Department of Electronics & Information Technology
Ministry of Communication & IT,
Government of India

Digital India
Power To Empower

NeGD
National e-Governance Division

Train The Trainer

Certificate programme on Recognized Trainer in e-Governance **(RTeG)**
for North East Region

Digital India initiative has accentuated the need for adequate and relevant capacities at all levels. The objective is to provide professional resources and training to political and policy level decision makers for all States/UTs and to build the in-house capacity for implementation of various e-Governance initiatives.

Background

Many e-Governance Projects in the North East region are under the initial phase of implementation, and it is imperative to build the necessary capacities in the Government officials handling these projects. To meet the large requirement of resources for training of officials, there is a need to enlarge the pool of trainers duly recognized through a certification process.

Train The Trainer (TTT) Programmes

The TTT programmes aim to create and enlarge a pool of expert trainers whose expertise can be used by Central and States / UTs Governments for their e-Governance training programmes.

It also standardizes the delivery of content, ensures that a comprehensive and quality facilitation of e-Governance lifecycle is delivered across the country through multiple training programmes.

Programme Objectives

By the end of the Train the Trainer programme, the participants will be able to:

- Possess expertise in one/two domains of e-Governance
- Compile (design) a program based on the level of target audience and the objective of the program
- Deliver centrally designed and developed e-Governance courses/or any other such courses as per prescribed methodology
- Evaluate the effectiveness of the training programmes conducted

Batch Size : 15 participants per batch

Target Participants' profile

- Minimum 10 years of work experience
- Minimum 2 years of e-Governance/IT and Project Management exposure
- Good communication skills and fluency in native English (writing and reading)
- Past experience as trainer/faculty is preferable

Target Group

- State ATI Faculty members
- Faculty of National Training Institutes
- Interested CIO alumni
- Retired e-Governance Professionals/Government officers
- Academicians from University or affiliated colleges
- Members of SeMT
- Employees of NeGD/NISG

Participants' selection process

Step 1: Screening of Nomination forms and creation of first shortlist

The nomination form will gather details pertaining to:

- Work experience/ Exposure in e-Governance domain
- Relevant Academic / work area background specific to the requirement of a particular training course (IT / Technology related, Public Policy, Project Management, e-Governance, Change Management etc)
- Training experience

Step 2: Interaction with the review panel

To ascertain suitability, the nominee will be evaluated on:

- Domain knowledge
- Experience and ability to transform experience into learning
- Communication Skills

The final list will be published and participants will be notified.

Logistics

All training arrangements including boarding, lodging and travelling expenses of the participants to reach the training venue and back to Headquarters would be made by NISG.

However, the DA/Per diem allowance (If any), shall be borne by the respective departments / parent organization/ATI

Note: Spouse/family/guests will not be allowed to accompany the participants during any part of the training programme

Certification Process

Certificate of Participation - Awarded at the end of the two-week training programme

Criteria 1: 100% Attendance
(20% weightage)

- Performance in class activities
- Contribution towards class discussions, presentations
- Peer interaction

Criteria 2: Successful completion of Final Assessment
(40% weightage)

- Score of 70% or more
- Evaluation of domain knowledge
- Pre-Training and post-training assessments

Criteria 3: Evaluation of Facilitation Skills
(40% weightage)

- Video recorded teach-back sessions
- Evaluated by Facilitation Skills Expert
- Course Director Feedback and Scores

Certificate of Completion* - Awarded upon completion of 3 training batches with a minimum score of 3.5 out of 5 or over 70% trainer effectiveness score

Criteria:

- Conduct of 3 or more training modules
- Trainer effectiveness score of 70% or above
- Time Limit – 6 months
- Onus lies on the trainer to share the feedback report with NISG/NeGD

Post completion of the certification of RTeG, the certified trainers are expected to:

- Conduct e-Governance related CB training programmes
- Contribute new materials for content to be used in various programmes

The certification is valid for a fixed period (2 years), post which, the trainers have to get their certification renewed.

For re-certification process **visit : http://trms.nisg.org**

Programme Duration	Programme Dates	Venue
Two Weeks, Residential	**TTT Batch I - eGLC Theme** 7th - 19th December, 2015	**Hyderabad**

Nomination Process: Interested candidates may apply online through **http://trms.nisg.org** The duly filled nomination forms along with a copy of approval from the nomination authority should be sent to NISG on or before **30th November, 2015** through the online nomination system only. *Nominations in any other form will not be accepted.*

* Please visit **www.deity.gov.in** and **www.negd.gov.in** for further details on Digital India programme and various e-Governance initiatives

For further queries regarding the training programmes, please contact

National Institute for Smart Government

Mr. Siddharth Pareek
Manager- CBKM, NISG
email: siddharth@nisg.org
Mob: +91-9849804947

Ms. Ruchee Arora
Manager- CB, NeGD
email: ruchee.arora@nisg.org
Mob: +91 9717860962