

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

**Sub: WORKSHOP ON MENTORING SKILLS**  
**(08 - 09 AUG 2019)**

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on **Mentoring** from **08 Aug 2019 – 09 Aug 2019** in its premises at Room No.185-A, 'B' Block.
2. The key objectives for the workshop are as under:-
  - (a) To describe strategic phases in the use of mentoring within an organisational context;
  - (b) To analyse issues and challenges associated with the introduction of mentoring system;
  - (c) To describe the four stages of the mentoring process;
  - (d) To identify tasks to be carried out in each of the four stages of the model;
  - (e) To specify key competencies of a mentor;
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 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 **30 Jul 2019**. Selection of the candidates will be based on first come, first served basis.

  
(Puneet K Sharma)  
Asstt. Director, DHTI  
Tel. 23014680

✓ CAO/EDP Cell - for uploading on  
CAO's website.

As per standard distribution list

MoD, JS(E) & CAO, I.D. No.A/26002/110/CAO/Trg dt. 13 Jun 2019

**WORKSHOP ON MENTORING**

**(08 - 09 AUG 2019)**

**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.