



Government of India
Ministry Of Home Affairs
Bureau of Police Research & Development
Central Academy for Police Training
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NO. 48/TRG/TOT/ONLINE/CAPT/ BPL/2020-1801-2

DATED 28.07.20

TO

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

SUB: TOT(IDC) ONLINE DISTANCE LEARNING COURSE w.e.f 19th October 2020 to 23rd October 2020 THROUGH CISCO WEBEX

Sir,

Central Academy for Police Training, Bhopal, would like to offer TOT(IDC) online distance learning course (through Cisco webex) scheduled to be conducted from 19th Oct 20 to 23rd Oct 20 for the officers of the rank of Dy SP and Additional SP.

Course : TOT(IDC)
Duration : One Week (Six Days)
Location : CAPT, Bhopal
Number of Participants : 30 Participants
Last date of nomination : 15th October 2020

The following information is provided for better perspective of this course

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

2.COURSE CONTENT:: Course includes following topics : Adult Learning Cycle (ALC) & Participatory learning, Stress Management, Time Management, Conflict Management And Conflict Negotiation, SWOT Analysis, Methods of Instruction, Communication skill.

3.PARTICIPANT CRITERIA: As because this is a remote classroom environment the trainees are expected to attend the classes from 09:30 AM to 12:30 PM with tea, they shall remain unavailable for other work. Kindly direct the nominated officers to attend the class regularly. The other criteria are-

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

Nominations invited for 04 Officers from each state/organization.

4.MEDIUM OF INSTRUCTION : English.

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 Awnla, Training Officer at 9425737732 and CAPT control room at 0755-2706000.

6.DRESS CODE: This course shall be offered as a virtual classroom where the trainee scan attend remotely from their home/office over mobile, tablet, computer and a trainer delivering discourse, the trainees should appear formal and the dress order of the trainees are civvies, full suit or 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 on mobile of participants. After completion, of course, an online certificate will be provided to them.

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

With Warm Regards,

Yours Sincerely

(RK Raghav)
Assistant Director
CAPT, Bhopal

