

## **SOP for Long Term Training Programme**

To make Training and Capacity Building activities more outcome oriented, suitable utilization of the officers in the department, who have participated in the Long Term Training Programmes, and to incorporate suitable feedback mechanism, the following guidelines has to be followed by participants of the Long term training programme (more than 6 months duration) and their office:

- (i) The participants will be nominated on the basis of justification of head of recommending authority that the training is essentially required to fulfil the competency gap of the officer as per the ACBP.
- (ii) The participants have to select the "Project topic" (wherever applicable) from the Information and Communication Technology/Communication Finance domain or from, Emerging Telecom technologies /technologies such as Block Chain, Quantum, AI etc.
- (iii) During the training period the officer should select one mentor who normally should be senior at the place/job where the officer is likely to be posted after the training. The trainee officer should inform about the progress made during the training and take guidance from the mentor.
- (iv) After completion of the training programme, participants will be required to provide training feedback evaluated by course coordinator of institute along with the certificates issued by the Institute (this will be mentioned in OM issued for nomination).
- (v) Consequent upon completion of the training, a presentation session for senior officers and other interested officers in Hybrid i.e. Online + Physical mode, will be conducted in which the participant shall have to present the overall learning experience along with key takeaways of the training and policy interventions/ suggestions for improvement of the organisational capacity building. The mentor should be present during the presentation.
- (vi) Key learnings and policy interventions suggested by the officer will be widely publicized through various means.
- (vii) A committee comprising of following officers will assess the improvement in the competency level of the trainee (Annexure-I):
  - 1. Head of Unit/office.
  - 2. Controlling officer of the participant.
  - 3. Any SAG/JAG level officer nominated by Head of Unit (preferably the one who is engaged with the participant to deal the official matters)
- (viii) The details of the trainees along with assessment records will be made available to the concerned personal section/Staff section for best utilization of the trainee officers as per the requirement.
- (ix) For better utilization of training experience of officers/officials, after attaining the training, officers/officials should not be nominated/recommended for deputation to other departments for at least three years.
- (x) The effectiveness of the training provided shall invariably be evaluated by the reporting officer, while evaluating their APAR.

**Annexure-I****Proforma to evaluate the Training Effectiveness**

	Name of the Officer/Official who attended the training							
	Officer/Official Details		Staff No.		Designation		Level	
	Name of the Training Institute							
	Subject of Training							
	Date of Training							
	Venue							
	Objective of the Training							
	Scale for Measure of Effectiveness							
			0	1	2	3	4	5
<b>Sl. No.</b>	<b>Criteria for effectiveness</b>	<b>Assessment mechanism</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Average</b>	<b>Satisfactory</b>	<b>Very Good</b>	<b>Best</b>
1	Improvement in the level of domain or relevant knowledge	Assessment by interviewing						
2	Improvement in outcome of the work done post training	Assessment by quality of work done post training						
3	Improvement in quality of the work done post training							
4	Improvement in the motivation level and dedication towards work	Improvement in the attitude towards work						
5	Change in the attitude, behaviour, and leadership qualities	Where ever Applicable, in behavioural improvement training						
	<b>Overall Effectiveness</b>		Average of the numerical grade out of 5					
	Suggestion/remarks , if any							
	Training was adequate	YES / NO (please attach separate sheet for writing about the training, its effectiveness, and changes required) Feedback of the mentor should also be incorporated.	Officer needs to be retrained to the same post	YES / NO				

Date:  
(Signature)

(Name of the Assessment Committee member, Stamp)