



The 2<sup>nd</sup> National Symposium on Excellence in Training (NSET)  
May 27-28, 2016,  
Vigyan Bhawan, New Delhi

Awards for Excellence in Training

The 2<sup>nd</sup> NSET will recognize and award individuals, groups and institutions doing exemplary work in training. To instill a culture of quality and excellence in organizations, the National Symposium will award five presentations with an Award for Excellence in Training and a sixth award will be given to an individual for contribution/innovation in training.

AWARDS/CATEGORIES

1. Development of training content
  2. Androgogy and Methodology
  3. Management of Training and Training Establishments
  4. Trainer/Faculty Development
  5. Use of technology to bring innovation in training.
  6. Award for an individual for contribution/innovation in training
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- (i) Development of training content: Developing training content entails developing training materials for trainees—manuals, course guides, handbooks, workbooks, documents, case studies, study materials, classroom/teaching and reference materials and aids etc.
  - (ii) Andragogy, Methodology: Andragogy is the theory and practice of education of adults. It arose from the practice of pedagogy to address the specific needs in the education of adults or adult learning. The training methodology for adult learning is determined by the training objective and the outcome an event seeks to achieve. This includes tools and techniques used to train the trainees on a given topic. These tools can be many, such as lecture, role-play, group discussion/syndicates and brainstorming, case study, exercises, computer assisted learning, short videos/film, project work ,programmed learning, etc.
  - (iii) Management of Training and Training Establishments: Training establishments mean training institutions, infrastructure for training facilities; institutional, human, financial resources of the training institute. Management of training means overall management of trainings
  - (iv) Trainer/Faculty Development: It is about developing the competencies and capabilities of trainers/faculty by providing them opportunities to upgrade themselves with latest knowledge, techniques and technology, in their respective domains
  - (v) Use of technology to bring innovation in training: It is about integrating the traditional method of training with the global best practices tools and technologies to bring more impact in training.
  - (vi) Award for an individual for contribution/innovation in training: The individual award for contribution/innovation in training is to facilitate and recognize the efforts of the individual trainers and to encourage the training fraternity.

**PROCESS:**

S No.	STEP	Format	Mode	Opening Date	Last Date
1	Opening of Receipt of Award entries	For Submission: <ul style="list-style-type: none"> <li>• Single Page Template</li> <li>• Presentation Available on NSET website: (<a href="http://nset.gov.in">http://nset.gov.in</a>)</li> </ul>	Of Submission: <ul style="list-style-type: none"> <li>• Online on the NSET website (<a href="http://nset.gov.in">http://nset.gov.in</a>)</li> <li>• Email to n.raja60@gov.in/nset-dopt@gov.in</li> </ul>	12-4-2016	30-4-2016
2	Screening committee/Jury shortlists 12 entries (2 in each category)	Meeting of Screening Committee	Evaluation of entries by Jury members	09 - 5 -2016	10 - 5 -2016
3	Declaration of shortlisted entries		NSET Website( <a href="http://nset.gov.in">http://nset.gov.in</a> )	11-5-2016	
4	Receipt of final presentations by shortlisted entries	Presentation format	Email to: <a href="mailto:n.raja60@gov.in">n.raja60@gov.in</a> / <a href="mailto:nset-dopt@gov.in">nset-dopt@gov.in</a>	18-5-2016	
5	Validation/Verification of the entries	Teams from DoPT	Visit to site/ interview	12-5-2016	20-5-2016
6	Selection of final 6 Awardees by screening committee (one in each category)	Presentation by the shortlisted entries (2 in each category): 10 minute each presentation and 5 minute Q/A	NSET Session on "Awards for Excellence in Training" 14.00 – 16.30	28-5-2016	
7	Display of Award at NSET Exhibition	Graphic Organizer/Visual Representation of Award	<ul style="list-style-type: none"> <li>• Chart paper size</li> <li>• Carried with the presenter and handed over to designated DoPT official {Shri N. Raja, Director (Trg)}</li> </ul>	27-5-2016	28-5-2016

**Note:**

1. All entries will only be accepted in the prescribed templates.
2. Entries received after the last dates of Submission will not be considered

**Guidelines to fill Single-Page Template on Best Practices: Awards for Excellence in Training  
2<sup>nd</sup> National Symposium on Excellence in Training**

**Name of the best practice:**  
**Thematic Track:**  
**Category:**  
**Institution/department:**  
**State:**  
**Web link if any:**

**Instructions for participants for developing the Single-Page Template:**

1. Number of words: 750 (750 being maximum) In case of using pictures and/or diagrams, number of words are likely to reduce.
2. Please be as brief and precise as possible
3. The language to be used is English
4. Participants can add photographs/diagrams to illustrate. This will reduce space for text as the template (including text and pictures/diagrams) should not be more than 2 sides of a page.
5. The headings given below and pointers therein illustrate a broad structure to guide the participants to talk about their respective best practices. They have the flexibility to present their innovative initiative in coherent, logically sequenced manner.
6. Deadline: Participants must send in their single- page templates and presentations by 10<sup>th</sup> may 2016<sup>n</sup>
7. All entries(single- page templates and presentations) to Mr. N. Raja (n.raja60@nic.com) and nsetsecretariat@gmail.com. Contact these people for any clarification, if required.
8. Save the file with Name of the Institution/Organisation and the Track

**Characteristic features of the initiative:**

- What is the best practice initiative about
- Institution/Organization spearheading/leading the reform initiative/best practice
- Background of the initiative: issues/problems/reasons
- Broad objective/aim of the best practice
- Strategy for implementation: people, processes, technology
- What were the constraints and challenges faced in the change process and how were they overcome?
- Benefits/impact of the best practice

**Sustainability & Replicability:** Is the initiative sustainable and transferable?

**Lessons learned:**

- What worked, how and under what circumstances?
- What did not work, and why?
- What were the enabling factors that facilitated the change process?

**Validity of the Initiative:**

- Impact Assessment or Evaluation report prepared: please indicate only the key results and the process and tools used; Gap Analysis and corrective action taken (if any)
- Stakeholders involved in the process: key stakeholders and their contact details

Name of the best practice	
Thematic Track	
Category	
State	
Web link if any	
Contact	

**TEMPLATE: ENTRY FOR AWARD**

**I.** Characteristic features of the initiative

**II.** Impact

**III.** Sustainability and Replicability:

**IV.** Lessons learned:

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**V.** Validity of the Initiative

**TEMPLATE FOR POWER-POINT PRESENTATION FOR THE NATIONAL SYPOSIUM ON EXCELLENCE IN TRAINING**

“There is nothing in the world which cannot be said in two lines”

--Anonymous

A suggestive structure of the presentation is given below for your reference. Please feel free to modify it as per your requirement. However, it is extremely important that your presentation follows the same structure and the number of slides do not exceed the stated limit. Also, it is essential that the slides are not verbose. It should tell a good coherent story of your topic/theme/best practice/initiative.

- Time allotted for the presentation: 10 minutes
- No. of slides suggested for the presentation: 11 (1 title slide and 10 content slides)
- Please fill and return the presentation along with Single page template by 10 May 2016 to [n.raja60@gov.in](mailto:n.raja60@gov.in) and /or upload on Awards link on <http://nset.gov.in>

	Suggested Topics	Number of Slides
1	Title slide: Title of the presentation followed by Institution/Organization /State you are affiliated to	1
2	About the Topic/Thematic track you are addressing Essential facts: <ul style="list-style-type: none"> <li>• Background</li> <li>• Objectives</li> </ul>	2
3	About the topic-Subject matter: Technical aspects Details: you have a maximum of 3 slides for this area	3
5	What are common Constraints/challenges faced in doing what you are doing and how to overcome them	1
6	What are the Enabling factors including what works and what does not work?	1
7	What has been the Impact of the best practice/initiative/reforms	1
8	Sustainability including critical factors to sustain	1
9	Lessons learned, if any	1
	<b>Total no. of slides</b>	<b>11</b>

- You have all freedom to be creative, innovative in your presentation.
- The entries shortlisted to present at the 2<sup>nd</sup> NSET will be validated by a team from DoPT; guided in preparation and presenting at the Awards Session on Amy 28,2016
- Presentation at Awards Session: Total time: 10 minutes
- The given amount of time—is inclusive of any video/multi-media presentation.
- You will get a buzz 2 minutes before your presentation gets over.