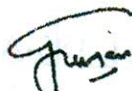


OFFICE OF THE JS&CAO
(Defence Headquarters Training Institute)

Sub: WORKSHOP ON MENTORING SKILLS
(25 - 26 NOV 2019)

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on **Mentoring** from **25 Nov 2019 – 26 Nov 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 **13 Nov 2019**. Selection of the candidates will be based on first come, first served basis.


(Gunjan Gandhi)
Dy Director, DHTI
Tel. 23011936

CAO/EDP

As per standard distribution list

MoD, JS(E) & CAO, I.D. No.A/26002/110/CAO/Trg dt. 21 Oct 2019

WORKSHOP ON MENTORING

(25 - 26 NOV 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.