



# **COURSE REPORT**

on

## **‘Training of Trainers’**

**31<sup>st</sup> October to 05<sup>th</sup> November 2022**

for

**In-service SFS Officers & Senior FROs**



**Government of India  
Ministry of Environment, Forest & Climate Change  
Central Academy for State Forest Service  
Dehradun**

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## Executive Summary

As part of its mandate to conduct refresher courses and theme-based training workshops for serving State Forest Service officers from various State Forest Departments, Central Academy for State Forest Service, (CASFOS) Dehradun organized a five and a half-day training on **‘Training of Trainers’** from 31<sup>st</sup> October to 05<sup>th</sup> November, 2022. The training was organized through online platform Microsoft Teams. A total of 33 nominations were received from eleven states and 23 Officers participated in the training while few could not attend the training altogether. The **Training of Trainers** module was developed with the experts’ input on the subject and feedback of earlier courses and in-house experience.

The Course Director of the training, Mr. Pradeep Wahule, IFS, Lecturer, CASFOS gave a brief presentation about the course during the Inaugural session on Day-1 of the workshop. The inauguration of the workshop was done by Dr. Savita, IFS (Retd.), Former PCCF & HoFF, Himachal Pradesh in presence of Principal, CASFOS Dehradun Smt. Meenakshi Joshi, IFS. In the opening remarks, Smt. Meenakshi Joshi welcomed the participants and stressed about the objectives and importance of Training. The Chief Guest, being herself a former trainer and educator at this Academy, motivated the participants to come forward and improve the capacities of their staff members in their respective organizations. She held that, everyone amongst the participants is a teacher, a mentor and a trainer and that the onus lies on their shoulders to improve the quality of organizational functions through trainings.

The Valedictory session was chaired by Smt. Meenakshi Joshi, IFS, Principal, CASFOS Dehradun. The principal expressed her happiness over the fact that objectives of the program were achieved as it was visible from feedback of the participants. She talked about improving the program based on the participants’ feedback. Shri Pradeep Wahule, IFS, Lecturer, CASFOS, Dehradun gave a presentation about the program and concluded the program with a vote of thanks to the entire team and to the participants.

Soft copies of presentations and write-ups related to the relevant topics covered during the course, made by the experts and the recordings of each session were also provided to each participant as part of the training kit which was shared through Microsoft Share point.

Overall impact of the training was positive and the feedback and high rating from the participants corroborates the assessment of the organizers. Most of the participants expressed their interest to have collaboration with CASFOS Dehradun for future training programs also.

Format for reporting evaluation of refresher course conducted by the  
institute/organization for the SFS officers sponsored by the  
**Ministry of Environment, Forests & Climate Change, GOI, New Delhi** as per the merged  
format of MoEF&CC and JICA

## Course Report

MoEF&CCs / DFE's letter number and date		No. 4-910/TRG.II/DFE-2022/2363, Date 12.09.2022
Institute's reference number		No. 4-115/TRG.II/STC/CASFOS/2022-23/1863, Date 09.09.2022
1	Name and complete address of the Institute (including phone, fax and e-mail)	Central Academy for State Forest Service, Dehradun ☎ 01352-2754575/2754648 Fax- 0135-2756168 Email- casfos.dd-mef@gov.in
2	Title of the course	Training of Trainers
3	Duration & period of the Course	Six Days From 31 <sup>st</sup> October to 05 <sup>th</sup> November, 2022
4	Name & designation of the Course Director	Shri Pradeep Wahule, IFS, Lecturer
5	Number of officers participated	22 (Details at Appendix- IV)
6.1	(a) Did the institute get in touch in advance with the participants of the course?	Yes
	(b) If yes, when (mention the date of communication to the officers)?	04.10.2022
	(c) Details of nomination received from States prior to the Course	33
	(d) How many officers received the intimation?	All
	(e) How many officers responded?	33
6.2	(a) Were the course expectations of the participants ascertained by the institution?	Yes
	(b) If yes, how and when (dates)?	By direct interaction and in form of feedback on prescribed proforma collected during the course.
7.1	Was the course conducted at the institution's campus? If no, where?	No, it was through online platform.
	Whether the course was "residential" or non-residential. If residential, whether the residential facilities were provided in the institution's own hostel or in a hotel etc.?	No
7.2	(a) Total no. of working days in the course	6 days
	(b) Total no. of sessions planned/convened in the course	14 sessions
	(c) No. of sessions, which could not be conducted as planned with reasons	NIL
	(d) Internal faculty hours	1.5 hours
	(e) Guest faculty hours	19.5 hours
	(f) No. of days / hours spent on field	Nil

	visit(s), if any	
Enclosure (2 copies each): Final course time-table List of faculty (both in-house and guest faculty) Final list of participants The background material supplied to the participants		
8	(a) Had the same or similar course been conducted earlier under the sponsorship of the MOEF&CC/Department of Personnel and Training (Government of India)?	Yes, under the sponsorship of the MoEF&CC
	(b) What changes, on the basis of the feedback received in the previous course were made in the current course?	Course programme attached.
9	Feedback received from current course participants in terms of: (*1.1, 2.1..... shown below refer to question number in Part C or Part D of the feedback form.)	
9.1	Course Content and Structure (CCS)	Course Content & Structure including reading material was found to be relevant and highly appreciated by the participants with rating of <b>87.50%</b> Course aim was met to the full satisfaction & as per feedback, there was increase in knowledge level of the participants.
9.2	Training Faculty (TF)	The participants have rated the training faculty as more than <b>93.30%</b> Training faculty for lectures were highly appreciated by the participants.
9.3	Usefulness of the course (UOC)	The participants have given feedback that the training course will be highly useful immediately and also in future for their job with combined rating as <b>86.93%</b>
9.4	Overall impression about the Course (OIC)	The participants are highly impressed by the course and rated it around <b>84.09%</b> .
9.5	Participants' views about the strengths and weaknesses as well as other aspects pertaining to the course (Please attach summary as Appendix-I.)	Overall, the participants have appreciated the course. The suggestions made by them along with Academy's comments are attached.
9.6	Logistics (including Residential accommodation, Food quality, Classroom facilities, Computer facilities and Recreation facilities and Time management etc.)	The internet connectivity at the academy was excellent throughout the course. However, some of the participants did not have very good connectivity at times.
9.7	Weighted Average (Please attach summary as Appendix-II)	The weighted average of the course has been rated as <b>88.02%</b> which is found to be very satisfactory.
10	General remarks of the Course Director on the nature and extent of participant's involvement in the course including attendance punctuality and interest evinced	The participants were enthusiastic and expressed their keenness to learn. All participants appeared very interactive during the sessions.
11	Suggestion highlighting the areas of improvement in the Course for future by Course Director	Feedback received is excellent in all aspects of course design, content, quality, and facility etc. However, the suggestions to have the course in offline mode is recommended.





**Course Director's comments on  
participants' views about the strengths and weakness pertaining to the course**

<b>S. No.</b>	<b>Participants' views</b>	<b>No. of participants who have expressed the view</b>	<b>Course Director's comments</b>
<b>1.</b>	Training should be conducted in offline mode Due to online course unable to given 100 percent input	7	Noted.
<b>2.</b>	Even if there is an online course the trainees may be relieved of duties involving traveling. They must be instructed to not to leave headquarters and attend the training program.	1	Request letter to the PCCFs & HoFFs could be sent mentioning the same.
<b>3.</b>	The contents were excellent, some contents where overlapping between the resources persons, the presentation skills was excellent but seeing computer/ mobile screen throughout the day is tiresome job. Above all resource persons were excellent in their field.	1	Noted.
<b>4.</b>	Full strength without any weakness.	1	—
<b>5.</b>	The training course met the expectation and opened a new horizon of ideas	1	The feedback is encouraging.
<b>6.</b>	Every officer wants / wishes to grab knowledge from the wonderful opportunity given by the respected institute. The yardstick however cannot be defined by direct interaction only. Personal experience from this lovely course. Ever grateful.	1	Noted.
<b>7.</b>	Feeling proud to be part of this online training. This training will definitely help us to preform our duty more efficiently.	1	The comment is encouraging.
<b>8.</b>	It was a very useful training for us. We will definitely use the learning which we got from this training in management practices.	1	—
<b>9.</b>	More knowledge in low cost	1	—

**Numerical value of feedback and Weighted Average**

For calculation of numerical value of feedback, each factor is valued as percentage value to the top grade given to the factor. If no answer is provided, it is excluded from calculation.

(cf; where number of grade is 4, percentage value be 100, 75, 50, 25)

Average of numerical value of factors consisting of the element is a numerical value of the element.

**1. Course Content and Structure (CCS) = 87.50**

- 1.1 Course aims met (86.36)
- 1.2 Increase of knowledge (84.09)
- 1.3 Relevance of content (93.18)
- 1.4 Reading Material (86.36)

**2. Training Faculty (TF) = 93.30**

- 2.1 Assessment of the Course contents/topics = 93.30
  - Contents (94.73)
  - Presentation (94.46)
  - Quality of Discussion/Interaction (92.25)
  - Meeting for Objectives (91.76)

**3. Usefulness of the Course (UOC) = 86.93**

- 3.1 How useful to you immediately (87.50)
- 3.2 How useful to be for the future jobs (86.36)

**4. Overall Impression about the Course (OIC) = 84.09**

**Weighted Average for the Course**

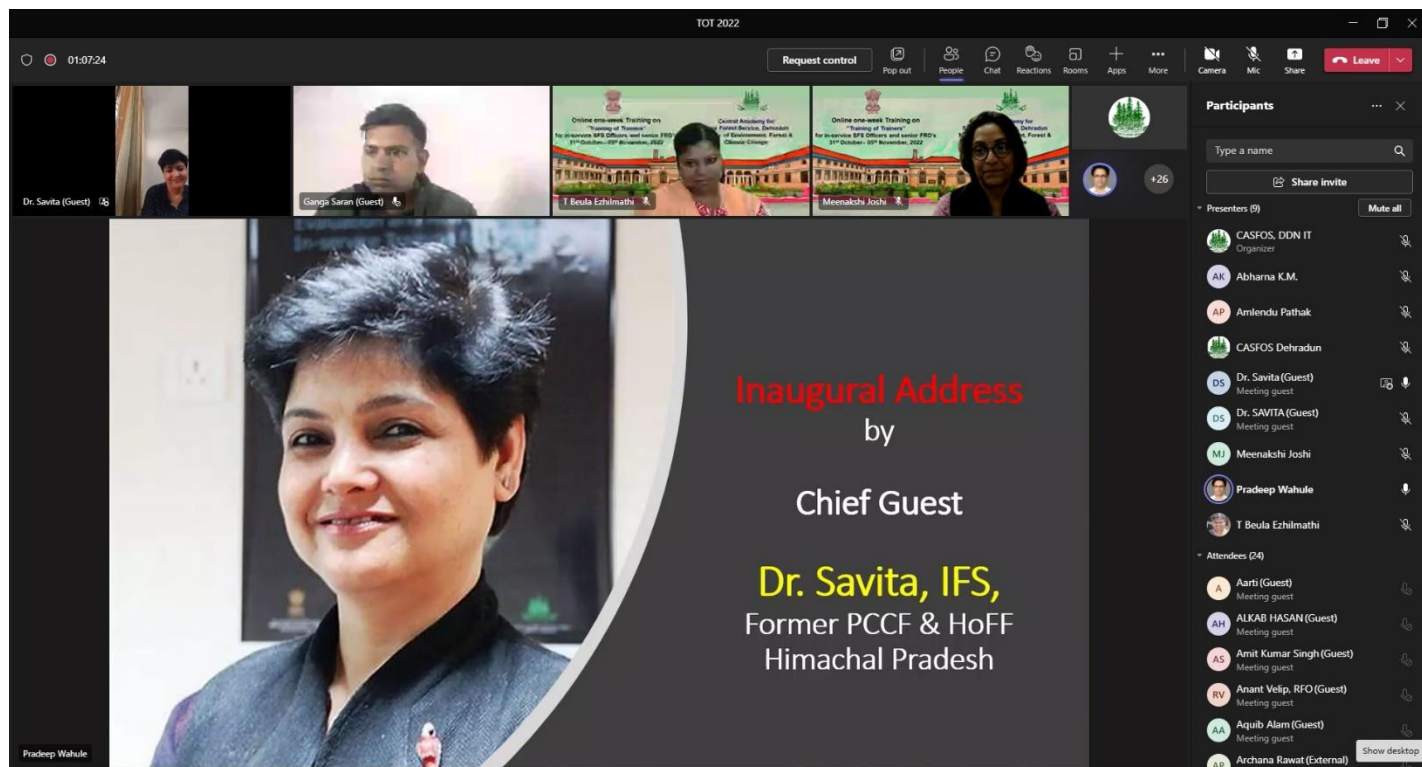
For calculation of Weighted Average (WA), the following formula is used.

$$\text{WA} = (\text{CCS (100\%)} + \text{TF (100\%)} + \text{UOC (75\%)} + \text{OIC (100\%)} ) * 100 / 375$$

$$\text{WA} = (87.50 + 93.30 + 65.19 + 84.09) * 100 / 375$$

$$= 88.02\%$$





Inaugural Session by Chief guest Dr. Savita, IFS (Retd.), PCCF & HoFF, HP



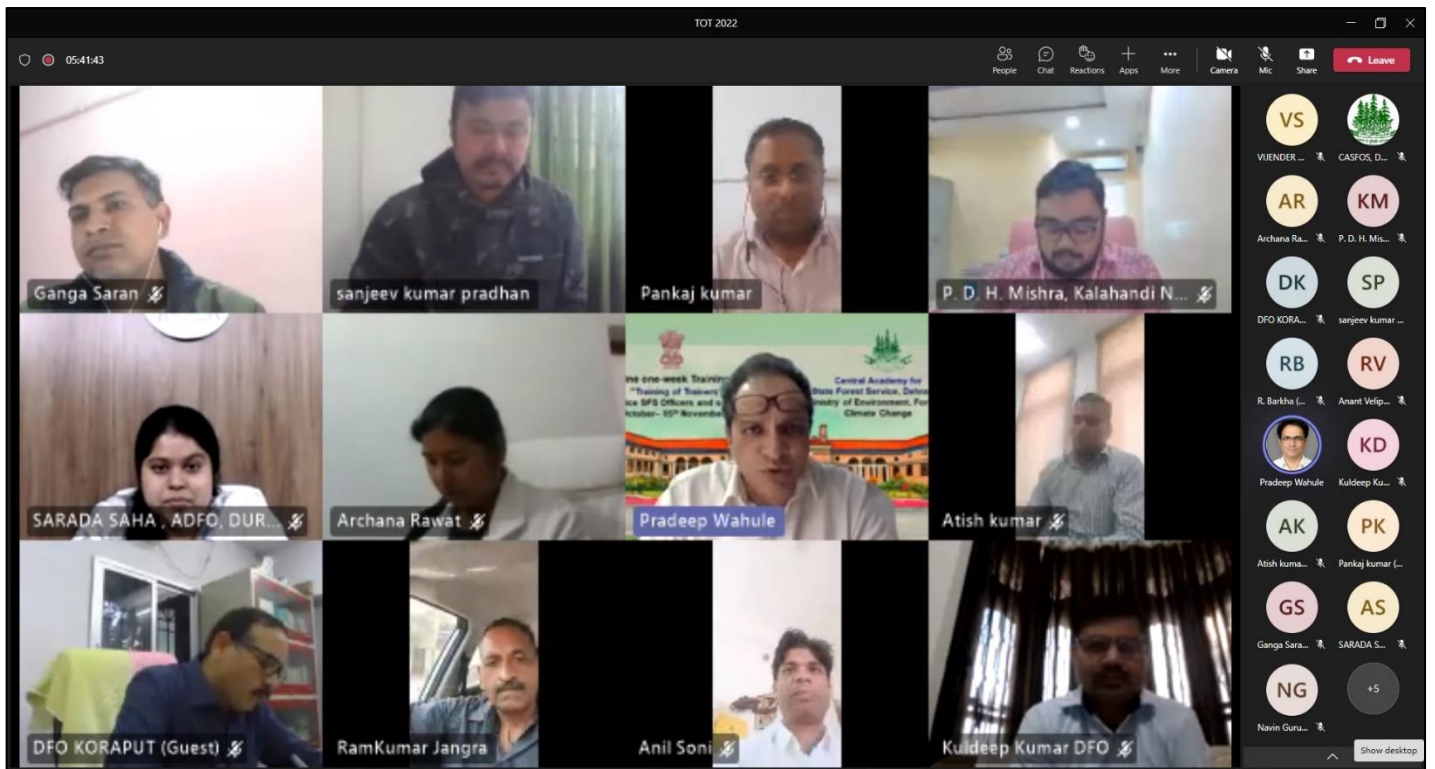
Session by Dr. H.M. Mishra, Director, NIGUM, Bhopal

**Details of Topics & Resource Persons**

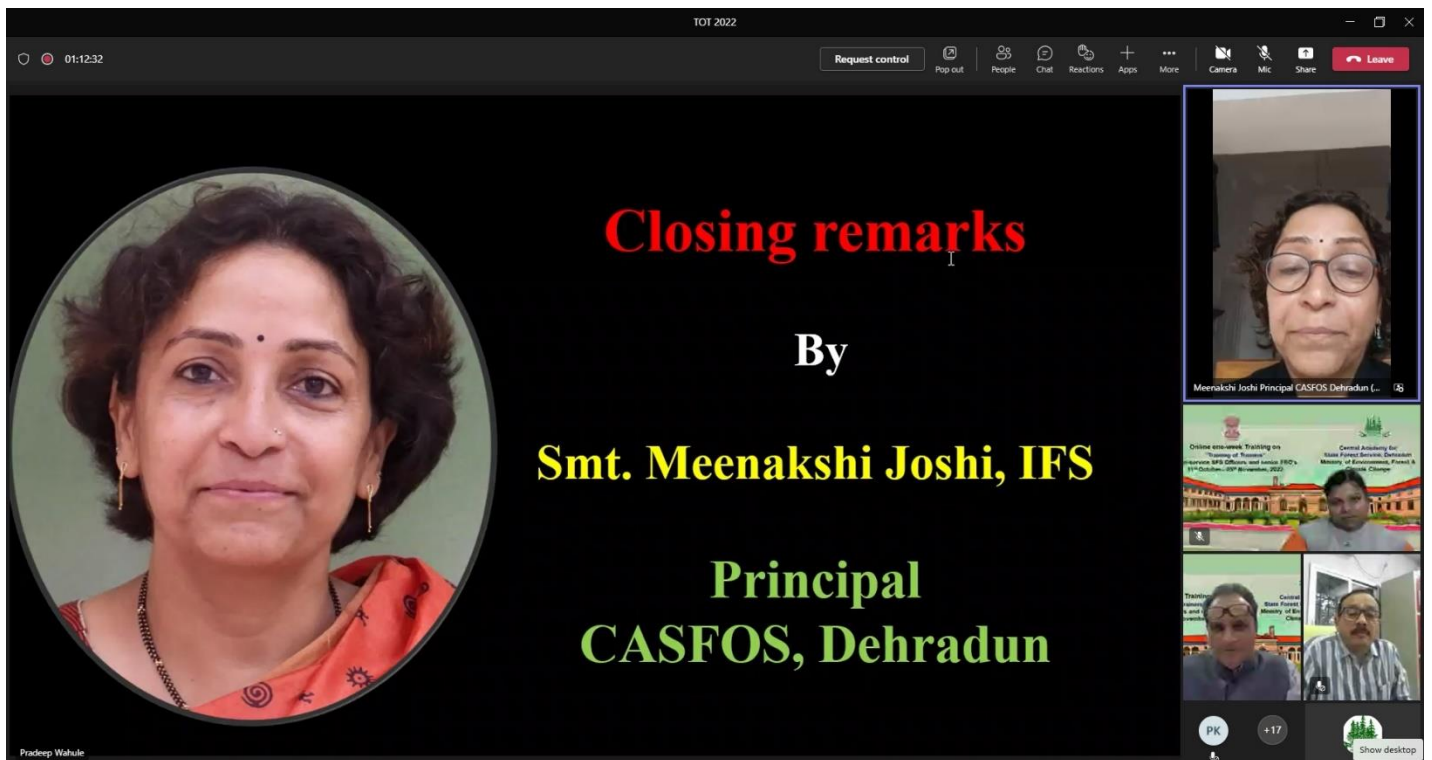
<b>S. No</b>	<b>Name of Resource Person</b>	<b>Topic</b>	<b>Mobile No.</b>	<b>Email</b>
1.	Mr. Abhilash Damodaran, IFS, CF, Himachal Pradesh	Introduction to Training Needs in Forest Department	9412050571	abhilashifs@gmail.com
2.	Dr. H.M. Mishra, Director, National Institute of Governance & Urban Management, Bhopal (SAT 1&2)	Systematic Approach to Training - 1&2	9827320203	hmm.mpaa@gmail.com
		Direct Trainer Skills 1&2		
3.	Mr. I.J. Mittal, Master Trainer. DoPT	Training Needs Analysis	9899731303	Ijmittal149@gmail.com
4.	Mr. Abhay Singh, Director, Ministry of Defence (SWOT Analysis)	SWOT Analysis	8800919843	varsha_abhay74@yahoo.co.in
		Designing of Training 1&2		
		Training Methods		
		Evaluation of Training		
5.	Mr. Pradeep Wahule, IFS, Lecturer, CASFOS, Dehradun	Training and Capacity Building Needs in Forest Department	9412070660	pradeepwahule@gmail.com

**Details of Participants**

<b>S. No.</b>	<b>Name of Participant</b>	<b>Mobile No.</b>	<b>Email</b>	<b>State</b>
1.	Mr. Alkab Hasan	9434308693	alkab786@gmail.com	A&N Islands
2.	Mr. Atish Kumar	8146299404	atish192kumar@gmail.com	Bihar
3.	Mr. Pankaj Kumar	8285420717	pankajprakashbio87@gmail.com	Bihar
4.	Mr. Rakesh Kumar	8210900310	rakeshkumarsaran6@gmail.com	Bihar
5.	Mr. Anant Vithoba Velip	7798986245	avelip@gmail.com	Goa
6.	Mr. Deepak G. Pednekar	7798986129	pednekardeepu1970@gmail.com	Goa
7.	Mr. Nitin K. Kunkolkar	9822984187	nitinkunkolkar64@gmail.com	Goa
8.	Mr. Ram Kumar Jangra	9416108315	dfomeknl@rediffmail.com	Haryana
9.	Mr. Vijender Singh	9416237108	vijen01@yahoo.com	Haryana
10.	Mr. John Mohamad Bhat	9419036889	johnmohamad786@gmail.com	Jammu & Kashmir
11.	Mr. Kuldeep Kumar	9419151427	kuldeepkumarkk1971@gmail.com	Jammu & Kashmir
12.	Mr. Anil Soni	9074243247	anilsoni.chem@gmail.com	Madhya Pradesh
13.	Mr. A. Uma Mahesh	9439564666	umamahesh.acf@gmail.com	Odisha
14.	Mr. Prabhu Datta Himansu Mishra	828749717	pdhmishra@gmail.com	Odisha
15.	Mr. Navin Gurun	9735989995	-	Sikkim
16.	Mr. Sanjeev Kumar Pradhan	9635010103	Pradhansanjeev2020@gmail.com	Sikkim
17.	Mr. Salem Chinlop Lepcha	9733041757	salem.clepcha@gmail.com	Sikkim
18.	Mrs. Archana Rawat	9473854572	archi.nikky@gmail.com	Uttar Pradesh
19.	Mr. Amit Kumar Singh	8218390501	amitsingh1981.forest@gmail.com	Uttar Pradesh
20.	Mr. Ganga Saran	9927375158	ganga_srn@yahoo.com	Uttarakhand
21.	Mr. Ashutosh Joshi	9412996590	Joshiashutosh719@gmail.com	Uttarakhand
22.	Mr. Bijan Kumar Nath	9735784066	bknath.nath13@gmail.co	West Bengal
23.	Mrs. Sarada Saha	9647358336	saradasaha1986@gmail.com	West Bengal



Group photo



Valedictory session

Central Academy for State Forest Service, Dehradun  
One Week Online Training on **"Training of Trainers"**  
for in-service SFS Officers and senior FRO's  
31.10.2022 to 05.11.2022

**Program Schedule**

Date	Session-I 1000-1115	1115-1130 Tea Break	Session-II 1130-1300	1300-1400 Lunch Break	Session-III 1400-1530
31.10.2022 (Mon)	Inaugural Session (DS, MJ, PW)		Introduction to Training Needs in Forest Department (AD)		Systematic Approach to Training - 1 (HMM)
01.11.2022 (Tue)	Training Needs Analysis (IJM)		SWOT Analysis (AS)		Systematic Approach to Training - 2 (HMM)
02.11.2022 (Wed)	Direct Trainer Skills - 1 (HMM)		Direct Trainer Skills - 2 (HMM)		Designing of Training - 1 (AS)
03.11.2022 (Thu)	Designing of Training - 2 (AS)		Training Methods - 1 (AS)		Training Methods - 2 (AS)
04.11.2022 (Fri)	Evaluation of Training - 1 (AS)		Evaluation of Training - 2 (AS)		Training & Capacity Building Needs in Forest Department (PW)
05.11.2022 (Sat)	Valedictory session (MJ, PW)				

**Abbreviations:**

**DS:** Dr. Savita, IFS (Retd.), Former PCCF & HoFF, Himachal Pradesh

**MJ:** Mrs. Meenakshi Joshi, IFS, Principal, CASFOS, Dehradun

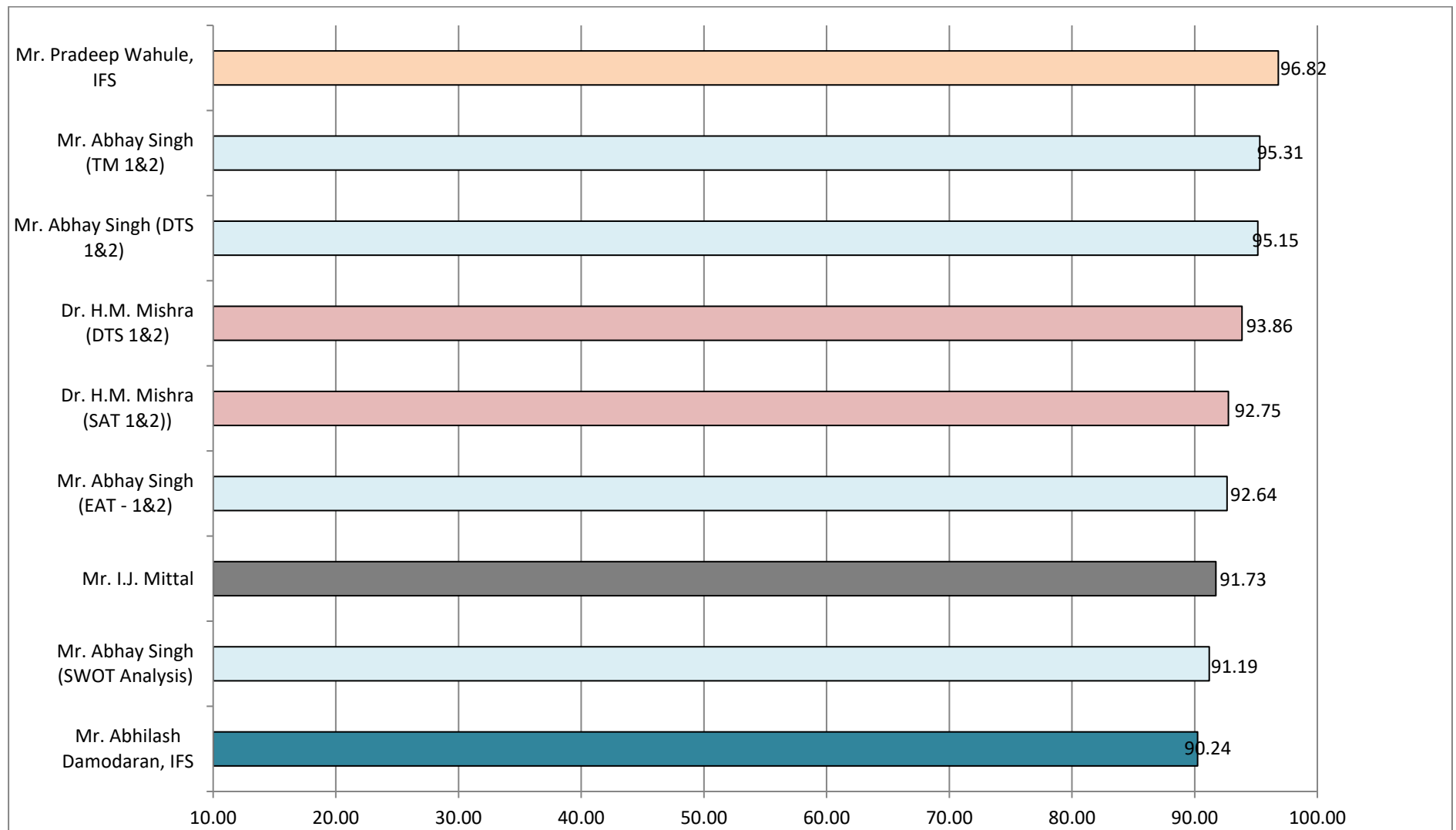
**PW:** Mr. Pradeep Wahule, IFS, Lecturer, CASFOS, Dehradun

**AD:** Mr. Abhilash Damodaran, IFS, CF, HP Forest Department

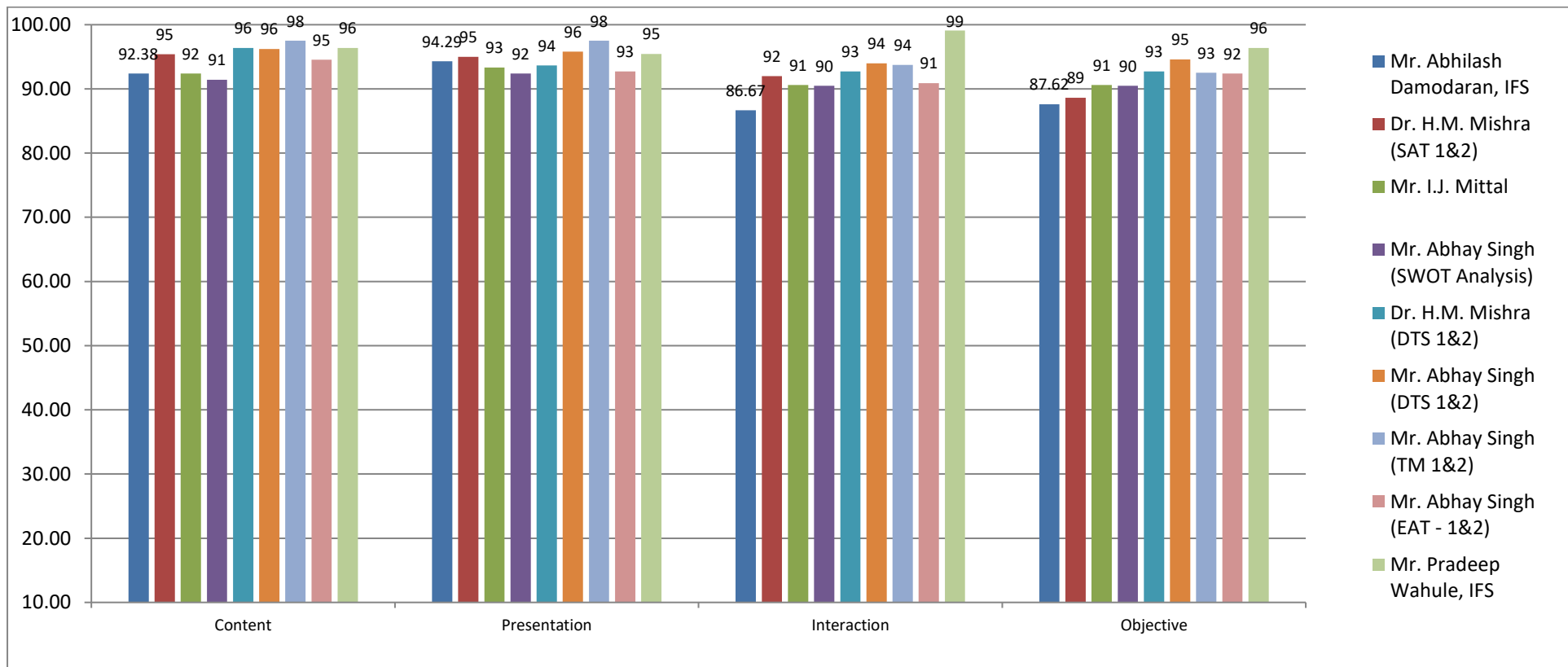
**HMM:** Mr. H.M. Mishra, Director, National Institute of Governance & Urban Management, Bhopal

**IJM:** Mr. IJ Mittal, Master Trainer, DoPT, New Delhi

**AS:** Mr. Abhay Singh, Director, Ministry of Defence, New Delhi

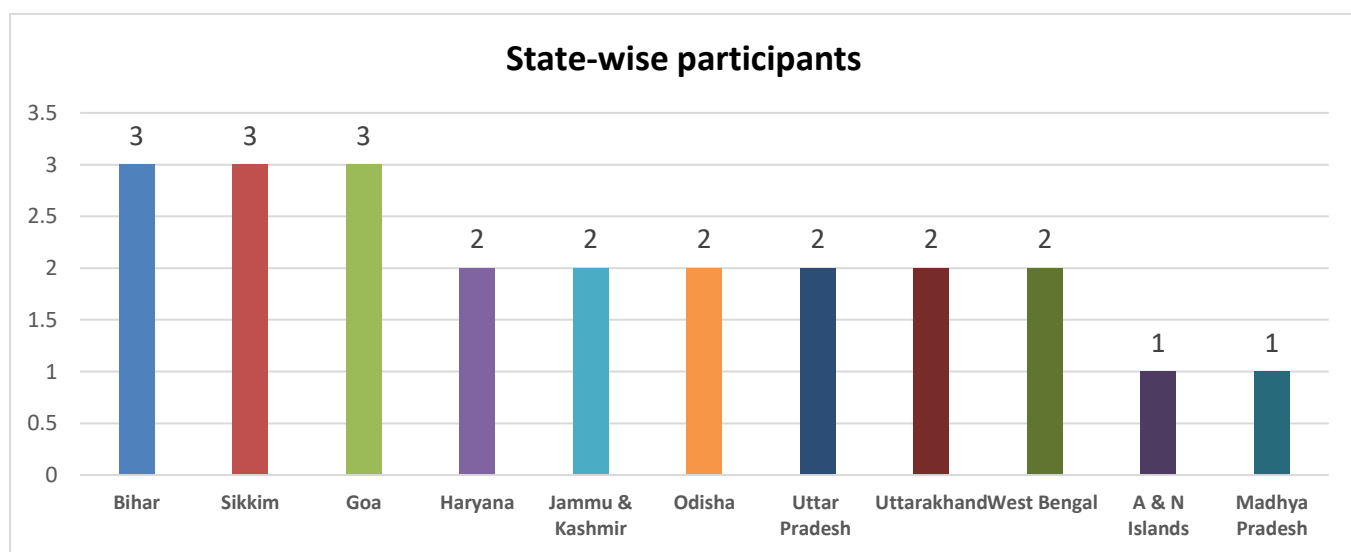
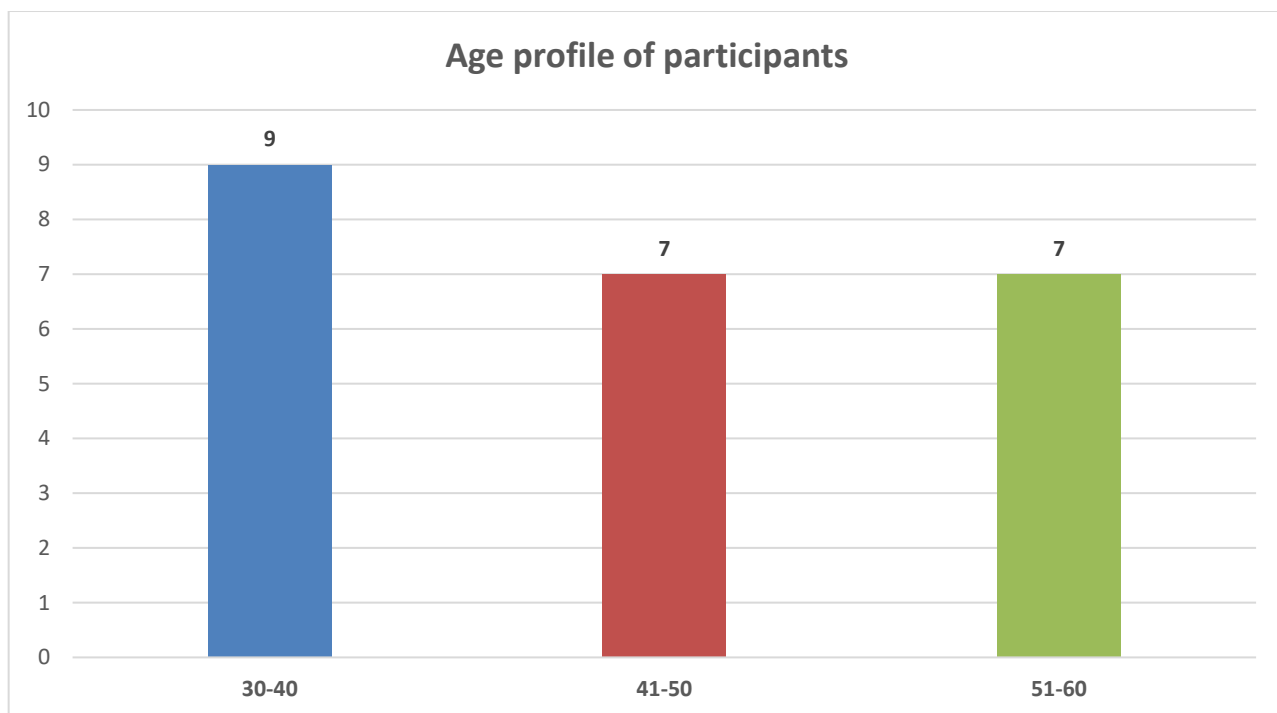


**Overall Feedback of Resource Persons on all parameters**



**Parameter wise breakup of feedback of Resource Person**





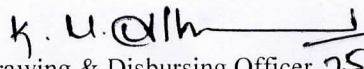
**23 participants from 11 States**



**Details of expenditure incurred during one-week online training-cum-workshop on “Training of Trainers” for in-Service SFS Officers & Senior FROs held from 31<sup>st</sup> October to 05<sup>th</sup> November 2022.**

S. N	Component	Approved rates	Details of expenditure incurred during training
1.	Honorarium to Resource Persons	Rs 1000/- for serving, Rs. 2000/- for non-serving per session (90 min) as per Ministry letter no. 2-10/2010-RT, dt. 25.03.2019	14000
2.	Book for Chief Guest of Inaugural session	-	719
	Total expenditure during the training		14719

Rs. 14719/- (Rupees Fourteen Thousand Seven Hundred Nineteen Only)

  
Drawing & Disbursing Officer, 25/11/23  
Central Academy for State Forest Service,  
Dehradun