



Government of India
Ministry Of Home Affairs
Bureau of Police Research & Development
Central Academy for Police Training
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NO. 48/TRG/ONLINE/SOFT/CAPT/ BPL/2020- 179-3

DATED 28.07.2020

TO

The Director General of Police (All States/UT's/CAPF)

SUB: ONLINE VIRTUAL COURSE OF SOFT SKILLS FOR POLICE OFFICERS W.E.F 26th to 31st Oct 2020 THROUGH CISCO WEBEX

Sir,

Central Academy for Police Training, Bhopal has been established to provide training in different fields to police, prosecution and prison officers. Due to the prevailing COVID-19 pandemic traditional classroom training has been put on hold.

Rising to the occasion, CAPT offers online course on "**SOFT SKILL FOR POLICE OFFICER**" (through Cisco webex) scheduled to be conducted from 26th OCT to 31st OCT 2020 for the officers of the rank of Dy. SP and Additional SP

Course : Online virtual course of Soft Skills For Police Officer
Duration : One Week (Five Days)
Location : CAPT, Bhopal
Number of Participants : 30 Participants
Last date of nomination : 22th OCTOBER 2020

The following information is provided for better perspective of this course

1. COURSE OBJECTIVES: This course is designed to enhance the capabilities of the Police officers on soft skills and emotional intelligence.

2. COURSE CONTENT: Course includes following topics : Stress Management, Time Management, Adult Learning Cycle(ALC) & Experiential learning Interventions, Attitude and behavior, Attitude and its impact on self-perception, Prejudice Behavior, Anger Management, Empathy and Sensitivity, Communication /listening skills, Leadership & Teamwork and Conflict Management

3. PARTICIPANT CRITERIA: As because this is a remote classroom environment the trainees are expected to attend the class from 09:30 AM to 01:00 PM, they shall remain unavailable for other work. Kindly direct the nominated officers to attend the class regularly. The other criteria are

- Should be in the rank of DySP or Additional SP.
- Preferably graduate with at least two years of service in the field.
- Should not be in the terminal age of retirement /superannuation.

Nominations invited for 04 Officers from each state/organization.

4. MEDIUM OF INSTRUCTION: English/Hindi

5. THE CONTACT DETAIL: Email/Mobile numbers of nominated officers may be sent to CAPT, Bhopal on email- adindoor-capt@bprd.nic.in. Sh. R K Raghav, Asst. Director at 8800220774, Sh. Omprakash Awla, Training Officer at 9425737732 and CAPT control room at 0755-2706000.

6. DRESS CODE: The trainees will appear in formal dress , Working Uniform/civvies, full suit, full sleeved shirt, tie & trouser with formal shoes for gentlemen, and saree/salwar Kameez/Business suit for ladies.

7. LOGIN CREDENTIALS: Login credentials will be provided by the Academy after receiving nomination and verification of participants from their respective department and a link of the class will be sent to the participants. After completion, of course, an online certificate will be sent on registered email.

8. REQUIREMENTS: Android 5.0+, iOS device, or a computer/Laptop is required for online Classes.

With Warm Regards,

Yours Sincerely



(R K Raghav) Assistant Director
CAPT, Bhopal