

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

Sub: WORKSHOP ON LEADERSHIP SKILLS
(23 Jul 2018 – 24 Jul 2018)

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 **23 Jul 2018–24 Jul 2018** 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 **16 Jul 2018**. 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. | (Jun 2018

मु.प्र.अ. (CAO)	CAO (EDP)
उप मुख्या (वि.पे. एवं अ.) (M.P. & E)	
उप निदेशक (वि.पे.) Dy. Dir (E.P.)	
प्र. अ. A.O.	
जायरी नं. Diary No.	172
दिनांक	

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WORKSHOP ON LEADERSHIP SKILLS

(23 Jul 2018 – 24 Jul 2018)

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.