

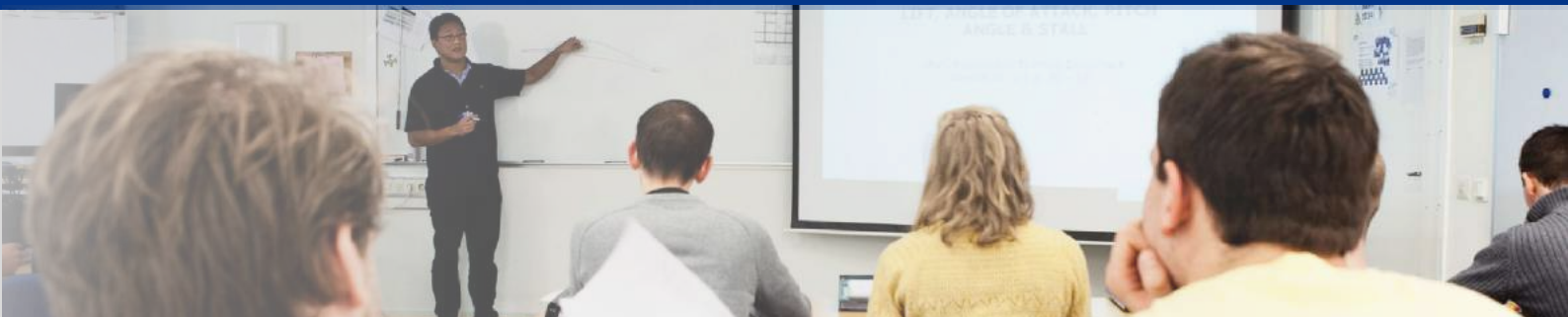
INDIAN SOCIETY FOR  
TRAINING & DEVELOPMENT

# TRAIN THE TRAINER

May, 18-21 (Tue-Fri), 2021



## Online Training Program



Training House, B-23, Qutab Institutional Area, New  
Delhi - 110 016

Email: [training@istd.co.in](mailto:training@istd.co.in) | Phone: 965-033-5021, 011-2442741

# OVERVIEW OF THE PROGRAM

This "Train the Trainer" Training program is designed to help and benefit participants to develop, organize, and deliver effective training and to know how to assess the success of the training. Participants learn how to apply different training methods for engaging participants, how to handle difficult participants, how to provide training materials in a structured, clearly written manner, how to deliver an interactive presentation and how to apply the knowledge based on educational research to achieve prescribed training goals.

## OBJECTIVES

### The Objectives of This Program:

- Understand the needs of research prior to the training
- Identify the characteristics and the roles of an effective trainer
- Understand the difference between training and presentations
- Understand the importance and types of learner's engagement
- Develop the skills of adult class management
- Develop strategies for handling challenging participants and environments
- Discern how to evaluate training especially in terms of application
- Explain and use adult learning theory

## LEARNING OUTCOME OF TRAIN THE TRAINER TRAINING

### After completing the Train the Trainer training course, participants will be able to:

- Promote learner participation and involvement by using effective questioning techniques in a training session
- Evaluate personal training strengths and areas to work on
- Define the factors that promote learning
- Understand the difference between training and presenting information
- Use recognised success measures to assess effective learning
- Design a training course targeted for adult learners
- Manage the learner and the classroom environment
- Improve communication and presentation skills
- Apply adult learning theories
- Prepare an effective and clear course structure
- Deliver the training by using training activities for different learning needs
- Engage with different types of learners
- Present material in a clear and engaging manner
- Developing specific and appropriate on-the-job and off-the-job training
- Create clearly written instructions and assessment criteria to assess the learning
- Address challenging participants, questions, and behaviour
- Receive and provide effective feedback
- Create evaluation forms and develop techniques to ensure application after the course completion

# OUR FACULTY



## Dr. Vijay Phate

“To fulfill the purpose of your life: you have to achieve and maintain the appropriate holistic wellness, proactively find and stay with the right opportunities to ensure your progress and make the proper use of required resources to overcome the challenges that come your way.” - Dr Vijay Phate (SAHIB)

'He has the knack of simplifying the difficult topic to make common people understand it' that's what most people says about him. A Physician, Psychologist, Management Guru & Spiritual Guide having more than 30 years of varied work experience.

Some of the important positions he has served so far includes: In-Charge, Placement Office, IIM Nagpur (working for IIMA) / VP (HR & OD) Sunil Hitech Engineers Ltd, Nagpur / Principal Director – ICOM Institute, Nagpur / Director TNP & GPG Infotech – GP group of Institutions, Nagpur, etc.

He is associated with Indian Society for Training and Development (ISTD) New Delhi as a Co-Chairman – Programs and L&D Committee, Chairman – Nagpur Chapter, and Associate Master Trainer. Previously he served as a Secretary and Diploma in-charge for Nagpur Chapter. He is an adjunct faculty with various management institutes, and provides his services as a freelance behavioral trainer, OD consultant, spiritual counsellor and corporate wellness coach.



## RAHUL BOSE

**Rahul Bose. Available at [rahulbose2k@yahoo.com](mailto:rahulbose2k@yahoo.com), +91 98318 67627**

### Education:

1. BE (Mechanical Engineer) from Jadavpur University 1984.
2. MBA from XLRI Jamshedpur – 2000

### Work Experience :

1. BHEL, 1984 – 1992. Last position held: Senior Service Engineer.
2. Tata Steel: 1992 – 2001. Last position held: Assistant Divisional Manager.
3. PricewaterhouseCoopers Consulting – 2001 – 2002. Last position held: Principal Consultant Learning and Professional Development.
4. IBM: 2002 – 2019 Designation: Last position held: Global Manager Learning and Knowledge.
5. Consultant to IBM: Oct 2019 – Dec 2020 – Business consultant to IBM Learning and Knowledge

### Capability Statement :

Rahul is a seasoned Learning and Development Professional with strong underpinning of industry background at BHEL and Tata Steel. Upgraded technical training facility at Tata Steel in collaboration with Hoogovens (now Tata s) Holland. Worked in India, Asia Pac and Global roles. People person with cultural sensitivity. Managed learning budgets deploying major training initiatives which led to winning business and deals. Led executive visioning sessions and conferences including Design Thinking workshops. Coached and mentored many leaders.

Rahul is IBM Certified learning professional, 4 Star Learning Knowledge facilitator and Certified DISC Coach and trainer . Certified virtual facilitator and thought leader. Areas Rahul has been consulted for consulting / training: Motivation, Leadership, Client Centricity, Critical Thinking, Emotional Intelligence, Delivery Management. Corporate Social Responsibility, Organization Design and Change, Learning and Development, Personality and Behavior, Organization Behaviors, Design Thinking, Strategic HRM apart from Core Consulting and Storytelling

### Industry Recognition

Co-Chairperson of Bengal Chamber of Commerce People Management Committee, National Council member of ISTD. Course counsellor and regional coordinator for IGNOU, Industry mentor to many and visiting faculty at leading B Schools.

# OUR FACULTY



## VARAGHA SWAMY

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Varagha Swamy is a consultant with Konstec (Leading Polymer Based Manufacturing Organisation).

- 39 years of seamless corporate experience in senior capacity.
- Basically a textile engineer, post graduate in HR and Psychotherapy.
- Certified Level IV qualified trainer from TAFE, Queensland, Australia.
- Certified Mbit Coach, Fellow ISTD.



## MEHUL KUWADIA

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Mehul Kuwadia is Founder CEO of Grey Cells, a 25 year old well-known HRD & Training Consultancy. Mehul is HR Thought Leader, India's No. 1 Trainers' Trainer, Leadership Coach, Keynote Speaker & Author of 15+ Soft Skills' Training Kits. He has personally trained & certified 3500+ trainers/facilitators globally from 1500+ organizations. Mehul is actively associated with many professional associations as Committee Member like for: ISTD, BMA, ZBF, ZFTI, SMJVAA, etc. & also with a few NGOs. He has been conferred with Prestigious Awards from ISTD, HR Congress, CEO Magazine, etc. He is also Director for Jetking Infotrain Ltd, a BSE listed company.



## ATUL SHAH

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- Conducted over 50 Train The Trainer programmes
- Awarded the Trainer Icon award for Training excellence
- Been the Head-HR at MPT & GSP, Director of IMTR & presently Director of GITS India
- Double Gold medalist in ISTD's PG course in Training & Development
- Founder of the YAHA Foundation, 4.59 am Club & Live Life India
- Pioneer of the 400 degrees feedback & reverse-case study method



# PROGRAM DETAILS

Day 1	Tuesday	Session	Topic	Faculty	Time
			Session 1	Inauguration Introductions Ice Breaker All	
Session 2	Role of Trainer Teacher v/s Trainer v/s Facilitator	Swamy Varagha	12:00 pm to 01:30 pm		
LUNCH	LUNCH	LUNCH	01.30 pm to 02.15pm		
Session 3	Training Fundamentals K-S-A Adult Learning Training Environment	Atul Shah	02:15 pm to 03:45 pm		
Session 4	Ice-Breakers & Openers	Mehul Kuwadia	04:00 pm to 05:30 pm		
Session 5	Assignment	Vijay Phate	05:45 pm to 06:30 pm		

Day 2	Wednesday	Session	Topic	Faculty	Time
				Review of previous day& Set the stage for the day	Swamy Varagha
Session 1	Understanding Client requirement Training Need Analysis	Rahul Bose	10:00 am to 11:45 am		
Session 2	Setting Learning & Performance Objectives	Atul Shah	12:00 pm to 01:30 pm		
LUNCH	LUNCH	LUNCH	01.30 pm to 02.15pm		
Session 3	Content Development	Mehul Kuwadia	02:15 pm to 03:45 pm		
Session 4	Learning Styles Learning Models Training Cycle	Mehul Kuwadia	04:00 pm to 05:30 pm		
Session 5	Assignment	Vijay Phate	05:45 pm to 06:30 pm		

Day 3	Thursday	Session	Topic	Faculty	Time
				Review of Previous Day	Vijay Phate
Session 1	Overview of 20 Training Methodologies	Atul Shah	10:00 am to 11:45 am		
Session 2	Training Aids Class-room arrangements 10 Seating styles Preparing hand-out	Swamy Varagha	12:00 pm to 01:30 pm		
LUNCH	LUNCH	LUNCH	01.30 pm to 02.15pm		
Session 3	Preparing Session & Learning Plan	Mehul Kuwadia	02:15 pm to 03:45 pm		
Session 4	Presentation & Communication Skills for Trainers	Rahul Bose	04:00 pm to 05:30 pm		
Session 5	Assignment	Vijay Phate	05:45 pm to 06:30 pm		

Day 4	Friday	Session	Topic	Faculty	Time
				Review of Previous Day	Vijay Phate
Session 1	Assessing the learning & training Training Evaluation & ROI Kirk Patrick Model	Mehul Kuwadia	10:00 am to 11:45 am		
Session 2	Class Handling Skills	Rahul Bose	12:00 pm to 01:30 pm		
LUNCH	LUNCH	LUNCH	01.30 pm to 02.15pm		
Session 3	Presentations by Participants	Vijay Phate Swamy Varagha	02:15 pm to 03:45 pm		
Session 4	Presentations by Participants	Vijay Phate Atul Shah	04:00 pm to 05:30 pm		
Session 5	Valedictory & Closing All		05:45 pm to 06:30 pm		

**Note :** Additional session of 60 to 90 minutes each day for short assignments presentations from the participants and doubt clearing.

# REGISTRATION FEES

S.No.	Category	Fees	GST 18%	Total (Rs.)
1	Delegates from Industry, Academia, Government, R&D Institutions and other	Rs. 12,000/-	Rs. 2,160/-	Rs. 14,160/-
2	ISTD Members & Diploma Students	Rs. 10,000/-	Rs. 1,800/-	Rs. 11,800/-
3	Three Participants from one industry	Rs. 33,000/-	Rs. 5,940/-	Rs. 38,940/-
4	Five Participants from one industry	Rs. 45,000/-	Rs. 8,100/-	Rs. 53,100/-
5	Three Participants from ISTD Institutional Member	Rs. 27,000/-	Rs. 4,860/-	Rs. 31,860/-
6	Five Participants from ISTD Institutional Member	Rs. 40,000/-	Rs. 7,200/-	Rs. 47,200/-

The fee can be paid through National Electronic Fund Transfer (NEFT) for which bank details are as under:

- Name of the Account: Indian Society for Training & Development
- Name of the Bank: INDIAN BANK
- Address: Mehrauli Institutional Area, Katwaria Sarai, N.D -110016
- Pan No: AAATI0450L
- NEFT/IFSC/RTGS Code : IDIB000M089
- Account Number: 405039697
- MICRC Code : 110019018
- GST No: 07AAATI0450L1ZS

## ONLINE PAYMENT

Please Click Here For Registration Page and Online Payment <https://rzp.io/l/MZMcsO2H>

### Note :

- It is mandatory that while remitting the payment, Please do send the payment details advice to us for confirmation of the payment. Tel: 011-49077807, 9899126719, E-mail: accountsofficer@istd.co.in
- This is a Certification Program & Certificates will be given to all candidates upon successfully passing the exam; else Participation Certificate will be provided to the participants.

## PROGRAM COMMITTEE

<b>Dr. Ruma Gomes</b> (Chairperson)	<b>Dr. Vijay Phate</b> (Co-Chair)	<b>Dr. Aditya Moona</b>
<b>Dr. Aneeta Madhok</b>		<b>Dr. Arpita Dutta</b>

**For Further Information, Please Contact**

Ms. Hemlata Raturi : +91-9650335021 | Dr. Ruma Gomes : +91-9883253420

# ABOUT THE SOCIETY

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The Indian Society for Training & Development (ISTD) is a premier National Institution devoted to the cause of Human Resource development through trainers, with International affiliation. It has a large membership of organizations and professionals involved in the training and development of human resource from Government, Public and Private sector organizations, institutions and other bodies. It has 48 chapters spread throughout the country with the National Headquarters in New Delhi. ISTD has been designated as the National Nodal Agency for & Testing and Certification of skills for all sectors and for all states of skilled workers in the organized and unorganized sectors, adding new feathers to its cap by Ministry of Labour & Employment India.

## ISTD DIPLOMA

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ISTD Diploma in Training and Development, conducts a Distance Learning Program of 18 months duration for the purpose of recruitment to superior posts under the Central Government and PSUs, ISTD Diploma (T&D), is also recognized by the Department of Personnel and Training (DoPT), Govt. of India, under its Faculty Development Scheme and by many of the corporate for appointments in their organizations.

## ISTD TRAINING & PROGRAMMES

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In line with its core objective, ISTD support organizations and individuals to grow and succeed by honing skills, knowledge and attitude through public/ in house training programmes. ISTD caters to the ever growing demand of identifying the training needs, designing and delivering customized training programmes and do objective evaluation of training effectiveness for both private and public sector undertakings. A responsive and conveniently scheduled training calendar is floated as the commencement of each year based on the inputs from industry experts. L & D professionals and Business Leaders to enable organizations/individuals to get registered for the training programmes from the variety of programmes offered. In addition, customized training programmes are also organized to cater to the specific organizational / individual needs.

All the training programmes are designed and delivered by seasoned L & D professionals.

### **Dr. Ruma Gomes**

**Program Director**

**Behavioural Scientist**

**NLP Master Trainer**

**EUM Certified Coach, Psychometric Assessor**

**Psychotherapist and Counselor**

**Lead Auditor 14001-2015 & 45001-2018**