

9/28/2020

# TRAIN THE TRAINER PROGRAMME

ONLINE 20 HOUR INTENSIVE  
PROGRAMME



**Administrative Staff College of India**  
*Leadership through Learning*

**September 28-30, 2020**



**Prof Swarnalatha**

ADMINISTRATIVE STAFF COLLEGE OF INDIA

# **TRAIN THE TRAINERS PROGRAMME**

**(September 28 – 30, 2020)**

**Duration: 20 hours**

## **CONTEXT**

Effective delivery of training is emerging as a key competency required for executives to grow in the organization and ensure effective performance. Experience and skills are necessary for high quality training delivery. However, these in isolation are not sufficient for ensuring effectiveness of training programme. Training design and delivery require ability to effectively communicate with the participants, understand learning orientations of the individuals and building training climate conducive to internalization of learning. The proposed programme is designed to help participants in developing above-mentioned skills.

## **OBJECTIVE**

The programme focuses on providing training design and delivery skills to the executives. It has following objectives:

1. Understanding individual strengths and weaknesses for being effective trainer
2. Acquire competencies required for being an effective trainer and understand intricacies involved in training delivery
3. Build an individual action plan for further developing knowledge, skills and attitudes required for being effective trainer.

## **PROGRAMME CONTENTS**

- Competency assessment of the participants
- Learning Principles
- Training need analysis
- Training Design
- Defining Training Objectives
- Training Climate & Trainer's Styles
- Effective Training Methods
- Listening Skills
- Interpersonal Communication
- Presentation & Delivery Skills
- Use of training tools and aids
- E-learning and self directed learning

- Skill Practice
- Evaluating Training Effectiveness
- Action Planning

## METHODOLOGY

Learning will be through participative lectures, experience sharing and group discussions. Skills practice will be essential part of the programme and would be video recorded to provide individual feedback and coaching to the participants.

Contours of Programme Delivery / Pedagogy

- ✚ Online Lectures
- ✚ Case Study Discussions
- ✚ Theme-based Group Discussions
- ✚ Role-Plays
- ✚ Experience Sharing Sessions
- ✚ Best practices relating to the program theme(s)
- ✚ Individual / Group Business Projects

**Participant Profile:** All Executives, HR practitioners, Line Managers, involved in training and development initiatives of their organizations.

*Organisational sponsorship is essential*

### **Duration:**

The programme duration is from September 28 – 30, 2020.

### **Programme fee:**

A fee of Rs. 30,000/- (plus GST as applicable, presently 18%) per participant would be charged for 20 hours of online training.

*(The fee is inclusive of all reading material, PowerPoint presentations and hands-on exercises which will be conducted during the course. Besides, ASCI will offer a life-time membership card on completion of the course through which they can have access to the library at Hyderabad.)*

Note: The fee must be credited into our Bank account on or before September 18, 2020. Kindly forward us the details of Bank/Wire transfer of fee payment indicating the to [poffice@asci.org.in](mailto:poffice@asci.org.in) for confirmation.

**Bank details are given below:**

**For Indian Participants :**

Bank Account Number 62090698675  
Beneficiary Name Administrative Staff College of India  
IFSC Code SBIN0020063  
Bank Name State Bank of India  
Branch Address Bellavista Branch, Raj Bhavan Road, Somajiguda,  
Hyderabad - 500 082

**For Foreign Participants:**

Bank Account Number 62090698960  
Beneficiary Name Administrative Staff College of India  
Swift Code SBININBB327  
Bank Name State Bank of India  
Branch Address Bellavista Branch, Rajbhavan Road, Somajiguda,  
Hyderabad - 500 082.  
Nostro Account (Optional) 6550992180

**Last Date for Nomination**

Please use the prescribed/attached form. Last date for receiving nomination form is September 18, 2020. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

**ASCI Alumni Association**

Participants of the College programmes will automatically become members of the ASCI alumni association.

**Certificate of Participation**

The College issues a Certificate of Participation on conclusion of the programme.

Programme Director

**Prof. J. Swarnalatha**  
e-mail: [swarnalathaa.j@asci.org.in](mailto:swarnalathaa.j@asci.org.in)



**ADMINISTRATIVE STAFF COLLEGE OF INDIA**  
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

### Nomination Form

#### Online Train the Trainers Programme (September 28 – 30, 2020)

#### Nominee's Contact Information

Name (Mr/Ms) _____ :	Date of Birth : _____
Designation : _____	Qualification : _____
Organisation : _____	
Address : _____	
Phone(s) : Office: _____ Mobile: _____ Home: _____	
e-mail : _____	Fax : _____

#### Sponsors Details

Name of the Sponsoring Authority: _____ :	Designation: _____
Organisation : _____	
GSTIN Number : _____	
Address : _____	
	Pincode : _____
Phone(s) : Office: _____ Mobile: _____	
e-mail : _____	Fax : _____

#### Fee particulars

Amount Payable :	Mode of Payment :
Name of the Bank :	Date of Instrument/Transfer :
Instrument Number :	UTR Number for NEFT

#### Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Srinivas Yadav, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in