

STAFF OFFICERS COURSE (JUNIOR LEVEL)

(Approved by Training dte. Signal No. S.XII. 10/2014-TRG.DA.13, dtd 30/05/14)

AIM OF THE COURSE

To prepare the participants for the efficient performance of duties as staff officer.

SCOPE OF THE COURSE

The participants will be able to:-

1. Perform duties as per office procedure and do staff duties.
2. Develop organizing capacity for visit of VIPs, conferences, press conferences etc.
3. Use latest theories of management and for better conflict management in the force.
4. To gather intelligence, its dissemination and coordinating joint operations.

ELIGIBILITY

In service Course for Deputy and Assistant Commandants of CRPF.

CAPACITY

50

BLOCK TIME TABLE

DURATION	10 working days
Total periods in a day	09
Total periods during course	90
Duration of a period	40 Mins

BLOCK SYLLABUS

S/NO	SUBJECT
01	Control room management
02	Office management
03	Intelligence
04	Management of operations
05	Management of administration
06	Management of training
07	Soft skills management science
08	Miscellaneous

Note:- Games period after the end of training sessions– 01 period of 40 minutes duration daily.

DETAILED SYLLABUS

01. Control/Ops Room Management -

S/No	SUBJECT
1	Control Room duties, preparation of Control Room and Ops Room in a duty Bn and higher formations.
2	Procurement and safe keeping of the maps, plotting of the maps and indication of deployment and visit to Survey of India office, Mt Abu.

02. Office Management -

S/No	SUBJECT
01	Office management, procedure, major – minor staff duties.
02	Duties and attributes of a staff officer.
03	Writing signals/office secrecy, lodging of complaints/FIR in case of incidents/accidents/losses, writing of special sitreps/detailed report.
04	SELO – Overview, PIS data up-dation and inventory management.
05	Practical exercises.

03. Intelligence -

S/No	SUBJECT
01	Intelligence and Counter Intelligence in general - Objectives & Principles and Int. needs of CRPF including Campus Security.
02	Intelligence Terminology, Intelligence Cycle, Collection of Intelligence – Source Developing, Dissemination of Intelligence and taking advantage.
03	Talent Spotting, Source Management, Preparation of Source Particulars, etc.
04	Elicitation- Principles and methods, Co-coordinating operations based on intelligence, Int. based Case Study.

04. Management of Operations -

S/No.	SUBJECT
01	Briefing on deployment with the help of Google/Digital/ Terra maps, GIS System- an over view.
02	Use of technology/hardware/ software aids in enhancing ops efficiency- presentation/discussion – Planning of Ops on Google.
03	SOP of all theatres- discussion, documentation of Ops data (SOP in case of recoveries by CRPF) - Documentation of Ops data as per DG's monday meeting held on 26/8/13 para (ii) - ops branch.
04	Exercise – planning of ops on Google map/GPS/Terra maps etc.
05	Local visit to Ops Room of Army, Air Force and other institutions.

05. Management of Administration -

S/No.	SUBJECT
01	Arranging Sainik Sammelan, welfare meeting, cultural programme, regimental functions, sports meet, etc.
02	Planning, preparation and conduct of senior officers visit, inspections, conferences etc. preparation of inspection data and information folder.

06. Management of Training-

S/No.	SUBJECT
01	Organizing courses at unit level, parameters of progressive training in CRPF, theatre specific rotational training, PI training, SWATI training etc.
02	Conducting training at adhoc institutions, issues and remedies.
03	Circuit training, ultra fit training, training in constraint scenario, demonstration and practical exercises.

06. Management of Soft skills-

S/No.	SUBJECT
01	Interpersonal skills and resolving conflicts.
02	Communication skills.
03	Presentation skills.
04	Motivational techniques and creating High Performer Teams.
05	Emotional Intelligence, Personnel & Behavioral Management.
06	Time management.

07. Miscellaneous

S/No.	SUBJECT
01	Review of previous day's learning.
02	Implementation of Rajbhasa as Official Language.
03	Spare / library studies.
04	60 seconds exercise and syndicate presentation.
05	Soft Skills, Ice Breaking, Stress Management.
06	Course overview, Inaugural and Valedictory address.

Note:- 1) In addition to above, brain storming/open sessions/group discussions /workshops, screening of training films etc. will also be a part of the course in pursuance to Training Directorate, CRPF directives to include smart practices.

2) Academy can do some para-phrasing of the sub-topics mentioned in detailed syllabus as per need, requirement, immediate feedback and utility of trainees, without changing the block time table and block syllabus.