



GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT  
CENTRAL LABOUR INSTITUTE, MUMBAI  
(STAFF TRAINING & PRODUCTIVITY DIVISION)

**3-Days Workshop on  
“Training of Trainers (ToT) for Safety,  
Health & Environment in Industries”  
from 25<sup>th</sup> to 27<sup>th</sup> November ,2024**

**About the Programme**

Accidents in the industry should be prevented for human, social and economical reasons. Accident prevention approaches cannot be effective unless all the levels of the people are given adequate and effective training to develop skills and attitude towards safety. Education and Training would help to create, maintain and sustain safety consciousness at workplace. Safety Officers, Training Officers and Line Managers can undertake the responsibility of training for all levels of people/employees in the organization for discharging their responsibilities towards safe work.

To achieve this, Safety Officers, Training Officers and Line Managers need to be trained systematically as a trainer to develop the skills for designing and imparting effective safety trainings for realizing the goals of the organization.

**Programme Objectives**

The programme is designed to equip participants with the knowledge and skills:

- To develop training / instructional skills and conducting training programmes for all levels in the organization.

- To develop practical approaches for inculcating safety consciousness amongst all levels in the organization.

**Programme Highlights**

- National Policy on Safety, Health and Environment at Workplace
- Techniques of training, design and development of training programs/modules
- Training Needs Assessment & Analysis (TNA)
- Training Methods and Types of training.
- Adult Learning Principles.
- Cost Benefit Analysis on impact of training.
- Evaluation and review of training programs
- Qualities/Skills of a Trainer
- Building Presentation Skills for effective delivery of training.

**Method/Methodology**

Lecture, Group Discussion, Case Study, Role-play, Demonstration, Exercises and Audio-visuals, etc.

**Faculty**

Experts from CLI Mumbai and Guest Faculties from Industries/Premium Institutes

**Level of Participation**

Safety Officers, Training Officers and Line Managers, Managers from functional areas & Interested Individuals

The workshop is basically for the Line Managers, Safety Officers, Training Officers and Personnel Manager/Officers & Interested Individuals who have been assigned the task of planning, organizing and conducting training programme in their organizations.

**Dates and Timings:**

3- Days: 25<sup>th</sup> to 27<sup>th</sup> November 2024 from 1000 to 1700 hrs.

**Venue**

Training Hall of Central Labour Institute, Main Building, Sion, Mumbai - 400 022

**Administrative Details**

1) **Institute Fees:** Rs.5000/- (Rupees five thousand only) per participant is payable through Bharatkosh portal only after getting confirmation from the Training Coordinator.

2) **Registration:** Interested candidates can register by sending duly filled in registration form by email to the training coordinator ([us@dgfasli.nic.in](mailto:us@dgfasli.nic.in)) on or before **22<sup>nd</sup> November 2024** on first come first serve basis.

Institution fee @ **Rs 5000/-** (Rs. Five thousand only) per participant through Bharatkosh portal (<https://bharatkosh.gov.in>) may be deposited online by using the following steps **only after confirmation of nomination by the Training Coordinator**. Institution fee does not include any refreshment/meal. **Certificate to participants will be issued after completion of the Workshop.**

3) **Payment procedures:**

Login to <https://bharatkosh.gov.in> (**Quick Payment**)

**Ministry:** 021 Labour & Employment

**Purpose:** Training Fee or Course fee of the workshop conducted

**Pay & Account Office (PAO):** 030263 - PAO (DGFASLI), Mumbai

**DDO Code:** 230265 (Central Labour Institute, Mumbai)

**Remarks:** ‘ToT for OSH’

4) **Accommodation:** not available due to renovation work under progress

5) **Nomination: on or before and up to 22<sup>nd</sup> November 2024.**

**Training Coordinator:**

Shri Upendra Singh, DD (ST/P)

Staff Training & Productivity Division

Central Labour Institute, N. S. Mankikar Marg, Sion Mumbai-400022

Mobile No. **9619314517**

E-mail: [us@dgfasli.nic.in](mailto:us@dgfasli.nic.in)

Website: <https://dgfasli.gov.in/>

**NOMINATION-CUM-REGISTRATION FORM**

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**CENTRAL LABOUR INSTITUTE, SION, MUMBAI – 400 022**

**PARTICIPANT’S DETAILS**

Name (Block Letters) :

Designation :

Address for Communication :

Age :

Qualification :

Total Experience :

Mobile No. :

**DETAILS OF SPONSORING ORGANIZATION**

Name & Address :

Telephone No. / Mobile No. :

E-mail :

Fax No. :

**Accommodation** : Required / Not Required (**Not available**)

**PAYMENT DETAILS** (Bharatkosh receipt number) :

**BELONGS TO: -** :

(GEN / SC / ST / OBC / PH / NER\*)

\*=North Eastern Region

Signature