



# INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

## **Essentials of Training & Development** **4 Days Certification Program** **July,20-23 (Tue-Fri),2021**

*The Essentials of Training and Development is aimed at catering to the growing need for trained and skilled trainers and training managers. This program will help the participants in gaining knowledge and developing skills to act as trainers and training managers and develop them as experts in the field.*

**“Training House”**, B-23, Qutub Institutional Area,  
New Delhi 110016

**Mobile :** 767-850-9369, 956-021-0651

**E-mail :** training@istd.in

**Website :** www.istd.in

Also Available on!



Facebook



Twitter



Linkdin



Youtube

# ABOUT PROGRAM

## PROGRAM OVERVIEW & OBJECTIVES

Today, Training and Development is a much sought after profession. Many people aspire to create and deliver great training programs and need to start learning how to do it. A professional career in Training is highly in demand and is extremely worthwhile financially and professionally. Any individual can start his own training service or can join a company as a training manager which can be very exciting.

ISTD is the apex body for the Training and Development profession. As leaders in the domain, this program is aimed at imparting comprehensive basic knowledge to those who wish to enter the profession and make their careers here.

The Essentials in Training and Development Certificate program is aimed at catering to the growing need for trainers and training managers in the corporate sector. The program will help participants to develop the essential foundation knowledge and skills to effectively manage and implement training programs.

## WHO SHOULD ATTEND THIS PROGRAM?

Employed professionals in Public/Private/MNCs and other Government Organizations who would like to acquire knowledge and skills in Training and Development. B-School faculty members who want to train Young MBA students with HR specialization looking for additional knowledge and skills in Training and Development. Entry level Training Managers Start-up independent trainers from any domain.

## LEARNING MATERIAL

Participants will receive hard copy of training manual to accompany this program. The manual will contain written articles, case studies and exercises done during the program.

## MODES OF DELIVERY

The program will be delivered through online mode as per the schedule given. These sessions will be delivered by the best of the academic and practicing consultants.

## ASSESSMENT AND CERTIFICATION

This is a highly practical course, with the objective of certification, aimed at creating foundational awareness of the Training and Development field. In order to receive their certification, the participants would be assessed on the basis of their performance in: Online comprehensive quiz with objective type questions in open book format online panel assessment in audio-visual format only those participants, who meet basic criteria set by the faculty and panel, will receive certification. They will be declared passed in “**Essentials of Training and Development**” and awarded certificate by INDIAN SOCIETY FOR TRAINING & DEVELOPMENT.



## Dr. Aneeta Madhok

### Program Director

Dr. Aneeta Madhok, is Managing Director of Open Spaces Consulting in Mumbai, India. A global professional, HR systems expert, people person, creative thinker & writer, much sought after speaker, academician of repute, behavioral scientist and experienced trainer. Her area of experience and expertise is in Human Resource and Organizational Development. Her acumen in performance Management. Dr. Madhok qualified with an honors degree in Psychology from Delhi University and MBA in HRD from XLRI, Jamshedpur, followed by a PhD in Managerial Leadership from Punjab University in Chandigarh India. Her corporate career in India spanned over 12 years in various organisation



## Dr. Anubha Walia

Dr. Anubha Walia, the founder of PRISM™ Philosophy, is a Human Process Interventionist, Author, Trainer & OD Consultant. She carries 20+ years of experience worked with Honeywell, ICICI Bank, Moody ICL Certification were she was heading L&D & Quality vertical. After her graduation from LSR College, Post-graduation from Narsee Monjee, and PhD from IGNOU, she became the first lady in India who actively engaged in research work on Followership, published 18 research paper and authored course book 'Fundamentals of Research'. She is a recipient of the Emerging HRD thinker award (Gold Medalist) for 5 consecutive years by ISTD.



## Dr. Nanditesh Nilay

Dr Nanditesh Nilay is an Author, Speaker, Columnist, Political & Social Analyst and an Entrepreneur. He has been the expert/consultant to SAARC countries, ITEC African countries, NCGG, Indian Secretarial Training & Management, Central Bureau Of Investigation (CBI), UPSC ,NCB, IITs, ISTD, NCUI, NCCT, DOPT, Delhi Public School, Ministry of Youth Affairs, Corporates etc.Trained in India, abroad, he has been in the field of training, consulting, organisational development and personal growth and change for more than a decade now. He regularly writes as a columnist for the **Dainik Bhaskar Group, Jansatta and The Indian Express.**



## Dr. Arpita Dutta

Arpita is a seasoned Human Resources and Learning & Organisational Development professional with over 20 years of excellent track record in HR & Learning / OD Consulting, Leadership Development, Capability Building, Culture Transformation.

### INDUSTRY RECOGNITIONS:

- Received Certificate of Honour as "Top 10 Promising Women in Soft Skills - 2020" by Women Entrepreneur India 2020
- Recognized as "Leader of Tomorrow" by Asia Pacific HRM Congress.
- Awarded "Exemplary Learning Professional" by Indian Society for Training and Development (ISTD) in 2018.
- Business HR Case Study Champion by Manipal Global Education Services

# Our Faculty



## Ajay Agarwal

Mr. Ajay Agarwal is a nationally acclaimed educationist, corporate trainer and HR consultant. He is an MBA with over 18 years of corporate exposure as marketing and HR- Head, He is an ex- member of the board of studies of the BBA department of the St. Xavier's College Kolkata and has been into training and development for over 14 years. He is a Member of All India Management Association, National HRD Network, Indian Society of Training and Management, Institute of Cost and Management Accountants of India.



## Nina E. Woodard

Prior to founding Nina E. Woodard & Associates, Ms. Woodard served as the Executive Director for Strategic Human Resource Management India Pvt. Ltd. the wholly own subsidiary of Society for Human Resource Management (SHRM) US. Nina's career has encompassed 32 years in the field of banking. Her previous experience includes two terms as an elected member of the National Board of SHRM US, Board of Directors and Past President for San Diego SHRM from 2010 to 2019, Member of the Cal SHRM Board of Directors from 2010 to 2021. She has a BS Degree in Management, an MBA, and a Graduate degree in Banking from Pacific Coast School of Banking. She currently teaches for University of Arizona Global Campus (formerly Ashford University) in the Forbes School of Business and for University of Colorado, Colorado Springs College of Business.



## Arun Vishwanath

Arun Vishwanath is the Founder Director of Talent Architects and has experience of 25 years.

Mr. Arun Vishwanath's fields of expertise are Executive Coaching, Talent Assessment, Succession Planning, Talent Management, Leadership Development, Train the Trainer, Customer Centricity, Business Excellence, Change Management, LSIP, Business Strategy Facilitation, Executive Presence, Psychometrics, Presentation Skills, Interviewing Skills, Team Alignment & Synergy, HR Strategy, Learning Strategy, Group & Team Coaching, Performance Management



## Prof. (Dr.) Amit Jain

Prof. (Dr.) Amit Jain is Currently Pro-Vice Chancellor at Amity University Rajasthan. Prof. Amit holds a Ph.D from Sardar Patel University and has completed FDP from IIM Ahmedabad. Prof. Amit has Designed and conducted training programmes /sessions for executives of various organizations. He has several publications to his credit and has presented research papers at National and International conferences. He is also Chief Editor of Amity Management Review. His area of interest for Research, Training and Consultancy includes Marketing Strategy, Sales Management, Digital Marketing, Marketing Communications, Retail Management and Entrepreneurship.

# Essentials of Training & Development

4 Days Certification Program, July, 20-23 (Tue-Fri), 2021

## PROGRAM SCHEDULE

20th July, 2021

		Topic	Faculty	Time	
Day 1	Tuesday		<b>Introduction, Inauguration, Ice Breaker</b>	10:00 hrs. to 11:45 hrs.	
		Session 1	Aligning T&D with Business Strategy	Dr. Aneeta Madhok	12:00 hrs. to 13:30 hrs.
			LUNCH		13:30 hrs. to 14.15 hrs.
		Session 2	Aligning T&D with Business Strategy	Dr. Aneeta Madhok	14:15 hrs. to 15:45 hrs.
		Session 3	Instructional Design Fundamentals	Dr. Nanditesh Nilay	16:00 hrs. to 17:30 hrs.
		Session 4	Instructional Design Practical case study with tools and techniques How to design a Program	Dr. Nanditesh Nilay	17:45 hrs. to 18:30 hrs.

21st July, 2021

		Topic	Faculty	Time	
Day 2	Wednesday	Session 1	Essential Skills: Communication and Presentation	Ajay Agarwal	10:00 hrs. to 11:45 hrs.
		Session 2	Essential Skills: Communication and Presentation	Ajay Agarwal	12:00 hrs. to 13:30 hrs.
			LUNCH		13:30 hrs. to 14.15 hrs.
		Session 3	Experiential Training Methods	Dr. Amit Jain	14:15 hrs. to 15:45 hrs.
		Session 4	Experiential Training Methods	Dr. Amit Jain	16:00 hrs. to 17:30 hrs.

22nd July, 2021

		Topic	Faculty	Time	
Day 3	Thursday	Session 1	Essential Skills: Facilitation	Arun Vishwanath	10:00 hrs. to 11:45 hrs.
		Session 2	Essential Skills: Training Virtually	Nina E. Woodard	12:00 hrs. to 13:30 hrs.
			LUNCH		13:30 hrs. to 14.15 hrs.
		Session 3	Cognitive Training Methods	Dr. Arpita Datta	14:15 hrs. to 15:45 hrs.
		Session 4	Cognitive Training Methods	Dr. Arpita Datta	16:00 hrs. to 17:30 hrs.

23rd July, 2021

		Topic	Faculty	Time	
Day 4	Friday	Session 1	Training Analytics: Assessing Training Impact	Dr. Anubha Walia	10:00 hrs. to 11:45 hrs.
		Session 2	Training Analytics: Assessing Training Impact	Dr. Anubha Walia	12:00 hrs. to 13:30 hrs.
			LUNCH		13:30 hrs. to 14.15 hrs.
		Session 3	Managing the Training Process	Dr. Nanditesh Nilay	14:15 hrs. to 15:45 hrs.
		Session 4	Certification Assessment		16:00 hrs. to 17:30 hrs.
		Session 5	Valedictory		17:45 hrs. to 18:30 hrs.



# PARTICIPATION FEES

Participant Profile	Fees		
	Per Delegate	3 Delegates	5 Delegates
Delegates from Industry, Academia, Government, R&D Institutions etc.	Rs. 15,000/- +18% GST	Rs. 36,000/- + 18% GST	Rs. 50,000/- + 18 % GST
ISTD Institutional Members, ISTD Members & Diploma Students	Rs. 12,000/- + 18% GST	Rs. 33,000/- + 18% GST	Rs. 45,000/- + 18% GST

## ONLINE PAYMENT

Please click on the link below for online payment :

<https://rzp.io//TAK9n0s>

### **Note :**

- i) It is mandatory that while remitting the payment, please send the payment details advice to us for confirmation of the payment. E-mail: [accounts@istd.in](mailto:accounts@istd.in), 9899126719.
- ii) This is a Certification Program & Certificates will be given to all candidates upon successfully passing of examination.

## PROGRAM COMMITTEE

- ❖ **Dr. Ruma Gomes - Chairperson**
- ❖ **Dr. Vijay Phate - Co-Chair**
- ❖ **Dr. Aditya Moona**
- ❖ **Dr. Aneeta Madhok**
- ❖ **Dr. Arpita Dutta**

## UPCOMING PROGRAMS

S.No.	Programme Name	Dates	Duration
1.	Certified Trainers' Program on POSH The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	3-6 August, 2021	Four Days
2.	ISTD-NOCN "Master Trainers Certification Program"	24-28 August, 2021	Five Days
3.	WeLL, WeLL !!! The Science & Art of Wellness	21-23 September, 2021	Three Days
4.	31st Innovative Training Practices Award 2020-2021	October/November, 2021	Three Days
5.	Certified Trainers' Program on A Comprehensive Guide for First Time Managers (Leadership isn't about the boxes and lines on an organization chart)	15-18 November, 2021	Four Days



## ABOUT THE SOCIETY

---

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 training and development of human resource from Government, Public and Private sector organizations, institutions and other bodies. It has 50 chapters spread throughout the country with the National Headquarters in New Delhi. ISTD has been designated as the National Nodal Agency for Testing & Certification of skills for all sectors and all states of skilled workers in the organized and unorganized sectors, adding new feathers to its cap by Ministry of Labour & Employment.

## ISTD PG DIPLOMA (T&D)

---

ISTD Post Graduate 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 Department of Personnel and Training (DoPT), Govt. of India, under its Faculty Development Scheme and by many of the corporates for appointments in their organizations.

## ISTD TRAINING & PROGRAMMES

---

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.

## ISTD INTERNATIONAL CERTIFIED PROGRAMMES

---

For Certification of International Standards for Trainers, L& D Professionals, Talent developers, Managers and Consultants, ISTD has initiated premium courses and has partnered with NOCN (UK) where the premium L&D programs offered by ISTD is with endorsement and joint certification of NOCN, a globally recognized awarding organization. The Board of Certification and Accreditation is in the process of coming up with a lot of International certified courses in 2021-22.

**Dr. A. C. Joshi**  
Director, ISTD  
Mob.: 9456590002  
E-mail : [director@istd.in](mailto:director@istd.in)