

OFFICE OF THE JS&CAO  
(Defence Headquarters Training Institute)

Sub: WORKSHOP ON LEADERSHIP SKILLS  
(12 Dec 2017 – 13 Dec 2017)

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on **Leadership Skills** covering DAC Model, Leadership Development Framework, Project Leadership Resiliency etc. from **12 Dec 2017–13 Dec 2017** in its premises at Room No.185-A, 'B' Block. The duration of the workshop will be 02 days.

2. The key learning objectives for the workshop are as under:-


- (a) Understand self to be better prepared for their leadership developmental journey.
- (b) Comprehend the power of influence and emotional intelligence (EQ) in the functioning of leadership.
- (c) Relate to the traits and behaviors associated with leadership.
- (d) Deal with the multiples stakeholders in a complex and multicultural environment.
- (e) Gain a greater appreciation of resiliency and some practical notions of actually becoming more resilient.

The probable programme outcomes expected are as under:-

- (a) Enhance level of self-awareness.
- (b) Increase personal leadership impact.
- (c) Gain insights into leader and leadership development.
- (d) Enhance awareness on giving and receiving feedback as a development tool.
- (e) Gain insights into personal preferences and learning styles.
- (f) Develop a structured goal setting and action planning process for translating learning into sustainable development.

3. **Eligibility.** The workshop is open to all Officers working in three Service HQs, ISOs and Ministry of Defence. The workshop capacity is **25**. Preference will be given to those officers who are keen to further hone their leadership skills. Applicant should be below **58** years of age on the date of issue of this circular.

4. The applications of officers desirous of participating in the workshop may be forwarded in the proforma at Appendix 'A' to this note, duly recommended by **05 Dec 2017**. Selection of the candidates will be based on first come, first served basis.

  
(Satish Kumar Tegta)  
Asstt. Director, DHTI  
Tel. 23792437

As per standard distribution list

MoD, JS(E) & CAO, I.D. No.A/26002/110/CAO/Trg dt. || Oct 2017

EDP/cell

**WORKSHOP ON LEADERSHIP SKILLS**  
**(12 Dec 2017 – 13 Dec 2017)**

APPLICATION PROFORMA

1. Name (In English) :
- (In Devnagri Script) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Complete Office Address :  
(including Directorate, Room No.,  
Block No. etc)
6. Telephone No. :

(Signature of the Applicant)

**RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING**

File No. .... dt.....

Certified that in the event of selection of, Shri/Smt/  
Kum \_\_\_\_\_ for the above  
mentioned workshop, he/she will be relieved by this office to attend the course.

CAO/DHTI, 185-A, B-Block

Signature  
Name & Designation  
Office & Tele No.