

Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Office of Dy. Registrar, Staff Development Cell

CIRCULAR

Dated: 21.10.2013

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:

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

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.