



कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
प्रशिक्षण एवं विकास केन्द्र (सेन्ट्राड)

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)

OPPOSITE ARMY BASE HOSPITAL, BRAR SQUARE, DELHI CANTT. - 110010

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Fax/Speed Post

No. TD/3382/TMDD/2016

Dated: 13 /12/2016

To,

The PCsDA/CsDA/CsFA (Fys) (as per list enclosed)
Sr. Dy. CGDA (AN)

Subject: Course on 'Training Module Design & Development'.

Three day course on the subject is being organized at Centre for Training & Development (CENTRAD), CGDA, Brar Square, Delhi Cantt from 19-21 January, 2017.

2. The following officers (as per list enclosed) have been nominated by the Competent Authority to attend the subject course at CENTRAD from 19-21 January, 2017. A copy of the programme schedule is enclosed.

3. The officer nominated under your organization may be relieved to attend the subject course on the scheduled date. No request for exemption from the course will be entertained.

4. Any request for accommodation/transport may be sent to Sr. Dy. CGDA (AN) directly.

(Sangeet)

Dy. CGDA (HRD)

Copy to:

- Nominated officer:** With respect to the then Addl. CGDA's DO letter dated 22.03.2016 to you, it is informed that you have been shortlisted as Trainer for IDAS/Non IDAS courses on the basis of your interest expressed vide your response to the DO letter. Please attend the course mentioned above for this purpose. A copy of the course module is enclosed.
- Sr. Dy. CGDA (AN):** For information & necessary action.

(Sangeet)
Dy. CGDA (HRD)

COURSE ON TRAINING MODULE DESIGN AND DEVELOPMENT (TMDD)

List of Participants

Sl. No.	Name (S/Shri)	Designation	Office
1	Ms. Kavita Garg	Sr. Dy. CGDA	CGDA
2	Avra Ghosh	Addl. COF	OFB Kolkata (on deputation)
3	Mayank Bisht	Addl. CDA	PCDA (CC), Lucknow
4	Roopwant Soni	Addl. CDA	PCDA (SWC), Jaipur
5	S P Singh	Addl. CFA	AO OF Khamaria Jabalpur
6	Dr. B K Singh	Addl. CFA	AO, GCF Jabalpur
7	Sangeet	Dy. CGDA	CGDA
8	M S Saravanan	Jt. CDA	PCDA Bangalore
9	S Murali Krishnan	Jt. CFA	CFA (Fys), Avadi
10	T. Kabilan	Dy. CGDA	CGDA
11	Praveen Ranjan	Dy. CDA	CDA Meerut
12	Ms. Bhawini Upadhyay	Dy. CDA	PCDA (O) Pune
13	S K Menon	SAO	NADFM Pune
14	M R Somashekar	SAO	RTC Bengaluru
15	Pankaj Barman	SAO	RTC Kolkata
16	Khawajumuddin	AAO	RTC Lucknow

TRAINING MODULE DESIGN AND DEVELOPMENT (TMDD)

WORKSHOP SCHEDULE

Day - 1

Forenoon

1. -Registration
- Welcome & Opening Remarks
2. -Overview of Workshop and expectation sharing
3. - National Training Policy – Imperatives, Implications & Institutional Arrangements
-DAD- T & D Policy – Salient Features & Capacity Building Requirements

Afternoon

4. NTP & Design of Training (DoT)
5. DAD- T& D Policy – Training Design Considerations
6. Group work-Areas of Concern and Presentation of group-work

Day - 2

Forenoon

7. - Recap of Day-1 ,
- Systematic Approach to Training (SAT) and Design -Process , Parameters and & Role of Training Institutes
8. - Learning Principles , Process & Linkages with Training Design
9. - Modular Design Concepts and Requirements

Afternoon

10. -Training / Behavioral Objectives & Training Design
11. - Approach to Systematic Review of TMDD work – Role of Checklists and Assessment Parameters
12. - Exercise on Assessment of Design Proposals

Day - 3

Forenoon

13. - Recap of day-2

- Group Work on Assessment Of Design Proposals

14 , 15 - Plenary Discussions on Design Review and Assessment

Afternoon

16 - Training Capacity Building- TMT and ToT

17 - Preparation of Roadmap

- Identification , Prioritization of Module Development Work (Annexure -F)

- Allocation of TMDD work, Constitution of Design and Development

Teams

18 Preparation and presentation of action plans

Valediction

Proposed Session Timings

1. 0930- 1030 Hrs

2 . 1045- 1145

3. 1200-1300 Hrs

4 . 1400- 1500 hrs

5 . 1515- 1615 Hrs

6 . 1615-1715 Hrs

Tea Breaks

1030-1045 in Forenoon

1500-1515 in Afternoon

Lunch Break 1300 – 1400 Hrs