



**राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी**  
NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY  
कर्मचारी भविष्य निधि संगठन - श्रम एवं रोजगार मंत्रालय, भारत सरकार

**Employees' Provident Fund Organisation**  
**(Ministry of Labour & Employment, Govt. of India)**

30-31, इंस्टिट्यूशनल एरिया, जनकपुरी, नई दिल्ली - 110 058 दूरभाष 28525994  
30-31, Institutional Area, Near CNG Petrol Pump, Opp. 'D' Block, Janak Puri, New Delhi-110058  
Phone: 28521199, Fax: 28524079  
[website- www.natrss.gov.in](http://www.natrss.gov.in)  
[E-mail.natrss@hotmail.com](mailto:natrss@hotmail.com)

No.7/17/2011-2012/NATRSS/DoPT/

Dated 2.01.2012

To

1. All Ministries /Departments and Attached Offices of Govt.of India
2. All National Training Institutes
3. Selected Departments / Organizations
4. Other Training Institutions ( Govt. & Semi Govt.)

Subject: ***Training Circular – Evaluation of Training (EoT) and Systematic Approach to Training (SAT) from 30.01.2012 to 03.02.2012 and 22.02.2012 to 24.02.2012 respectively-Inviting Nominations – Regarding.***

Reference: ***Our earlier circular of even number dt.20.05.2011.***

Sir/Madam,

Two Courses on ***Evaluation of Training (EoT) and Systematic Approach to Training (SAT)*** sponsored by the Department of Personnel & Training (DoP&T) will be conducted by the NATRSS on the following dates:

- (i) ***EoT – 30.01.2012 to 03.02.2012***
- (ii) ***SAT –22.02.2012 to 24.02.2012***

The course information sheet and nomination proforma are given in Annexure **I & II** respectively. Sponsoring organization may nominate their officers against each of the two courses separately. Depending on the course capacity of each course and available nominations, candidates will be selected for either of the courses. Nominations of the eligible officers, complete in all respects and in the prescribed proforma should reach the undersigned preferably by **20.01.2012**.

It is requested to send the nominations of eligible officers from your esteemed Department/ Organisation/ Institution. The nominations dully filled in the specific format (enclosed) should reach NATRSS at the earliest by Fax on 011-28524078, 28524079 and 28525987 or e-mail us at: [natrss@hotmail.com](mailto:natrss@hotmail.com) to enable us to make proper arrangements for the participants.

Only those officers, whose candidature is confirmed by this Academy, may be relived for the courses.

Yours faithfully,

Encl: as above.

Sd/-

**(Shyam V. Tonk)**  
**Deputy Director (Trg.)**  
**011-28521199**



राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी  
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No.7/17/2011-2012/NATRSS/DoPT/

Dated 02.01.2012

To

1. The Additional Central Commissioners (Zones)
2. In-Charge of Regional/Sub-Regional Office

Subject: ***Training Circular – Evaluation of Training (EoT) and Systematic Approach to Training (SAT) from 30.01.2012 to 03.02.2012 and 22.02.2012 to 24.02.2012 respectively-Inviting Nominations – Regarding.***

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**(Shyam V. Tonk)**  
**Deputy Director (Trg.)**  
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## EVALUATION OF TRAINING (EOT)

### Introduction

Investment in training can only be justified if it leads to improved performance. This applies to public and private organisations, departments of government, NGO's and, especially to individual employees and beneficiaries. For training to make an effective contribution to improved performance, and to help people to develop their potential, it should be based on all four stages of the Systematic Approach to Training (SAT). The fourth and final stage of this requires that training be evaluated. This enables the management of the time, money and resources invested in helping people and organisations to improve performance and develop their workforce.

Evaluation of training should concern all those involved in training and development - funding agencies, client organisations, heads of departments; also, employees at all levels and beneficiaries. Should a particular course continue to be run? How can it be improved? What response has been made to TNA consultancy reports? How effective is distance learning in meeting government's intention to provide 'training for all'? The Evaluation of Training (EoT) course establishes a framework within which decisions can be made.

### Designed For

The Evaluation of Training course is intended for institutional and departmental trainers; stakeholders in client organisations; and officials representing funding agencies. The course is especially suited to those who have a direct responsibility for the development, administration or management of an organisation's EoT function.

### Facilitators

The facilitators who are certificated as "Master Trainers" and "Recognized Users" by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field will conduct this course.

### Course Structure

The development of roles, responsibilities, systems, procedures and the use of appropriate techniques are essential features of EoT activities. This requires a general understanding of the systematic approach to training, and how EoT is linked to Training Needs Analysis, the Design of Training and its Implementation. The course has three distinct features, each helping participants to develop their skills and understanding of EoT:

**Distance Learning.** This provides a general background to issues, which will be faced when carrying out EoT activities.

**Workshop.** Run over a period of five days, where participants can develop an understanding of their role and responsibilities, also EoT systems and procedures requiring development. During the workshop EoT techniques, exercises and a case study will be used to provide learning opportunities, and a basis for self-assessment.

**EoT Project.** On completion of the workshop, each participant will complete a EoT project with a suitable client organisation. This will be carried out over a period of three weeks and a report submitted for assessment.

### Course Style

The EoT Course is intended to help participants develop their competency to carry out EoT tasks, commensurate to their role, responsibilities and status in their respective organisations. This is not a 'taught' course. Rather, it is a series of practical learning activities - usually simulated by using exercises and case studies. Participants are therefore expected to take active responsibility both for their own learning and contributing to group activities.

**Distance Learning:** The purpose of the Distance Learning is to introduce the concept of EoT, in relation to the Systematic Approach to Training. The material also outlines issues they will face when carrying out EoT assignments. The expectation is for participants to have studied the material, completed assigned tasks and being prepared to contribute to workshop activities.

**Workshop:** As the workshop is based on an intensive series of team activities, it requires full-time commitment, including some evening study. We therefore assume course participants will be either residential or within easy commuting distance.

On completion of the workshop participants will be required to complete an agreed EoT project for submission and assessment by course tutors. Participants who satisfactorily complete their project will be awarded a certificate of competence, recognised by the Department of Personnel and Training.

### **Objectives**

At the end of distance learning participants are expected to:

1. Define the Evaluation of Training (EoT).
2. Describe potential benefits to be obtained from EoT.
3. Define internal external validation and their contribution to EoT.
4. Describe performance and resource parameters influencing EoT.
5. List factors influencing the achievement of a desired standard of performance.
6. Contrast 'effective' and 'efficient' training, in relation to EoT.

At the end of the workshop participants will be able to:

7. Describe current approaches to EoT.
8. Describe concepts of EoT suggested by Easterby-Smith, Hamblin and Kirkpatrick.
9. Apply EoT models to a typical training function.
10. Resolve issues influencing EoT for a particular training programme.
11. Apply the EoT matrix to a particular training programme.
12. Select EoT to achieve specific purposes.
13. Carry out a role analysis for an organisation's EoT function.
14. Review their own training and development function.
15. Analyse their own role in EoT.
16. Agree an EoT project proposal for completion following the workshop.

At the end of their EoT project participants are expected to:

17. Complete an EoT project in a selected area of training activity.
18. Prepare a report to management on their findings and recommendations.
19. Submit a written report of their project for assessment.
20. Be certificated by DoPT to carry out EoT projects.

### **Project**

Distance learning, followed by the workshop gives participants an opportunity to develop skills and understanding of the process and techniques used for carrying out EoT. The project is intended to continue this development and to confirm their competence. They are required to carry out a practical EoT project of benefit to their institution or organisation. The choice of design is left for participants to decide, although it should be concerned with either a specific, task-related learning unit, or the more general design of a short course. Assessment of the project will be done by the course tutor and will be based on the pre set Project Assessment criteria. The criterion score for an acceptable project is 70%.

**Duration:**

5 working days

**Capacity:**

12 – 16 Nos.

**Course Fee:**

No course fee will be charged as per the instructions of DoP&T. **However, Boarding and Lodging charges @ Rs.200/- (Rupees Two Hundred only) per day per participant shall be payable by the sponsoring authority / organization by way of Demand Draft in favour of National Academy for Training & Research in Social Security payable at New Delhi or Cash.** TA/DA in respect of the participant will also be borne by the sponsoring authority / organization.

All the courses are fully residential. National Academy for Training & Research in Social Security (NATRSS) has modest hostel facility.

On acceptance of the nomination, the participants may please intimate their arrival plan to the NATRSS for further necessary arrangements.

**Nomination:**

Nominations in the prescribed for (Annexure – II) duly completed and signed by the Sponsoring Authority preferably reach to NATRSS latest by **20.01.2012.**

**Government of India**  
**Department of Personnel & Training**  
**(Training Division)**

**Combined Package on Introduction to Systematic Approach to Training (SAT) Courses**

**Background**

The idea of developing a Combined Package on introduction to Systematic Approach to Training (SAT) Courses, namely,

Training Needs Analysis (TNA)  
 Design of Training (DoT)  
 Direct Trainer Skills (DTS)  
 Evaluation of Training (EoT)

was mooted in the Annual Workshop of Master Trainers and Recognized Trainers held at HCM, RIPA Jaipur between 24-25 January 2005. This was further given a concrete shape in the Annual Workshop of Master Trainers and Recognized Users held at the Anna Institute of Management, Chennai between 9-10 November, 2007. An in-depth discussion was held on all the aspects of the Package including its 'Aim' and 'Objectives', which were finalized.

This was followed by a presentation on the Package in the Training Division and it was decided to take it further. This was also mentioned in the Annual Workshop of Master Trainers and Recognized Users held at the National Institute of Oceanography, Goa between 15-18 November, 2007.

**Validation Workshop**

The Validation Workshop for the Package was conducted at the Training Division headquarters in New Delhi between 10-12 November, 2008.

**Designed for**

The Target Group envisaged for the Combined Package consists of Heads of Training Institutions, senior officers joining in training institutions/departments, Heads of district-level training institutions, occasional trainers/guest faculty, etc.

**Duration**

The duration of the Combined Package is three days

**Style**

This is a short, intensive Package with scope for individual and team exercises/activities. The complete training material including visuals of all the four Courses will be provided to the participants in soft copy.

**Facilitators**

Master Trainers

**Strategy for creation of critical mass**

To start with, a '*cascading effect*' strategy will be adopted for creating a critical mass. Three-Day Workshops encompassing the ATIs and STIs will be conducted for creating a critical mass of trainers in them. Accordingly, Master Trainers and Recognized Trainers of the four Courses will participate in these Workshops. They will create the '*multiplying effect*' later. During the Workshops, the willing Master Trainers and Recognized Trainers will be participant-cum-potential trainers. They will develop the skills of conducting the Package as well as assist the participants in various individual/team exercises/activities.

**Duration:**

3 working days

**Capacity:**

12-16 Nos.

**Course Fee:**

No course fee will be charged as per the instructions of DoP&T. **However, Boarding and Lodging charges @ Rs.200/- (Rupees Two Hundred only) per day per participant shall be payable by the sponsoring authority / organization by way of Demand Draft in favour of National Academy for Training & Research in Social Security payable at New Delhi or Cash.** TA/DA in respect of the participant will also be borne by the sponsoring authority / organization.

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Nominations in the prescribed for (Annexure – II) duly completed and signed by the Sponsoring Authority preferably reach to NATRSS latest by **20.01.2012.**

<b>Course Venue</b>	<b>NATRSS New Delhi</b>
<b>Date &amp; Duration</b>	30.01.2012 to 03.02.2012 5 days

**NOMINATION FORM****Evaluation of Training (EoT)**

1.	Name	
2.	Designation	
3.	Institute/Organisation	
4.	Scale of Pay	
5.	Sex	
6.	Address for Communication	
7.	Fax	
8.	Telephone Number	
9.	Mobile Number	
10.	E-mail	
11.	Whether you have attended any programme earlier sponsored by DoPT, please indicate	

<b>Course Venue</b>	<b>NATRSS New Delhi</b>
<b>Date</b>	22.02.2012 to 24.02.2012
<b>Duration</b>	3 days

**NOMINATION FORM****Systematic Approach to Training (SAT)**

1.	Name	
2.	Designation	
3.	Institute/Organisation	
4.	Scale of Pay	
5.	Sex	
6.	Address for Communication	
7	Fax	
8.	Telephone Number	
9.	Mobile Number	
10.	E-mail	
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