

Fwd: Responsible use of AI in Workplace by ISTM



**Shri Dharmendra** <csdelhi@nic.in>

Tue, 08 Jul 2025 9:57:35 AM +0530

To "Secretary (IT)"<secyit@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

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**From:** "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>

**To:** jsns@ddpmod.gov.in

**Sent:** Tuesday, July 8, 2025 9:46:21 AM

**Subject:** Responsible use of AI in Workplace by ISTM



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Responsible use of AI in Workplace

Course Code : RU-AI-W-05

Date : 29 Sep 2025 to 30 Sep 2025

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Anjali Rana

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Regards

Santosh Datt  
PS  
08/07/25

Sh. Brij

spl. secy (serv)

82 Brij

08/07/25

SO (CN)

8.7.25

DS-III (C)



Subject: [Illegible]

Reference: [Illegible]

For information of the Government of India, the following information is being furnished:

1. [Illegible]  
2. [Illegible]  
3. [Illegible]

Yours faithfully,  
[Illegible Signature]

For the Government of India,  
[Illegible Signature]

Copy to: [Illegible]

Copy to: [Illegible]

Date: [Illegible]

Mode: [Illegible]

For the Government of India, the following information is being furnished:

Report of [Illegible]

Copy to: [Illegible]

Assistant Director [Illegible]

Institute of [Illegible]

Department of [Illegible]

Ministry of [Illegible]

New Delhi - 110001

[Illegible handwritten notes]

[Illegible handwritten notes]

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134/C

**Fwd: Design of Training (DoT-14) scheduled to be conducted in ISTM from 21.07.2025 to 25.07.2025.**

**Shri Dharmendra** <csdelhi@nic.in>

Thu, 03 Jul 2025 12:55:04 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>



**From:** "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>

**To:** jsns@ddpmod.gov.in

**Sent:** Thursday, July 3, 2025 12:27:34 PM

**Subject:** Design of Training (DoT-14) scheduled to be conducted in ISTM from 21.07.2025 to 25.07.2025.

**FILE NO: Y-16015/3/2025-ISTM**

**दिनांक / Date: 03.07.2025**

To,

All Central Ministries/Departments of the Govt. of India

Heads of Departments, All Attached/Subordinate Offices

All State Governments/All Union Territories

The Chief Secretaries of all States/All Central/National/State Training Institutions

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings/Training Institutes/Training Centers

*Samir Dahiya*  
*03/7/25*

*Subj*  
*as per 7/7*  
*sc (KDN)*

*Dr. Sp. Secy (Sec)*  
*2.7.25*  
*DS-III (S)*

133) Subject: **Design of Training (DoT-14)** scheduled to be conducted in ISTM from **21.07.2025 to 25.07.2025**.

Madam/Sir,

I am directed to say that this Institute will be conducting one-week "**Design of Training**" course scheduled to be conducted in ISTM from **21.07.2025 to 25.07.2025 (01 Week) in physical mode at ISTM.**

2. The aim of DoT course is to develop basic Training designing skills of the participants. Brief Course Information sheet on DoT course is given at **Annexure**. The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the participants.

3. To attend the DoT Course, it is mandatory that the participants must have done DTS course. In addition, participants are advised to consume the e-content on DTS & DoT available on iGoT portal, before joining the training programme at ISTM. The link for the e-content is as given below:

(DTS Link)

[https://portal.igotkarmayogi.gov.in/app/toc/do\\_114149902225326081609/overview](https://portal.igotkarmayogi.gov.in/app/toc/do_114149902225326081609/overview)

(DoT Link)

[https://portal.igotkarmayogi.gov.in/app/toc/do\\_1141546413776240641683/overview](https://portal.igotkarmayogi.gov.in/app/toc/do_1141546413776240641683/overview)

4. The DoT course is residential and participants may request for rooms available on twin sharing basis in ISTM hostel. For details relating to accommodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Telephone No. 011-26737716 /26172571. Family members of the participants are **NOT** allowed to stay in the hostel.

5. The designed course capacity for DoT course is 24 participants. Hence only those officers/faculty who are involved in designing & delivery of training may be nominated for this course. The nominations for DoT will be confirmed / indicated separately, depending upon number of nominations received from eligible candidates' vis-a-vis course capacity.

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6. Nomination form for this course may be filled online at [http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form). It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring authority letters may be sent separately by Email.

7. Only such officials should be nominated who can attend the programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure may kindly be borne in mind. An officer who has already been certified for this course should not be nominated. **The last date of online nomination is 18<sup>th</sup> July, 2025.** Nominations of eligible officers complete in all respect should reach the undersigned latest by 18<sup>th</sup> July 2025 positively

8. Only such officials, whose nominations are accepted for this training course by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval by the sponsoring authority / acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website [www.istm.gov.in](http://www.istm.gov.in) prior to commencement of the course and no separate communication by post would be issued.

**Enclosure:**

**1. Annexure**

**2. DoT - Course Guide**

Yours faithfully,

**-Sd-**

**(Shailesh Kumar Soni)**

**Deputy Director & Course Coordinator**

**Email ID: [sk.soni@nic.in](mailto:sk.soni@nic.in)**

**Tel: 011-26737520**

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## ANNEXURE

### DESIGN OF TRAINING SKILLS COURSE INFORMATION SHEET

Title Design of Training  
Course Code DoT-14-A  
Course Capacity 24  
Course Duration 21<sup>st</sup> July 2025 to 25<sup>th</sup> July 2025 (5 Days Course)  
Eligibility Should have attended DTS Course Successfully  
Aim of the Course The course aims to familiarise the participants with

Course basic training Design concepts and develop skills to prepare a Design of Training  
· Some Input

Methodology · Working in Design Teams  
· Individual Assignments  
· Consultancy Rounds  
· Concept Papers

Course Fee · Individual Project  
The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors

Hostel Facilities The Course is Residential. ISTM provides modest hostel facilities on twin occupancy basis. However, availability of rooms in ISTM Hostel cannot be guaranteed and it will be made available on first-come-first serve basis.

Family members of the participants are not allowed to stay in the hostel with the participants. Charges for both Boarding & Lodging are to be reimbursed by DoPT.

However, in the event of non-availability of accommodation in ISTM Hostel, the participants will be required to make their own arrangement at their own cost, as per their entitlement in their parent organization.

The Hostel is situated at Block-I, JNU (old) Campus, New Mehrauli Road, New Delhi 110067. Tel: 011-26737717, Email id: [hostel-istm@nic.in](mailto:hostel-istm@nic.in)

Nomination form to be Sent to Shailesh Kumar Soni

Deputy Director and Course Coordinator

Institute of Secretariat Training and Management

Room No. 220, 2<sup>nd</sup> Floor, Administrative Block,

JNU (Old) Campus, Olof Palme Marg,

New Delhi –110067.

Tel. 011-26737520

Email: [sk.soni@gov.in](mailto:sk.soni@gov.in)

## **DESIGN OF TRAINING COURSE (DoT)**

### **COURSE GUIDE**

**Department of Personnel and Training**

**Government of India**

## **INTRODUCTION**

Usually the success of training depends on the ability of trainers to design and deliver effective and imaginative training for people to enable them to improve their performance. The skills needed to deliver training are developed during the Direct Trainer Skills course (DTS). The Design of Training Course (DoT) provides further advice and development opportunities to enable trainers to undertake the additional responsibilities of training design.

## **DESIGNED FOR**

The DoT course is designed for people who have already completed the course of Direct Trainer Skills, and have some experience of direct training. We specifically intend the course for trainers who are required to undertake design and development of training for their institution or organisation.

## **STYLE OF THE COURSE**

The course consists of a five-day workshop, followed by an individual design project. It is planned to follow on from the course in Direct Trainer Skills, and therefore shares common terminology and uses a similar, participative, style. We give emphasis to helping participants tackle work related design situations.

We provide a comprehensive selection of handouts and checklists. These are intended to provide participants with information needed during the workshop; to provide advice for their design project; and to help them develop their competence to undertake design activities for their institutions.

We will form participants into 'design teams' for the workshop, each team tackling a common work-related problem for which training is needed. Team members will also act as 'consultants' to other teams to provide feedback and to widen their knowledge of training design.

129) The workshop is based on an intensive series of individual and team activities. This requires full-time commitment for the full five days, including some evening study. We therefore assume that course participants will be either residential or within easy commuting distance.

On completion of the workshop participants will be required to complete an agreed design project for submission to the course tutor and their Director. Participants who satisfactorily complete both the workshop and the project will be awarded a Certificate, recognised by the Department of Personnel and Training.

## OBJECTIVES

At the end of the course participants will be able to:-

1. Distinguish between designing 'learning units', 'courses' and 'training programmes'.
2. Explain the term 'task' as a basic feature of training design.
3. Identify constraints that will influence the design of training.
4. Determine the boundary within which training is to be designed.
5. Apply ways of learning to a task to be learned.
6. Write objectives in behavioural terms.
7. Distinguish between 'performance objectives', 'training objectives' and 'enabling objectives'.
8. Categories behavior in terms of knowledge and skill.
9. Describe the influence of 'entry behavior' on training design.
10. Apply the concept of 'Andragogy' to training design.
11. Develop performance aids.
12. Apply the concept of 'Acceptable Learning Standard' to the design of training.
13. Evaluate training methods.
14. Select appropriate training methods.
15. Apply the concept of 'Transfer of Learning' to the design of training.
16. Describe the terms 'assessment', 'internal validation', 'external validation' and 'evaluation'.
17. Include four levels of evaluation to a design proposal.
18. Prepare a design proposal.
19. Present training design proposals for management approval.
20. Prepare an action plan for a design project.
21. Complete a design project.

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## TIME TABLE FOR THE WORKSHOP

The workshop will normally start at 10.00 on Monday and conclude at 16.00 on Friday. The normal working day for the workshop will be 9.00 to 13.00 and 14.30 to 18.00. Participants should also expect some evening activities, either individually or within their design team. Please note that due to the intensive schedule of study we make no provision for visits. The following is an indication of how we allocate the time.

DAY AND TIME	CONTENT	OBJECTIVES
<b>Monday</b> 09.00 - 18.00	Design Teams	1
	Design Terminology	
	Context for Design	2
	Constraints and Boundaries	
	Ways of Learning	3 - 4
	Concept papers	5
<b>Tuesday</b> 09.00 - 18.00	Aims and Objectives	6-7
	Writing Objectives	
	Categories of Knowledge and Skill	8
	Entry Behavior	
	Andragogy	9 10
<b>Wednesday</b> 09.00 - 18.00	Performance Aids	11
	Acceptable Learning Standard	12
	Evaluating Training Methods	13
<b>Thursday</b> 09.00 - 18.00	Selecting Training Methods	14
	Transfer of Learning	15
	Assessment and Validation	16
	Evaluation of Training	17
	Training Design Proposals	

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DAY AND TIME	CONTENT	OBJECTIVES
		18
<b>Friday</b>	Presentation of Design Proposals	19
09.00 - 16.00	Action Plan	20
	Design Projects	21
	Immediate Reaction Questionnaire/	
	Valediction	

## PROJECT

The Workshop gives participants an opportunity to develop an understanding of the concepts and practices of training design. The Project is intended to continue this development by requiring them to undertake a practical design project of benefit to their institution or organisation. The choice of design is left for participants and their management to decide, although it should be concerned with either a specific, task-related learning unit, or the more general design of a short course.

The course tutor will require the following details of the proposed project:-

Name of participant.

Institution or organisation for whom the training is being designed

Aim of the design

A brief description of how the completion of this design will benefit the institution.

Please note that the final date for accepting the project will be agreed with the tutor. We will award participants who complete their project successfully a Certificate, recognised by the Department of Personnel and Training.

Assessment of the project will be based on the Project Assessment Form. This gives the criteria to be used for assessment, although we will give emphasis to the imaginative application of these features, as we do not intend them to impose a rigid set of rules. The criterion score for an acceptable project is 70%.

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If a project is not up to the required standard, we will refer it. Tutors will give participants advice about how they can improve the project and an invitation to re-submit it. Please note that the course provision allows for one referral, only.



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Design of Training

Course Code : DOT-14-A

Date : 21 Jul 2025 to 25 Jul 2025

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Shailesh Kumar Soni

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Regards

O/o The Chief Secretary, Delhi

