

OFFICE OF THE JS (E) & CAO
(Defence Headquarters Training Institute)

Sub: WORKSHOP ON LEADERSHIP SKILLS
(12 Jul 2017 – 13 Jul 2017)

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on **Leadership Skills** covering DAC Model, Leadership Development Framework, Project Leadership Resiliency etc. from **12 Jul 2017–13 Jul 2017** in its premises at Room No.185-A, 'B' Block. The duration of the workshop will be 02 days.

2. The key learning objectives for the workshop are as under:-

- (a) Understand self to be better prepared for their leadership developmental journey.
- (b) Comprehend the power of influence and emotional intelligence (EQ) in the functioning of leadership.
- (c) Relate to the traits and behaviors associated with leadership.
- (d) Deal with the multiples stakeholders in a complex and multicultural environment.
- (e) Gain a greater appreciation of resiliency and some practical notions of actually becoming more resilient.

The probable programme outcomes expected are as under:-

- (a) Enhance level of self-awareness.
- (b) Increase personal leadership impact.
- (c) Gain insights into leader and leadership development.
- (d) Enhance awareness on giving and receiving feedback as a development tool.
- (e) Gain insights into personal preferences and learning styles.
- (f) Develop a structured goal setting and action planning process for translating learning into sustainable development.

3. **Eligibility.** The workshop is open to all Officers working in three Service HQs, ISOs and Ministry of Defence. The workshop capacity is **25**. Preference will be given to those officers who are keen to further hone their leadership skills. Applicant should be below **58** years of age.

4. The applications of officers desirous of participating in the workshop may be forwarded in the proforma at Appendix 'A' to this note, duly recommended by **07 Jul 2017**. Selection of the candidates will be based on first come, first served basis.



(Namita Malik)
Dy Director, DHTI
Tel. 23010874

As per standard distribution list

MoD, JS(E) & CAO, I.D. No.A/26002/110/CAO/Trg dt. 09 May 2017

EDP Cell

WORKSHOP ON LEADERSHIP SKILLS

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APPLICATION PROFORMA

1. Name (In English) :
- (In Devnagri Script) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Complete Office Address
(including Directorate, Room No.,
Block No. etc) :
6. Telephone No. :

(Signature of the Applicant)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

File No. dt.....

Certified that in the event of selection of, Shri/Smt/
Kum _____ for the above
mentioned workshop, he/she will be relieved by this office to attend the course.

CAO/DHTI, 185-A, B-Block

Signature
Name & Designation
Office & Tele No.