From
Additional Director General of Police (Training)
Thiruvananthapuram

To
All Unit Heads

Sir,

Sub : Inviting nominations for TOT- Instructor Development Course at - CAPT,Bhopal

Ref : (1). Letter No. 48/TRG/TOT/CAPT/BPL/2020-1735 dated 12.03.2020 of CAPT,Bhopal.

Kindly refer to the above.

CAPT,Bhopal is organising **TOT- Instructor Development Course** as per the schedule (ie attached herewith.).Level of participants is **Inspector to DySP**.As such eligible nominations may be forwarded to this office **one month prior to the commencement of course**.The nominations should contain details such as **Name,Rank,Designation,Office Address and Contact Details including e-mail ID**.

Yours faithfully

Sandhya B IPS
Additional Director General of Police

Copy To : (1). ADGP,SCRB to upload details in webportal of Kerala Police.
(2). Principal PTC to upload details in PTC website
TO

1. The Director General of all Central Armed Police Forces
2. The Director General of Police (all States/UTS)
3. ADDL DG (Training)/IG (Training), (all States/UTS & CAPF).

SUB: TOT (INSTRUCTOR DEVELOPMENT COURSE) CALENDAR FOR THE YEAR 2020-21

Sir,

Central Academy for Police Training, Bhopal, would like to offer TOT (INSTRUCTOR DEVELOPMENT COURSE) to the appropriate personnel of your organisation:

Course: TOT (INSTRUCTOR DEVELOPMENT COURSE)
Duration and Dates of Course: One Week (Six Days)
Location: CAPT, Bhopal
Number of Participants: 30 Participants

The following information is provided for better perspective of this course:

1. COURSE OBJECTIVES: This course is designed to enhance the instructional skills in course participants.
2. COURSE CONTENT: Course includes following topics: Adult Learning Cycle (ALC) & Experiential learning Interventions, Training Need Analysis (TNA), Golden Rules of Training, Time Management, Conflict Management And Conflict Negotiation, SWOT Analysis, Training Methods, Designing a Training Program, Latest Techniques in learning & Development, Communication, Characteristics of Good Trainer, Importance of Feedback in Training and Evaluation to develop trainees as a master trainer.

<table>
<thead>
<tr>
<th>Srl No</th>
<th>Participants</th>
<th>Starting Date</th>
<th>Ending Date</th>
<th>Last date for Nomination</th>
<th>Rank Demanded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40th TOT (IDC)</td>
<td>20 APR 20</td>
<td>25 APR 20</td>
<td>16.04.20</td>
<td>DySP and above-03, Insp-01</td>
</tr>
<tr>
<td>2</td>
<td>41st TOT (IDC)</td>
<td>04 MAY 20</td>
<td>09 MAY 20</td>
<td>01.05.20</td>
<td>DySP and above-03, Insp-01</td>
</tr>
<tr>
<td>3</td>
<td>42nd TOT (IDC)</td>
<td>15 JUN 20</td>
<td>20 JUN 20</td>
<td>11.06.20</td>
<td>DySP and above-03, Insp-01</td>
</tr>
<tr>
<td>4</td>
<td>43rd TOT (IDC)</td>
<td>17 AUG 20</td>
<td>22 AUG 20</td>
<td>13.08.20</td>
<td>DySP and above-03, Insp-01</td>
</tr>
<tr>
<td>5</td>
<td>44th TOT (IDC)</td>
<td>21 SEP 20</td>
<td>26 SEP 20</td>
<td>18.09.20</td>
<td>DySP and above-03, Insp-01</td>
</tr>
<tr>
<td>6</td>
<td>45th TOT (IDC)</td>
<td>05 OCT 20</td>
<td>10 OCT 20</td>
<td>01.10.20</td>
<td>DySP and above-03, Insp-01</td>
</tr>
<tr>
<td>7</td>
<td>46th TOT (IDC)</td>
<td>23 NOV 20</td>
<td>28 NOV 20</td>
<td>18.11.20</td>
<td>DySP and above-03, Insp-01</td>
</tr>
<tr>
<td>8</td>
<td>47th TOT (IDC)</td>
<td>14 DEC 20</td>
<td>19 DEC 20</td>
<td>10.12.20</td>
<td>DySP and above-03, Insp-01</td>
</tr>
<tr>
<td>9</td>
<td>48th TOT (IDC)</td>
<td>18 JAN 21</td>
<td>23 JAN 21</td>
<td>14.01.21</td>
<td>DySP and above-03, Insp-01</td>
</tr>
<tr>
<td>10</td>
<td>49th TOT (IDC)</td>
<td>01 FEB 21</td>
<td>06 FEB 21</td>
<td>28.02.21</td>
<td>DySP and above-03, Insp-01</td>
</tr>
<tr>
<td>11</td>
<td>50th TOT (IDC)</td>
<td>15 MAR 21</td>
<td>20 MAR 21</td>
<td>10.03.21</td>
<td>DySP and above-03, Insp-01</td>
</tr>
</tbody>
</table>

PARTICIPANT CRITERIA: Nominated officers should be from the rank as mentioned against each course. It is requested to nominate 04 Participants as detailed and one as reserve from your respective CAPFs/States/UTs/Institutes.

NOTE: You are requested to ensure that the following deadlines are met in order to avoid the cancellation of this limited and popular training opportunity.

3. THE CONTACT DETAIL: Email/Mobile numbers of nominated officers may be sent to CAPT, Bhopal on email-adindoor-capt@bprd.nic.in. The dress order of the trainees are civvies, full suit or full sleeved shirt, tie & trouser with formal shoes for gentlemen, and saree/salwar Kameez/Business suit for ladies. Detailed participants may be directed not to bring their families and security-aid.

4. CONTACT: Sh. R K Raghav, Asst. Director at 8800220774, Sh. Omprakash Awnla, Training Officer at 9425737732 and CAPT control room at 0755-2706000.

Yours faithfully