



INTERNAL SECURITY ACADEMY

“Power through pursuit of knowledge” is the motto of Internal Security Academy (**An ISO Certified Training Academy**). The Academy endeavors to impart professional knowledge/skills, inculcate right attitudes and develop values in the trainee officers to enable them to serve the nation better.

The Academy was established at Mount Abu (Rajasthan) on 1st February 1975 on shifting of the Central Police Training College (later rechristened, Sardar Vallabh Bhai Patel National Police Academy) to Hyderabad. ISA took over all properties from NPA which were either hired or owned by CPWD. The main Academy campus is the campus of erstwhile the Abu Lawrence School. **“Never give in”** the motto of erstwhile Abu Lawrence school is also a motivating factor of the academy besides our own motto.

THE MISSION

The primary mission of the Internal Security Academy is to orient/re-orient officers of the CRPF/CPMF/State Police forces to carry out their assigned tasks and responsibilities with right attitude, uprightness, dedication and with a strong commitment of service to the people. The Academy aims at quality training with total quality management of the Institution. The Academy is a **“Centre of Excellence”** for training and research in various fields.



Centre of Excellence

**Internal Security Academy
Mount Abu (Rajasthan)**

[E-Mail- dcradisa@crpf.gov.in](mailto:dcradisa@crpf.gov.in)



**TRAINING OF TRAINERS
COURSE, SL NO.- 04**

“11th July to 16th July, 2022”

**INTERNAL SECURITY ACADEMY
MOUNT ABU (RAJ.)**

(ISO-9001:2015)

www.crpf.gov.in/Internal Security Academy

AIM

- The objectives of this Course is to help the Officers understand how to improve the quality of training and professionally manage the Training/ Courses.

SCOPE

To organize Training Sessions in order to:-

- Enable the Officers to Plan, Conduct & Evaluate the Training effectively & efficiently.
- Prepare an Officer from the field to understand/emphasize on needs/objectives of Training, Trainer Skills, enrichment of Training Classes, delivery, absorption by Trainees & expectation of Trainees, etc.
- Upgrade professional knowledge and skills of a Trainer through Interactive Sessions/Brainstorming/Practical Exercises and experience sharing.

ELIGIBILITY

Asstt.Comdt. to Second-In-Command of CRPF.

CAPACITY- 25

BLOCK TIME TABLE

Duration of the Course.	06 Days
Total No. of working days.	06 Days
No. of periods in a day.	10 periods
Total No. of periods.	60 periods
Duration of period.	40 minutes

METHODOLOGY

- A pre-Course assignment about the Content, current Training Practices including the systematic approach to Training.
- Guided reading and exploring all the Articles included in Study-material, during the currency of the Course.
- Power Point Presentations.
- Trainer centred as well as Learners centred - training methodology based on experiential learning to generate an environment conducive to effective learning.
- Setting objectives for each Content segment.

- Individual & Group work and Preparatory Assignments for next day.
- Micro Sessions involving applications of select training methods.

BLOCK SYLLABUS

- ToT objectives
- Designing Training/Learning Events
- Preparing for Training/Learning Events.
- Organizing/Coordinating a Training Course
- Evaluation of Training
- Training Administration
- Management of soft skills

CONTENT OF COURSE

- ToT objectives and role of a Trainer. Do's & Don'ts for a Trainer.
- Define Aims & Terminal Objectives of Training based on Design Brief. Construct enabling Objectives required to achieve training Terminal Objectives.
- Design overall structure of Training events. Design individual training/learning Sessions. Select methods media.
- Plan training strategy appropriate to the needs of the Organization. Write Lesson Plans. Prepare/Produce Course-designs/Syllabus.
- Write/Update Training Manuals. Write Course Material/Handouts
- Design & make visual aids. Design and Prepare performance aids. Design and prepare training aids such as exercises, Case-studies.
- Review instructional strategy to ensure participants motivation and involvement. Prepare Course Brochures (for Organizations) and Course Guides (for participants) Design and prepare entry- behavior instruments.
- Prepare guidelines for facilitating transfer of learning. Prepare measures to reinforce learning.
- Sending out joining-instructions along with pre-Course Study Materials where appropriate. Carry out pre-Course interviews and analyze pre-Course Reports on Trainees by their Managers where appropriate. Investigate/check ready-made Course Material/Books.

- Preparing Classrooms. Set out and position audio-visual equipments. Check and ensure Classroom/Seminar facilities with proper arrangements of furniture and training equipments. Arrange materials, equipments required for running exercises.
- Purchase/arrange Training-Material for distribution to Course participants on arrival. Arrange sufficient copies of Course-Material, Monographs, etc. required for distribution to participants on progressive basis.
- Select and bring outside Speakers. Liaise, inform and hold discussions with in-house faculty. Classifying the Guest Speakers & declaring a Guest Speaker "Eminent".
- Devise formative/summative Assessment Tests. Devise Practical Tests of learning. Devise end of Course validation Questionnaires.
- Analyze results of Tests used to assess learning. Write Reports on results of Tests/Questionnaires.
- Paperless Online Feedback System. Different forms of feedback. Giving & receiving feedbacks.
- Design/write Brochures/Bulletins/Calendar on training activities.
- Maintain Training Records. Maintain Training Library.
- Prepare Training Budgets. Carry-out costing of Events, Plans, Courses, Material and facilities.
- Maintain Records for equipment and facility utilization. Arrange hire/purchase of equipment, facilities, and services. Arrange accommodation for Trainees/Visitors/Guest Speakers.
- Proper conduct with subordinates. How to stop ill-treatment with NCOs. Conduct of lady-wives with Members of Force.
- Use of Social Media. Honey trap: Growing incidents in Force. Precautionary & Preventive Measures.

