

**Indian Society for Training & Development**



**4 Day's Certified Residential Training program  
on**

# **TRAIN THE TRAINER**

**August 23<sup>rd</sup> -26<sup>th</sup> (Wed - Sat) 2023**

**at**

**Thakshashila, THDCIL, HRD & Sustainable Livelihood and  
Community Development Centre, Rishikesh**



Scan & Pay Through UPI



9456590011m@pub

## OVERVIEW OF THE PROGRAM

This 'Train the Trainer' Training program is designed to help and benefit participants to plan, organize and deliver effective training sessions and to know how to assess the success of the training. During this program 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 is to train & develop the participants as Trainer & Training Administrator by way of**

- Understanding the needs of training
- Identifying the characteristics and the roles of an effective trainer
- Understanding the difference between training and presentations
- Understanding the importance and types of learner's engagement
- Application of different training methods
- Measuring Training Impact
- Developing the skills of adult class management
- Developing strategies for handling challenging participants and environments

## LEARNING OUTCOME OF TRAIN THE TRAINER PROGRAM

**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 recognized 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.

# Indian Society for Training & Development



## 4 Days Certified Residential Training Program on

### Train the Trainer August, 23<sup>rd</sup> – 26<sup>th</sup> (Wed- Sat), 2023

Check in Time : 10:00 am on 23<sup>rd</sup> August 2023 MDP Timing : 02:30 PM Onwards  
Check out Time : 02:00 pm on 26<sup>th</sup> August 2023

#### PROGRAM CONTENTS

##### PART-1 – Session Plan

Sessions	Content
	<b>Inauguration</b>
Session 1	Introduction, and Ice Breaker
Session 2	Ground Rules, Expectations, Self-Assessment
Session 3	Skills and Competencies of Trainer, Adult Learning & Participant Involvement
Session 4	Strategic Training & Training Needs Analysis
Session 5	Content Development and Designing Training Materials
Session 6	Training Management

##### PART-2 – Session Plan

Sessions	Content
Session 1	Training Methods
Session 2	Role of Technology & Digital Pedagogy in Training
Session 3	Measuring Impact of Training (Evaluation) & ROTI
Session 4	Delivering Effective Training – Presentation and Communications Skills
Session 5	Playing of Video Recorded Training Sessions and Feedback of Improvement
Session 6	Assessment for Certification
Session 7	Valedictory Session

## Registration Fee (per Person)

Category	Fees Excluding GST *
Delegates from Industry, Academia, Government, R&D Institutions and other <b>(Twin Sharing)- Non ISTD Members</b>	Rs. 45,000/-
Delegates from Industry, Academia, Government, R&D Institutions and other <b>(Single Occupancy)- Non ISTD Members</b>	Rs. 50,000/-
ISTD Individual, Institutional members & ISTD Diploma Students <b>(Twin Sharing)</b>	Rs. 42,000/-
ISTD Individual, Institutional members & ISTD Diploma Students <b>(Single Occupancy)</b>	Rs. 47,000/-
Delegates from Industry, Academia, Government, R&D Institutions and other <b>(Non- Residential)</b>	Rs. 35,000/-

**\*GST shall be paid @ 18 % of Fees**

**Note:- In case participant attend with his/her spouse/Children above age 6, he/she has to pay Rs.1500/day/person(Separately)**

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: PUNJAB NATIONAL BANK, YAMUNA COLONY,DEHRADUN**
- **Pan No: AAATI0450L**
- **NEFT/IFSC/RTGS Code : PUNB0396800**
- **Account Number: 10101131000130**
- **GST No: 05AAATI0450L1ZW**



**Scan & Pay through UPI Mode**

### Note :

- It is mandatory that while remitting the payment, Please do send the payment details advice to us for confirmation of the payment. E-mail: [ISTD.DDN@GMAIL.COM](mailto:ISTD.DDN@GMAIL.COM). Payment shall be made within 45 Days after the issuance of invoice .
- Certificates of Participation will be issued to all participants. The Certified Trainer Certificate shall issue only those participants who will successfully complete the evaluation process.

### How to Nominate:

Kindly send the scanned copy of nomination on [istd.ddn@gmail.com](mailto:istd.ddn@gmail.com) and hard copy on the following address :- **Indian Society for Training & Development C/O Chairman ISTD Dehradun Chapter, H.NO. 63/1, Rajendra Nagar, Dehradun, Uttarakhand-248001**

**Note: Kindly mention your organization's GST Number along with nomination of participants.**

### Program Director



**Anup Kumar**  
**General Manager-HR (BRIIDCUL)**  
**Chairman- ISTD Dehradun Chapter**

## **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 51 chapters spread throughout the country with the National Headquarters at 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 through DGE&T, Govt of India and to meet the challenges created a system of Training Certification.

## **ISTD PG Diploma (T&D)**

ISTD PG 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 PG 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 & Programs**

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 programs. ISTD caters to the ever-growing demand of identifying the training needs, designing and delivering customized training programs 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 programs from the variety of programs offered. In addition, customized training programs are also organized to cater to the various organizational / individual needs.

## **ISTD International Certified Programs**

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 2023-24.

*For further details and queries please contact:*

**Program Co-ordinator - Mobile No.- +91-7060204789**

**E-mail : [istd.ddn@gmail.com](mailto:istd.ddn@gmail.com)**

**Indian Society for Training & Development Dehradun Chapter C/O Chairman ISTD Dehradun Chapter,  
H.NO. 63/1, Rajendra Nagar,Dehradun, Uttarakhand- 248001**

**Website:[www.istddehradun.in](http://www.istddehradun.in)**

# **Speakers' Profile**

## **Dr. Santosh Rangnekar**



Dr. Santosh Rangnekar is working as Professor at Indian Institute of Technology, Roorkee. He has more than 35 years' experience in reputed industries and academics like Raymond Ltd. Bombay (J.K. Engineers Files, Pithampur), Shriram Group of Industries (SIEL, Delhi), The Hukamchand Mills Limited Indore, Prestige Institute of Management and Research, Indore, IIITM, Gwalior (Indian Institute of Information Technology and Management, Gwalior) and Department of Management Studies IIT Roorkee. His Specialization areas are Organizational Behaviour, Human Resource Management, Knowledge Management (Intellectual Capital-Human Capital Creation), Technology Management. He has widely published his work and has more than 200 publications to his credit.

## **Dr. A.C. Joshi**



Dr. A.C. Joshi is presently working as a Chair Professor (NTPC) at Doon University and former Director-ISTD and former Director (HR) of (UJVN Limited-A Govt. of Uttarakhand Enterprise), Dehradun, GM (Personnel) THDCIL (A Miniratna, PSU), Rishikesh. In the past Secretary and Chairman, ISTD Dehradun Chapter. He is having more than 35 years' experience in HR & Training. He has done his doctorate from IIT Roorkee and is a regular visiting faculty to IIT Roorkee, IIM Kashipur and IIM Sirmour, University of Petroleum and Energy Studies, Graphic Era University and many more. He is in the Advisory Board of Doon University and Glocal University. He has conducted many MDPs for ISTD and THDC India Limited. His main areas of interest and specialization are Organizational Behaviour, HRM, Emotional Intelligence, Leadership Development and Work place Spirituality etc. He is a photographer of International repute and has conducted many workshops in Industrial photography including Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussorie.

## **Shashi Rajan**



Shri Shashi Rajan, Executive Director is presently Head of Institute, ONGC Academy, Dehra Dun. He is a certified trainer. His favourite areas of training and research are Emotional Intelligence, Stress Management, Resilience, Mentoring and Assessments. He comes with educational qualifications of MBA, LLB and Specialisation Diploma in Training and Development. He is certified in Emotional Intelligence Assessments Process from Emotional Intelligence Learning Systems, USA. His 37 years of industry experience in public, private and cooperative sectors has exposure to various functional areas of management before moving to supervisory roles. He is an avid reader and trekker. He is President of ONGC Himalayan Association and Youth Hostel Association of India, Uttarakhand Branch.

## **Dr. Anubha Walia**



Dr. Anubha Walia is the Founder of Prism Philosophy and Chairperson of ISTD Delhi chapter. She has played a pioneering role in setting up one of India's best Corporate training and Executive Coaching firms specializing in people development, leadership Coaching, yoga & wellness, which has grown & trainer in 23 countries touching 160,000 plus man-hours of interventions. She is prolific L&D professional with 24+ years of experience worked with Honeywell & ICICI Bank during her corporate stint. She became the first lady in India to do research on Followership styles, has published 30 research papers & case studies, authored two books 'Fundamentals of Research' and '500 Powerful Coaching Questions'. Recognised as Best Executive Coach by CoachAwards Singapore, BML Munjal Awards for attaining Business Excellence in Learning and Development', Female Entrepreneur Achievers Award by Delhi Management Association, Global Femina Entrepreneur Award by Dr Kalam's International Foundation, Emerging HRD thinker award for 5 consecutive years by ISTD and more. Presently she is training & coaching in more than 20 countries creating an experience by empowering women ensuring that everyone's voice is heard, opinions are considered, creating a very close-knit group of team who treats one another like family.

# About The Venue

**Thakshashila, THDCIL, HRD & Sustainable Livelihood and Community Development Centre, Rishikesh**



**Training Centre-HRD**



**Training Hall**



**Canteen**



**Ganga Arti**