

ISTD
Three Days Residential Programme
on
TRAIN THE TRAINERS

Venue : Hotel Madhuban, 97, Rajpur Road, Dehradun, Uttarakhand 248001

Dates : 3-5 March, 2016

Programme Mentor

Dr Vinayshil Gautam, FRAS (London)
President Emeritus-ISTD
(Founder Director IIM-K
First Head-Management Deptt IIT-D)

Programme Director

Mr Y K Upadhyay
National President, ISTD
Dy Head of HRM & Admin
Automotive Research Association of India (ARAI)

Faculty

Shri Manoj Mishra
Chairman & Managing Director
Cement Corporation of India

Dr S P Verma
Executive Director- ISTD

Programme Co-ordinator

Mr S C Bahuguna
Director, ISTD

Coverage

- ◆ Training & Development – Concepts and linkages with business excellence
- ◆ Adult Training and learning to use one's learning style
- ◆ Training Need Analysis
- ◆ Design, Development & Selection of Training material
- ◆ Handling class room dynamics
- ◆ Developing qualities of a Good Trainer
- ◆ Training Evaluation



Organised by:
Indian Society for Training & Development



In Collaboration With:
D K International Foundation

INTRODUCTION

It is widely acknowledged that, perhaps, the most critical factor in getting the competitive edge is Human Resource. Organizations are constantly looking for skills and tools to cope up with the challenges being thrown up in a fiercely competitive and highly dynamic business environment. Effective Training & Development undoubtedly is most reliable means to achieve it. Training & Development goes beyond class room intervention for transfer of knowledge, skills and techniques especially for adult learning. Inadequacies in the training process can result in sub optimal utilization of effort. Trainer obviously is the key figure for making the training effective. In order to provide a comprehensive insight into the entire gamut of training methods, and tools, as also, provide a hands-on opportunity to practice the skills, this training programme has been designed. It focuses on developing trainer skills, enabling him to effectively work out class room dynamics with confidence and innovation to meet the current and futuristic needs of the organization.

OBJECTIVES

- Sharpen the ability to appreciate learning & Training competence.
- To provide a comprehensive insight into the different training methods and tools.
- To significantly reinforce the competency at Training & Development.

COVERAGE

- Training & Development – Concepts and linkages with business excellence
- Adult Training and Learning to use one's learning style
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- Training Evaluation

METHODOLOGY

An appropriate mix of presentations, exercises, group discussions and more, as appropriate to the topic

LEARNING OUTCOMES

At the end of the programme the participants will:

- Learn of upgradation of Training know-how and skills.
- Appreciation of design and develop suitable training module for transfer of knowledge and skills.
- Assess better relevance of training proposals/announcements

FOR WHOM

Organisational Leadership; Practicing Senior level Managers; Executives of HR Department; Line Managers who could perform faculty assignments; Executives from other areas preparing to conduct training sessions and anybody wanting to add further value to his mentoring skills.

CERTIFICATE OF PARTICIPATION

A Certificate of participation will be awarded to all participants on conclusion of the programme.

CORE FACULTY OF THE PROGRAMME

Prof. Vinayshil Gautam

Dr. Vinayshil Gautam is an internationally acclaimed management expert, having facilitated Management Development activities in Germany, UAE, Saudi Arabia, Malaysia, and some of the finest organizations in India. He has addressed International audiences from Montreal to Melbourne and Caracas to Tokyo..

He has consulted for several banks, financial institutions, major corporate and sme organisations. He has been on the Board UTI AMC; Exim Bank; UTI International, SAIL, GAIL, Hindustan Zinc, RITES, JK industries and Tyres ; KEC International etc.

He has been visiting faculty to Universities such as Cambridge, Sussex, London, Brunel, UK; Dominican, Duke, Minnesota , Penn State, USA; York, Toronto, Canada; Los Andes, Central University, Venezuela; China campuses of Victoria University, Switzerland.

He has served as President of ARTDO International (Manila) and Director, IFTDO (London)

Among other assignments, Dr. Gautam has worked as the Founder Director of IIM(K); Leader consulting team IIM (Shillong); First Head ,Management Department IIT(D). He has been on some of the major administrative reform committees of Govt of India and made significant contributions at the policy level both in the working of Public Systems and Corporates. Currently he is a Senior Adviser at KPMG(India)& Hony. Dean, KPMG Academy.

Mr. Yogesh Kumar Upadhyay

Mr. Yogesh Kr Upadhyay is a Fellow of two reputed institutions namely Insurance Institute of India, Mumbai and Indian Society for Training & Development, New Delhi. He is Graduate in Commerce and Law and holds Post Graduate Degrees in Human Resource Management & Industrial Relations, Business Laws and Economics. He also has to his credit Diploma in Training and Development, Labour Laws & Labour Welfare, General Insurance (All) and Post Graduate Diploma in Psychological Counseling. He is certified Lead Auditor for ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007.

Mr. Upadhyay is also National Chairman of Indo Global Chamber of Commerce, industry & Agriculture, Pune. He is presently, Deputy Head of Human Resource Management and Administration in prestigious Automotive Research Association of India, Pune. He is visiting faculty for Management and Law at various constituents of Symbiosis International University, Pune and University of Pune.

Mr. Manoj Misra

Shri Manoj Misra, graduated in Science with Hons., Masters in Labour & Social Welfare and PGDM from Xavier Institute of Management, Bhubaneswar. He brought three decades of cross-functional experience in the field of HR with a blend of corporate and plant level experience of NALCO to CCI.

Shri Manoj Misra, prior to functioning as CMD, he was Director (HR) in Cement Corporation of India Ltd. (CCI).

Prior to this, Shri Misra was with National Aluminium Company Ltd. (NALCO), a Navaratna Company, having its operational activities in the State of Odisha, in various capacities in all the production Units and Corporate level.

He played a key role in formulation of human resource management and development policy, strategies and their implementation. The responsibility interalia includes manpower planning, recruitment, human resource development.

Shri Misra has been bestowed with a few recognitions in terms of awards during his tenure. Some of the prestigious awards conferred in various forums are "HR Leadership Award", "One of the most powerful HR participants of India", "One of the most talented HR leaders in PSU.

Dr S P Verma

Dr S P Verma is PHD, MBA, MA and LLB with over 33 years of rich and varied experience in the areas of HR, IR, Education, Training and Administration in leading Private as well as Public Sector Organizations. He has been Head of Corporate HR in India Tourism Development Corporation, Delhi; Head of HRD & IR in Bharat Electronics Ltd., Ghaziabad; Training Head in JK Cement Works, Chittorgarh, Rajasthan; Asst. Director & Faculty in Western UP Productivity Council (A Zonal Council of National Productivity Council) at Allahabad and Kanpur. He has also been with Jindal Steel and Power Limited as Head HR at its steel plant in Patratu, Jharkhand; Structural Steel, Raigarh and in Education department in the Corporate office in Delhi. He has been guest faculty to a number of Professional institutes in Delhi and NCR for more than two decades. He is Life Member of ISTD, NHRD NETWORK & Delhi Management Association. Presently he is Executive Director, ISTD.

FEE & REGISTRATION

The participants can join this programme on residential or non-residential basis as may be suited to their organizations. For the residential participants, the registration fee per participant is Rs. 27500/- + Service Tax Rs.3988/- for ISTD Members, Central & State Govt. employees and Rs. 29,500/- + Service Tax Rs.4278/- for others including Public Sector Undertakings and Institutions. Fee includes boarding and lodging on single occupancy basis and programme kit, but excludes personal expenses like telephone, laundry etc. The residential participants should report on March 3rd, 2016 noon & check-out on March 6th, 2016 by noon.

For non-residential participants the registration fee is Rs.15,500/- + Service Tax Rs.2248/- @ 14.50% for ISTD members and Central & State Govt. employees and Rs. 17,500/- + Service Tax Rs.2538/- @ 14.50% for others including Public Sector Undertakings and institutions. Fee includes programme kit, morning/evening tea/coffee with biscuits and lunch.

Fee for ISTD Diploma Student is Rs. 23,500/- + Service Tax Rs.3408/- @ 14.50% for Residential Basis. Fees includes boarding and lodging on single occupancy basis and programme kit, but excludes personal expenses like telephone, laundry etc. Rs.11,500/- + Service Tax Rs.1668/- @ 14.50% for Non-Residential participants. Fee includes programme kit, morning/evening tea/coffee with biscuits and lunch. **Participants with confirmed registration who are unable to attend the programme will not be entitled to any refund of fees, however alternate nominations in place of the nominated person may be considered.**

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

- | | | |
|------------------------|---|---|
| 1. Name of the Account | : | Indian Society for Training & Development |
| a) Name of the Bank | : | INDIAN BANK |
| b) Address | : | Mehrauli Institutional Area, Katwaria Sarai, New Delhi-110016 |
| 2. Pan No. | : | AAATI0450L |
| 3. NEFT/IFSC/RTGS Code | : | IDIB000M089 |
| 4. Account Number | : | 40 50 39 697 |
| 5. MICR Code | : | 110019018 |

Note: It is mandatory that while remitting the payment, please do send the payment details advice to us for confirmation of the payment.

VENUE & TIME

The Programme will be held at Hotel Madhuban, 97, Rajpur Road, Dehradun, Uttarakhand 248001. The programme will commence on March 3, 2016. The programme will conclude on March 5, 2016 at 1700 Hrs. The Hotel will accept guest only after 12.00 noon on March 3, 2016. Late arrivals and early departures are discouraged.

NOMINATIONS

The enclosed registration form together with fee (which is non-refundable) preferably by Demand Draft at New Delhi or through ECS on any Scheduled Bank in favour of "Indian Society for Training & Development", New Delhi should be sent before 25th February, 2016 to:

Shri S C Bahuguna

Director

Indian Society for Training & Development

"Training House"

B-23, Qutab Institutional Area, New Delhi-110016

Tel: 011-26519498, 26867710, 26857157, 26524509, 26624513 Fax: 011-26867607

E-mail: istd@nic.in/istdtrg@airtelmail.in; Website: www.istd.co.in

ISTD reserves the right to change the faculty/dates/venues for the programme, and corresponding fees in case of an emergent situation.



ABOUT THE INDIAN SOCIETY OF TRAINING AND DEVELOPMENT

The Indian Society for Training & Development (ISTD) is a premier National institution devoted to the cause of Human Resource Development with international affiliations. A Founder Member to the major HRD network chains in the world namely the International Federation of Training and Development Organization (IFTDO), Geneva, and ARTDO International, Manila, It was established in April 1970 as a non-profit Society registered under the Societies Registration Act, 1860. It has a large membership of institutions and persons involved in the training and development of human resource from Government, Public and

Private sector organizations, institutions and other bodies. It has 48 chapters throughout the country with the National Headquarters at New Delhi.

The Society publishes a Quarterly Journal "Indian Journal of Training and Development" (IJTD) for which it has an international Editorial Advisory Board.

ISTD-Diploma in Training & Development, conducts a Distance Learning Programme of 18 months' duration for the purposes of recruitment to superior posts under the Central Government and PSUs. ISTD's Diploma (T & D), is also approved by the 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 has been designated as the National Nodal agency to 'Testing and Certification' of Skilled Workers in the organized and unorganized sectors.

ISTD hosted the four IFTDO World Conferences in New Delhi during 1975, 1994, 2004 and 2013.

ABOUT D K INTERNATIONAL FOUNDATION



Dev Kusum International Foundation is a non-profit setup to aid professionally dependable and credible conduct of speech, behaviour and performance. It promotes constructive network for individuals, organizations and social entities. Brought into being by a set of world class professionals, it's in the ninth year of existence and has made its mark in the profession. It is known for its research oriented and application focused management interventions and consulting.. Organizations such as Association of Business Executives, UK, Corporation Bank, Power Grid Corporation Ltd, GAIL, SAIL, Bank of India, RITES, Bahrain Institute of

Hospitality Management, AIMA, Central Bank of India, NALCO, RCF, TCS have made use of expertise of professionals associated with DKIF.

DKIF is widely networked internationally and anchors the publication of an annual publication called "Drishti". It has a cell devoted to instructional material development and publications. It has served as a knowledge partner to major national and international efforts.

Further details about ISTD and D K International Foundation can be obtained from its website: www.istd.co.in and www.dkifoundation.org respectively.

In case of any queries please write to the Director, ISTD at the following address:

Indian Society for Training & Development

"Training House"

B-23, Qutab Institutional Area,

New Delhi-110016

Tel: 011-26519498, 26867710, 26857157, 26524509, 26624513

Fax: 011-26867607

E-mail : istd@nic.in / istdtrg@airtelmail.in

Website : www.istd.co.in

NOMINATION FORM

**Residential Programme
on
TRAIN THE TRAINER**

Last date for
Registration:
25th, February, 2016

Dates: March 3- 5, 2016

Venue: Hotel Madhuban, 97, Rajpur Road, Dehradun, Uttarakhand 248001

Name of the Organisation

Address

Tel. Off Fax No. E-mail

Send Correspondence to

PARTICIPANTS (IN BLOCK LETTERS)

FIRST NOMINATION

Name

Designation

Tel. Off Fax No. E-mail Tel. Res.

SECOND NOMINATION

Name

Designation

Tel. Off Fax No. E-mail Tel. Res.

Enclosed Cheque/Draft No. dated for Rs.
on (Please indicate name of Bank)

Please send Cheque/Draft (non-refundable) payable to :

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT, NEW DELHI

Please mail this form to:

Shri S C Bahuguna

Director

Indian Society for Training & Development
Training House, B-23, Qutab Institutional Area,
New Delhi-110016

Ph. : 011-26519498, 26867710, 26857157

Fax : 011-26867607

E-mail : istd@nic.in, istdtrg@airtelmail.in

Website : www.istd.co.in

Signature

Name

Designation.....