15)Similarly follow the same for all the modules





DoPT Modules-how to use

1) Open any browser Google chrome/mozilla/internet explorer

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2) Enter the <u>url: www.doptlrc.in</u> and press enter on your keyboard



3) On home screen click on login



4) Enter the log in credentials provided to you in the log in page



13) If the module gives any query as shown below then drag your answer to match the feature..



14) If the module have any questionnaire like shown below then follow arrows click on your option and drag to the appropriate bin



11) Follow the instructions by answering and clicking on next till the end and submit then exit



12) If the module gives any query as shown below then click on blank white screen and type the answer from your keyboard



| About the Programme | The Department of Personnel & Training (DoPT) successfully implemented the Hon'ble Prime Minister's vision for "induction Training Programme" for cutting-edge level Government functionaries. Induction Training played a very important role in preparing the new entrants in the Government for fulfilling their responsibilities and citizen-centricity. | | | | | |
|---|--|--|--|--|--|--|
| e-Moaues Orientation Bo Trainer Guide | To take this a step further, DoT with the guidance of Serverby (P) has come up with the institute of Biended Taining Programme days equal to take advantage of much of the flexibility and convenience of an online course while retaining the benefits of the flexibility and convenience of an online course while retaining the benefits of the flexibility and convenience of an online course while retaining the benefits of the flexibility and convenience of an online course while retaining the benefits of the flexibility and convenience of an online course while retaining the benefits of the flexibility and to take advantage of much of the flexibility and convenience of an online course while retaining the benefits of the flexibility and the strategistal adjugand with the institute disarroom space; influsion of new opportunities to officers who have had to coll and instructional interaction. The advantages of such a programme are requirement of limited classroom space; influsion of new opportunities to officers who have had to coll and instructional interaction. COUSCUESE I To improve public service delivery To improve public service delivery To option good generations and coll and other the convenience of online tearning combined with the to coll and instructional interaction. COUSCUESE I To improve public service delivery To coll advantage of the flexibility and the convenience of online tearning combined with the to coll advantage of the convenience of online tearning combined with the to coll advantage of the convenience of online tearning combined with the to coll advantage of the convenience of online tearning combined with the to coll advantage of the convenience of online tearning combined with the to coll advantage of the convenience of online tearning combined with the to coll advantage of the | | | | | |
| e-Modules | On completion of 20 hours of e-Learning, participants will collect their certificates and provide feedback on the programme. | | | | | |
| Instructions: 1. Please allow pop-ups for 2. Ensure that you have en- | structions: 1. Please allow pop-ups for this portal. 2. Ensure that you have enabled flash player. Click here for the steps to check/modify the current settings. | | | | | |
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6) Click on the first module ex. Goal Setting

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| | a. 20 hours/1200 minutes of e-Learning-15 modules b. 8 hours of face-to-face training delivered by a Master Trainer at the District Training Centre b. 0 days to each participant to complete the 15 e-modules at hitcher own pace. The e-modules will be hosted on DoPT server and will be accessible to each participant through a dedicated user name and password, generated on registering on the Portal. On completion of 20 hours of e-Learning-participants will collect their centificates and provide feedback on the programme. | | | | | | | | |
| | e-Modules | | | | | | | | |
| | Instructions: . Rease above pop-ups for this ponal. 2. Ensure that you have enabled flash player. Click here for the steps to check/modify the current settings. | | | | | | | | |
| | Goal Setting | Personal and Organisational Values | Time Management | Stress Management | Leadership | | | | |
| | Team Building | Problem Solving & Decision Making | Communication | Conflict Management | Emotional Intelligence | | | | |



9) Click on exit after completing the module and close



10)If the module have any questionnaire click on the begin button and answer the queries and submit





8) Once the module is finished click second phrase

