



# Training of Trainers to Enhance their Effectivity in Training Others

August 1-4, 2017

Programme Co-ordinator: Prof. Hitesh Bhatt

## About the Programme

More and more organizations wish to develop in-house training modules for their employees and train them through their own staff members. They, in turn, train tens of hundreds of employees in the organization, so that they all work effectively to meet the organizational goals. The other alternative for this is to engage professional trainers from outside and that becomes expensive and variation creeps in owing to differences in training imparted to different groups of people by external resources. Moreover, the in-house trainers can bring in the internal and related context with more clarity. However, this requires that an organization is able to develop right training modules and also train their in-house trainers effectively. This training programme will also be very useful for faculty members of various institutes, NIRD, SIRDs, and colleges involved in training activities.

## Objectives

This programme will help an organization to develop relevant training modules and develop in-house trainers who can effectively train others in the organization. This programme will also help various institutes in developing trainers who can train more people at various levels of diverse organizations.

## Benefits of the Programme

It is expected that the participants, after returning back to their workplaces, will have a better idea of developing in-house training modules which will impact the skills sets and knowledge sets of the employee, of an organization, positively. They will be able to develop relevant teaching material and become effective at handling training session.

## Contents

- ◆ Understanding the needs of skill-sets and knowledge-sets for various roles in organizations
- ◆ Understanding the gaps of the above-mentioned that need to be filled through training programmes

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- ◆ Developing area-wise training modules to fill the above-mentioned gaps
- ◆ Developing schedules, contents, pedagogical tools, and locating resource persons to conduct these training modules
- ◆ Training the trainers in delivering effective programmes leading to value addition for the organization
- ◆ Learning to take feedback and improving the training programmes on a continuous basis

### **Pedagogy**

Interactive classroom lectures, sharing of experiences and discussions in the class, case studies and relevant video clips will be used.

### **Who Should Attend**

Officers from the department of HRD and other departments of an organization, who are involved in developing various training modules for their employees along with persons allocated to conduct training programmes within the organization. Faculty from institutes like State Institute of Rural Development (SIRD), National Institute of Rural Development (NIRD), other Post-Graduate Institutes & Colleges, NGOs, Government Organizations, Grassroots organizations, Co-operatives, Manufacturing and Service Organizations.

### **Programme Fee**

The programme fee is INR 30,000/- per person. The fee is inclusive of boarding & lodging (single AC room), tuition fee, reading material, stationery, etc. The fee is exclusive of Government Taxes which will be charged extra, as applicable. The fee should be paid in advance through NEFT/RTGS.

### **Refund Policy**

In the event of cancellation on part of the organization/participant, the cancellation charge will be 10% of the fees paid. If a programme is cancelled by IRMA due to any unforeseeable reasons, the participants will be informed via e-mail, phone, or fax. Full fees will be refunded to the payee. IRMA will not be liable for other expenses incurred by the organization or the participant.

### **Resource Persons**

Prof. Hitesh Bhatt  
Prof. Madhavi Mehta  
Prof. SN Biswas

***Deadline for Confirmation of Participation: July 20, 2017***

### **Contact Details**

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