

Joining Instruction of Training of Trainers (TOT) Course

1. AIM

To train personnel up to the rank of Subedar Major/GD of the Force as trainers by developing their skills, aptitude and knowledge base so that they can impart effective training to the Force personnel at various levels.

2. OBJECTIVE TO THE COURSE

The objective of the course is to train the personnel in such a manner that they can perform following tasks in an effective and efficient manner:-

1. Train the troops at designated training institutes.
2. Prepare and organise training related demonstrations.
3. Prepare the training Programme and check list.
4. Prepare lesson plans and effectively use training aids.
5. Be conversant with Training Need Analysis and suggest required changes.

3. ELIGIBILITY CRITERIA

1. Personnel up to the rank of ORs and SOs.
2. Upper age limit is 45 years for ORs and 50 years for SOs.
3. Personnel who secure “AX”, “AY” and “BX”, “BY” Grading in various domain knowledge courses like WTI, Drill Instructor, Map Reading Instructor, Support Weapons and Special Equipment Course, and PTI/UAC etc. courses of CRPF.
4. Medical Category-SHAPE-I.

4. General

1. The trainees, who obtain grading below “BY” in the TOT course, will be put under additional training of one week for improving their grade.
2. The trainers posted in training institutes getting below “BY” grading in this course will not be permitted to continue in training institutions.
3. The duration of the course shall be 03 weeks (including 03 days for test/exam).
4. The trainees shall be subjected to an initial knowledge test on reporting at the training institute.
5. The personnel securing Instructor grading (I), “AX”, “AY” and “BX”, “BY” grading will be considered for posting to Training institutions.
6. The batch size of each course should not exceed 50 for ensuring adequate hands-on practice for all trainers.
7. The conduct of the course and training material would be in “saral Hindi” with phrases of other languages in common use in CRPF used freely for encouraging understanding.
8. The final examination of conducting a class would be video recorded for transparency and post facto analysis.
9. The trainers would be allowed to prepare and present a class on a topic chosen by them in first few days of the course. Improvements in skills would be suggested and checked in subsequent practices till adequate proficiency has been demonstrated.

Sd-08/01/2018
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