The directorate of training (UTCS) is conducting a three day residential course on MENTORING SKILLS under the DOPT sponsored Trainer Development Programme. The aim is to help key personnel acquire an understanding of the concept of mentoring, and related skills. Details as follows:

<table>
<thead>
<tr>
<th>S.NO</th>
<th>TOPIC OF THE TRAINING SESSION</th>
<th>Target Beneficiaries</th>
<th>DURATION</th>
<th>LAST DATE FOR NOMINATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>Mentoring Skills</td>
<td>Middle and Senior level Officers involved in Human Resource Development.</td>
<td>06-11-13 to 08-11-13</td>
<td>28-10-13</td>
</tr>
</tbody>
</table>

Nominations will be accepted on first-come-first-serve basis as the course envisages class strength of 12 participants. All the HOD/Branch Heads are requested to nominate the names along with the bio-data of the officials willing to attend the aforementioned training programme before 2 days of the Last Date for nominations so as to enable further transmission.

AHTESHAM

Dy. Registrar

Staff Development Cell

Copy to:

• Prof. Arvinder Kaur, Chairman, SDC.
• P.S to VC for kind information of the Hon’ble VC.
• P.S to Registrar for kind information to the Registrar.
• Public Relations Officer.
• All the Deans/HODs/Branch Incharges.