam/Sir,

I am directed to say that Institute of Secretariat Training & Management will be conducting a five half days online training Programme on "Managerial Effectiveness" from 23<sup>rd</sup> to 27<sup>th</sup> May, 2022 for Group A officers.

2. Details of the Programme and eligibility requirements are given at Annexure I. All Ministries/Department of Government of India are requested to nominate suitable Officers to attend the programme. The nominees may be advised to fill up the nomination forms online at <https://www.istm.gov.in/lms/registration> form. It may kindly be noted that it is mandatory to fill form online. The last date for receiving of online nominations has been extended up to 20th May, 2022.

3. There is no course fee for participants from Government Ministries/ Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs.5,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings. Bank draft/ Cheque to be drawn in favour of "PAO (DP & AR)", New Delhi.

Regards,

**Vadali Rambabu**  
Deputy Secretary & Course Director  
**Tel: 26737623**

**ANNEXURE - I**

**Course Information Sheet**

<b>COURSE CODE</b>	ME - 01
<b>COURSE TITLE</b>	Five Half Days Online Training Programme on "Managerial Effectiveness"
<b>Duration</b>	23rd to 27th May, 2022  <b>Session Timing: 09.30 AM to 01.30 PM</b>
<b>OBJECTIVES</b>	<p>At the end of the programme the officers will be able to:</p> <ul style="list-style-type: none"> <li>• State various provisions of the Conduct Rules and Vigilance Rules in respect of behaviour at workplace with seniors, colleagues and subordinates;</li> <li>• Explain various provisions of Constitution and Acts to ensure integrity, non-discrimination, harmony and safety of women;</li> <li>• List the types of differences that can occur among the employees at workplace and ways to deal with those;</li> <li>• State various types of technical and conceptual knowledge required to become effective supervisors / managers;</li> <li>• Explain importance and elements of good communication skills needed to become effective communicator to give feedbacks, do counselling and discipline their staff and other officials as a supervisor;</li> <li>• Describe ways of time management necessary for managers;</li> <li>• State ways to manage conflicts / disagreements at workplace;</li> <li>• Describe methods used to motivate employees, delegate work, manage negativity and create enthusiasm among the employees;</li> </ul> <p><b>Content of The Programme:</b></p> <ul style="list-style-type: none"> <li>• Roles and responsibilities of officials</li> <li>• Conduct Rules and Vigilance Rules;</li> </ul>

	<ul style="list-style-type: none"> <li>• Sexual Harassment of Women at Workplace: Prevention &amp; Prohibition;</li> <li>• Constitutional Provisions and Acts;</li> <li>• Clarity of work allocation;</li> <li>• Effective communication</li> <li>• Time Management tools</li> <li>• Management of conflicts / disagreements at workplace;</li> <li>• Delegation of work, management of negativity and creation of enthusiasm;</li> <li>• Inspiring Leadership and Team Building; and</li> <li>• Results through collaboration</li> </ul>
<b>METHODOLOGY</b>	Lectures/ power point presentations, Exercises and discussion through <b>Online Mode</b>
<b>COURSE CAPACITY</b>	The maximum number of participants that can be admitted to the Course is 50.
<b>ELIGIBILITY CONDITIONS</b>	Group A officers of Government of India, Attached and Subordinated offices, Central Autonomous bodies/Statutory Organizations etc. and State Governments, State Autonomous/Statutory Bodies etc.
<b>Course Fee</b>	There is no course fee for participants from Government Ministries/ Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs.5,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings. Bank draft/ Cheque to be drawn in favour of "PAO (DP & AR)", New Delhi.
<b>LAST DATE for receiving online nominations</b>	20th May, 2022



भारत सरकार  
जल शक्ति मंत्रालय  
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग  
केन्द्रीय जल आयोग  
प्रशिक्षण निदेशालय



Government of India  
Ministry of Jal Shakti  
Department of WR, RD&GR  
Central Water Commission  
Training Directorate

## OFFICE ORDER

**Sub: Nomination of CWC Officers in online Training Programmes /workshops/ conferences being organized by other agencies-reg.**

In continuation of this office order No: **A-33022/70/2020-TRNG DTE/I/25567/2020 dated: 03.08.2020 (copy enclosed), it is reiterate that** in addition for the events where there is no course fee involved, being organized offline or online by Institute of Secretariat Training & Management (ISTM), Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training (DoPT), the Officers of CWC with the approval of Chief Engineer Concerned may apply online at ISTM website for the events available on their training calendar with in the timeline for making application. The applications of officers so downloaded after registration may be consolidated at regional level and sent to the Training Directorate, CWC, New Delhi for record/taking further necessary action, if required.

2. Guidelines/ orders issued by the Ministry of Home Affairs, MoH&FW, DoPT and State Governments/UT Administrations/District authorities from time to time for preventive measures to contain the spread of COVID-19, to be followed scrupulously on all above events.

Signed by Venkateswarlu  
E.

Date: 12-01-2022 18:11:55

Reason: Approved  
(Venkateswarlu E.)

Dy. Director (Training)

Copy for kind information to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS/PS to Member-WP&P/RM/D&R, CWC, New Delhi.
3. All the Chief Engineers of field Organisations/Head quarters of CWC.
4. Director, TC/D&R/WP&P/RM Coordination Dte./Finance/Adm/Est-I,II, CWC, New Delhi.
5. Secretary, CWC, New Delhi.



I/25567/2020

**Government of India  
Central Water Commission  
Training Directorate**

**NO. A-33022/70/2020-TRNG DTE/  
03.08.2020**

**Date:**

**Office Order**

Due to COVID-19 pandemic situation, most of the Trainings/ Conferences/ Workshops/ Seminars, etc are being organized by different organizations through Online/ Distance Learning mode. It has been decided with the approval of Chairman, CWC that any CWC officer/staff interested to join such online events for which there are no participation/registration charges, may do so with the consent of his / her controlling officer, and the specific cases need not be sent to Training Directorate for approval of Chairman, CWC. The respective controlling officers may give necessary permission by ensuring that the required office work does not get hampered.

Signature Not Verified

Digitally signed by  
VENKATESWARLU E.  
Date: 2020.08.03 18:51:05  
IST

(E.Venkateswarlu)  
Dy. Director (Training)

**Copy to:**

1. Sr. PPS to Chairman, CWC, New Delhi.
2. Sr. PPS/PPS to Member RM/WP&P/D&R, CWC, New Delhi.
3. All the Chief Engineers, CWC.
4. Director (Co-ordination), RM/WP&P/D&R, CWC, New Delhi.
5. Secretary, CWC, New Delhi.
6. All the Directors/SEs, CWC.
7. All the staff of CWC
8. Steno(Trng Dte.) to upload this order on CWC website.