

**Pre-Departure Orientation & Training (PDOT)**  
**Training of Trainers (ToT) Program**

**27-31 March 2017 at**

**Pravasi Bharatiya Kendra, Chanakyapuri, New Delhi**

**Conducted by**

**Ministry of External Affairs, Govt. of India**

**For implementation at**

**India International Skill Centers**



Date: 1<sup>st</sup> April 2017

## **Background**

The government of India is working towards bridging the global shortage of labor force in the coming years by reaping the demographic dividend of young Indian labor force.

To meet this objective, Ministry of Skill Development & Entrepreneurship under the “Skill India” Mission has set up India International Skill Centre (IISC) to provide skill training and certification benchmarked to International Standards.

Ministry of Skill Development & Entrepreneurship and Ministry of External Affairs signed a Memorandum of Understanding (MoU) on 2<sup>nd</sup> July 2016 to implement Pravasi Kaushal Vikas Yojana (PKVY), a scheme designed to offer training on pre-departure orientation and sensitization to the culture and environment of the migrating country to Indians seeking jobs overseas.

PKVY is being implemented in IISC training along with PMKVY. The MoU institutionalize a framework to provide skill training to lakhs of Indians who go abroad to work every year.

## **Pre- Departure Orientation & Training (PDOT)**

Pre-departure orientation and training has been envisaged to spread awareness and help trainees understand about opportunities and challenges involved in migrating overseas for work. At the same time, PDOT sensitize trainees on culture and language of the destination country thereby enabling better adjustment in a new environment.

Specific objectives of the PDOT training program include the following:

- To help trainers sensitize and become familiar with the training material
- To help trainers understand and share the nuances of the emigration process with trainees
- To help trainers understand and share benefits and the downsides of migration
- To prepare trainers to work as an effective information dissemination tool
- To promote safe, legal and humane migration
- To help prevent human trafficking, discrimination, exploitation and abuse of migrant workers
- To encourage migrants to act responsibly and take care of their own well-being
- To make migrant workers aware of their rights and ways to safeguard their rights
- To prepare migrant workers to adapt to the new environment in the destination country
- To educate trainers about options on remittance, managing their budget and savings
- To prepare migrant workers return home on completion of their tenure

## Highlights of PDOT ToT

Under India International Skill Centers, PDOT module would be imparted through MEA certified PDOT Trainers. First Training of Trainers for Pre-departure orientation & training was conducted over 5 days, from 27<sup>th</sup> March to 31<sup>st</sup> March 2017 at the state-of-the-art training facility, Pravasi Bhartiya Kendra, New Delhi.

The ToT program was based on 12 modules. These modules have been delivered through interactive methods involving exercises which would help participants to remember and understand various aspects of migration. PDOT Training manual was provided to every participant.

The training program has been designed by Ministry of External Affairs (MEA) spread over twelve modules, as provided below:

1. **Introduction** - details the broad objectives of the ToT manual and explains the key terminology used in migration discourse.
2. **Migration: Types & trends** - explains the different types of migration and talks about the history of emigration in India as well as trends across the world.
3. **Costs & Benefits of Migration** - details the costs and benefits of migrating to work abroad. The costs include not only the actual cost of getting documents in place, finding a job and travelling abroad but also the impact on migrant workers' health and their families left behind in India.
4. **Modes of Recruitment for Overseas Employment** - explains the EC process in detail and lists out all the documents required to travel to and work in another country—passports, work visas, employment contracts etc. It also details the dominant modes of recruitment.
5. **Journey Abroad** - discusses the actual journey to the destination country. It explains the formalities to be completed at the airport and the essentials of air travel.
6. **Living & working Abroad** - deals with living and working abroad. It gives information on six GCC countries and Malaysia, including information on the cultural and legal differences that migrants might face there.
7. **Savings & Remittances** - explains the process of sending money back home (remittances) and also gives an idea about managing budgets and saving money.
8. **Women's International Labour Migration** - deals specifically with women migrants and the trends in women migrating abroad from India.
9. **Legal Protection for Migrant Workers** - details the legal protections for migrant workers.
10. **Role of Indian Missions Abroad** - explains the role of Indian missions/posts and labour wings abroad.
11. **Indian Government Welfare Schemes** - lists the Indian government's welfare schemes for Indian emigrants.
12. **Returning Home** - discusses the process of migrants returning home after completing their tenure in the destination country and resettling in India.

Overall, 25 Trainers were trained in the first batch of PDOT ToT. Participants were nominated from 16 pilot IISC centers along with relevant Sector Skill Councils. Representatives from Healthcare, Construction, Security, Tourism & Hospitality, Automotive and Capital Goods Sector Skill Councils attended the training.

The detailed training of trainers program design cum session plan followed is appended in **Annexure 1**. List of participants of the ToT program is appended in **Annexure 2**

### **Inauguration ceremony**

Shri. Dnyaneshwar M. Muley, Secretary (CPV & OIA), Ministry of External Affairs and Shri. K.P. Krishnan, Secretary, Ministry of Skill Development and Entrepreneurship (MSDE) inaugurated the first batch of ToT on 27<sup>th</sup> March 2017.

Dignitaries from Ministry of External Affairs, ICM, MSDE and NSDC graced the occasion marking the opening of first training batch, a historical event in the implementation of PKVY training in India International Skill Centers (IISCs).

At the event, the training handbook on Pre-departure orientation training was also launched and the same training handbook was utilized during the training program.



In the picture above: Shri. Dnyaneshwar M. Muley, Secretary (CPV & OIA), Ministry of External Affairs, Shri. K.P. Krishnan, Secretary, Ministry of Skill Development and Entrepreneurship (MSDE), Shri. Manish Gupta, JS, MEA while inaugurating the PDOT training manual and PDOT ToT program.

## Glimpse of the program



Shri. Manish Gupta, JS, MEA, GoI conducting session during Day 1 of the PDOT ToT program



Participants paying attention towards the on-going session during the ToT program



IISC branding at the training venue, Pravasi Bhartiya Kendra, Chanakyapuri, New Delhi



Participants sharing thoughts with Shri. Muley, Secretary, Ministry of External Affairs, GoI on the final day of the program



Shri. Muley, Secretary, MEA distributed certificate to all the participants on the final day of the training program



Group Picture of the participants from the PDOT ToT program

## **Annexure 1: DETAILED SESSION PLAN**

**Ministry of External Affairs  
(OIA-I Division)**

**Pre-Departure Orientation & Training (PDOT)  
Training of Trainers (ToT) Program**

**27-31 March 2017**

**Venue: Pravasi Bharatiya Kendra, Chanakyapuri, New Delhi**

<b>Day</b>	<b>Time</b>	<b>Module</b>	<b>Instructor</b>
Day 1	<b>1130-1220</b>	<b>Inaugural Event</b>	
	1130-1140	Welcome remarks and introduction/overview of the 5-day ToT Program by Joint Secretary, (OIA-I)	
	1140-1150	Formal release of PDOT Manual by Secretary (CPV & OIA) & Secretary (MSDE)	
	1150-1200	Address by Secretary (MSDE)	
	1200-1215	Address by Secretary (CPV & OIA)	
	1215-1220	Group Photograph	
	1220-1300	High Tea	
	1300- 1330	Introduction of the ToT Program & Opening Remarks	DS (RS) & DS (CPS)
	1330-1415	Lunch	
	1415-1515	Module 2: Migration- Types & Trends	ICM Staff
	1515-1530	Tea/Coffee Break	
	1530-1630	Module 3: Costs & Benefits of Migration	International Organization for Migration (IOM)
Day 2	0945-1015	Recap of Modules 2-3	ICM
	1015-1045	Address by PGE and introduction by another officer of eMigrate	PGE/eMigrate/Consultant (OIA-I)/ ICM



		Module 4: Modes of Recruitment for Overseas Employment – Part I	
	1115-1130	Tea/Coffee Break	
	1130-1230	Module 4: Modes of Recruitment for Overseas Employment – Part II	PGE/eMigrate/Consultant (OIA-I)/ ICM
	1230-1330	Module 5: The Journey Abroad	ICM Staff
	1330-1430	Lunch	
Day 3	0945-1000	Recap of Modules 4-5	ICM
	1000-1115	Module 6: Living & Working Abroad – Part I – Presenting an overview of GCC Countries & Malaysia	JS (Gulf), US (VY/OIA-I)
	1115-1130	Tea/Coffee Break	
	1130-1230	Module 6: Living & Working Abroad – Part II – Focus on UAE, KSA & Bahrain	ICM/OIA-I
	1230-1330	Module 6: Living & Working Abroad – Part III – Focus on Qatar, Oman, Kuwait & Malaysia	ICM/OIA-I
	1330-1415	Lunch	
Day 4	0930-0945	Recap of Module 6	ICM
	0945-1100	Module 7: Savings & Remittances	ICM Staff
	1100-1115	Tea/Coffee Break	
	1115-1215	Module 8: Women’s International Migration	US (VY)/ OIA- I
	1215-1315	Module 9: Legal Protection for Migrant Workers	US (VKS)/ OIA – I
	1315-1415	Lunch	
Day 5	0930-0945	Recap of Modules 7-9	ICM
	0945-1100	Module 10: Role of Indian Missions Abroad	US (VY)/ OIA- I & Consultant, OIA-I
	1100-1115	Tea/Coffee Break	
	1115-1215	Module 11: Indian Government Welfare Schemes for Indian Emigrants	DS (RS)/ OIA-I
	1215-1315	Module 12: Returning Home	Consultant, OIA-I
	1315-1415	Lunch	
	1415-1530	Assessment (Test)	DS (MCP)/ OIA- I
	1530-1545	Tea/Coffee Break	
	1545-1645	Group presentations	DS (MCP)/ OIA- I
	1645-1515	Distribution of certificates	JS-OIA-I

## **Annexure 2: LIST OF PARTICIPANTS**

<b>S. No.</b>	<b>Participants</b>	<b>Location</b>	<b>Organization</b>
1	Ms. Almas Khan	New Delhi	Healthcare Sector Skill Council
2	Mr. Abhishek Shukla	Maharajganj, Uttar Pradesh	IISC Center: Quivan Skill Development
3	Mr. Amit Kumar	Arariya, Bihar	IISC Center: MBIT Center for Skill Development
4	Mr. Anil Tandon	New Delhi	Automotive Sector Skill Council
5	Mr. Ankur Srivastava	Lucknow, Uttar Pradesh	IISC Center: SWACA Skill Centre
6	Ms. Anuja Awasthi	Allahabad, Uttar Pradesh	IISC Center: Empower Pragati
7	Mr. Arvind Kumar	Varanasi, Uttar Pradesh	IISC Center: Orion Edutech
8	Mr. Chandan Kumar	Varanasi, Uttar Pradesh	IISC Center: SWACA Skill Centre
9	Col. K K Singh	New Delhi	Security Sector Skill Council
10	Ms. Deepika Sharma	Ajmer, Rajasthan	IISC Center: IL & FS
11	Mr. Ganesh Chandra Gorai	Gorakhpur, Uttar Pradesh	IISC Center: LabourNet Skill Development
12	Mr. Giriraj Parashar	Ajmer, Rajasthan	IISC Center: IL & FS Skill Development
13	Ms. J Gayatri Kumar	Hyderabad, Telangana	IISC Center: SynchroServe Global Solutions Pvt Ltd
14	Mr. Jain Paul	Kochi, Kerala	IISC Center: Health Careers Institute Private Limited
15	Ms. Jeena Jose	Kochi, Kerala	IISC Center: Force 10 Protection Services Pvt. Ltd.
16	Mr. Jeril Cherian	Kochi, Kerala	IISC Center: Health Careers Institute Private Limited
17	Maj. Raghunathan	Kochi, Kerala	IISC Center: Force 10 Protection Services Pvt. Ltd.
18	Ms. Neha Rampal	New Delhi	Tourism & Hospitality SSC
19	Mr. Rajib Chatterjee	Kolkata, West Bengal	IISC Center: HTTC Overseas Training & Testing Services
20	Ms. Renu Yadav	New Delhi	Domestic Worker SSC

21	Dr. Sanju Abraham	Kerala	Healthcare Sector Skill Council
22	Ms. Shraddha Pandey	Lucknow, Uttar Pradesh	IISC Center: Mahendra's Skills Pvt. Ltd.
23	Mr. Sitaram Anjaneyulu	New Delhi	Capital Goods Sector Skill Council
24	Ms. Sudha Kumari	Ranchi, Jharkhand	IISC Center: Prayas JAC
25	Mr. Yajuvendra Singh	New Delhi	Construction SSC