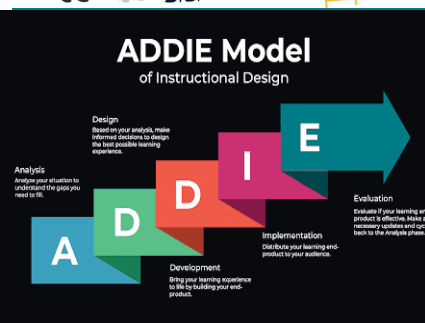


Programme on Train the Trainers - Master Trainers Course (September 08-12, 2025)



PROGRAMME OVERVIEW

The Train the Trainers programme is designed to build the core competencies required to effectively design, deliver, and manage training programmes for adult learners in professional settings. The course equips participants with the necessary knowledge, tools, and techniques to enhance learning impact, manage diverse learner profiles, and foster engaging training environments.

Drawing on contemporary instructional design models, the programme emphasises a learner-centric approach, ensuring that trainers are prepared to address the evolving needs of today's dynamic workplace. Participants will develop skills in facilitation, assessment, curriculum development, and integrating innovative training technologies. The programme aims to build confident, ethical, and impactful trainers who can contribute significantly to organisational learning and development.

OBJECTIVES

- ◆ **Enhance Training Delivery Skills:** Develop effective presentation, facilitation, and audience engagement techniques.
- ◆ **Apply Adult Learning Principles:** Understand and apply the principles of adult learning to design impactful learning experiences.
- ◆ **Design and Develop Effective Curricula:** Learn to structure and customise training programmes based on learner needs and learning objectives.
- ◆ **Master Training Needs Assessment and Evaluation:** Gain skills to assess training needs and evaluate outcomes using structured feedback and assessment tools.
- ◆ **Strengthen Facilitation and Communication Skills:** Cultivate techniques for managing group dynamics and fostering interactive learning.
- ◆ **Manage Physical and Virtual Classrooms:** Explore strategies for effectively managing training environments across delivery modes.
- ◆ **Cater to Diverse Learning Styles:** Adapt content and methods to accommodate varying learning preferences and abilities.
- ◆ **Leverage Technology in Training:** Utilize digital tools and platforms to enhance delivery and learner engagement.
- ◆ **Develop Coaching and Mentoring Abilities:** Guide learners through personalised support and developmental feedback.
- ◆ **Foster Confidence and Continuous Improvement:** Build self-assurance and promote lifelong learning through self-reflection and peer feedback.

CONTENT

Day I: Foundations of Adult Learning and Programme Design

1. Adult Learning Principles
 - ▶ Understanding theories and principles of adult learning
 - ▶ Characteristics and motivations of adult learners
 - ▶ Application of pedagogical principles in training design
2. Training Design and Development
 - ▶ Setting clear learning objectives
 - ▶ Conducting practical training needs assessments
 - ▶ Structuring curriculum and developing instructional materials
 - ▶ Incorporating active learning strategies and adaptive techniques

Day II: Facilitation and Instructional Design

3. Training Delivery and Facilitation
 - ▶ Enhancing presentation and communication skills
 - ▶ Engaging learners and managing group dynamics
 - ▶ Facilitating discussions and interactive learning
 - ▶ Addressing challenges and managing difficult participants
4. Instructional Design Models and Methods
 - ▶ Overview of models such as ADDIE and SAM
 - ▶ Identifying performance gaps and sequencing content
 - ▶ Developing engaging materials and selecting appropriate training methods
 - ▶ Integrating multimedia and digital learning resources

Day III: Evaluation and Logistics

5. Assessing Learning and Evaluation
 - ▶ Designing formative and summative assessments
 - ▶ Gathering and analysing participant feedback
 - ▶ Measuring training effectiveness and outcomes
 - ▶ Using insights for continuous improvement
6. Managing Training Logistics and Resources
 - ▶ Planning and coordinating training sessions
 - ▶ Managing time and resources efficiently
 - ▶ Selecting venues, tools, and ensuring inclusive environments

Day IV: Continuous Learning and Development

7. Professional Development and Continuous Learning
 - ▶ Identifying opportunities for skill enhancement
 - ▶ Creating individual development plans
 - ▶ Staying current with industry best practices

- ▶ Collaborating and networking within the training community
- ▶ Incorporating feedback into professional growth

Day V: Ethics, Business Acumen, and Trainer as Consultant

- Ethical and Legal Considerations
 - ▶ Upholding ethical standards in training
 - ▶ Ensuring confidentiality and respect for learners
 - ▶ Promoting diversity, inclusion, and cultural sensitivity
 - ▶ Complying with legal and organisational policies
- Business Skills for Trainers
 - ▶ Managing client and stakeholder relationships
 - ▶ Writing training proposals and negotiating contracts
 - ▶ Promoting training services and personal branding
 - ▶ Budgeting and financial planning for training programmes

METHODOLOGY

The programme adopts an interactive, practice-driven approach to adult learning, featuring:

- ◆ Real-time simulations, case studies, and role plays
- ◆ Group discussions and collaborative learning
- ◆ Trainer-led demonstrations and peer-to-peer teaching
- ◆ Feedback loops and self-reflection exercises
- ◆ Hands-on exposure to instructional design tools and technology

FACULTY

Prof Swarnalatha Jagarlapudi

A distinguished academic and accomplished HR professional, Prof Swarnalatha brings over 36 years of experience in the public and private sectors. She holds an MPhil in Industrial Psychology from TISS, Mumbai, and several advanced Master's degrees in Applied Psychology, Criminal Law, Forensic Science, HR, International Business, Economics, Mass Communication, and Foreign Trade.

Renowned for her strategic insights and practical leadership, she has successfully designed and delivered impactful training programmes in government, banking, finance, IT, and manufacturing sectors. Her certifications—from NLP Practitioner and Stress Management Professional to Internal Auditor—reflect her commitment to excellence and continuous learning. She currently serves as a Professor of Human Resource Management.

PARTICIPANT PROFILE

Ideally, this programme suits HR professionals, corporate trainers, learning and development specialists, and senior or middle-level executives from the private sector, public enterprises, and government departments. It is particularly beneficial for those responsible for designing and delivering training programmes, facilitating workshops, or managing learning and development initiatives within their organisations.

Organisational sponsorship is essential

VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The college does not provide accommodation for the family. The college is Wi-Fi enabled in a comprehensive way.

DURATION

The programme duration is 5 days starting from **September 08-12, 2025**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Residential Fee: Rs. 69,500/- (US \$ 1086 for foreigners) plus GST as applicable (presently 18%) per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential Fee: Rs. 59,500/- plus GST as applicable (presently 18%) per participant. The fee covers tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the Programme fee for three or more participants from the same organisation will be given, provided the payment is credited into our Bank account before **September 04, 2025**.

Note: Kindly forward us the details of Bank / Wire transfer of fee payment indicating the **Programme Code (Prg/25-26/1/ 59)** e-mail to: **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

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.



For Foreign Participants:

Bank Account Number 62090698675
 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.
 Country India

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **August 25, 2025**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

September 01, 2025. Any withdrawals after this date will entail forfeiture of fee paid, if any.

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

Email: swarnalathaa.j@asci.org.in



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,
 Hyderabad - 500 082, India.

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Mobile: 9246203535, Phone : 0091-40-66534247

Fax : 0091-40-66534356

College Park Campus

Road No. 3, Banjara Hills,
 Hyderabad - 500 034.

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Fax : 040-66720725

Delhi Campus

C-24, Institutional Area

South of IIT, Behind Qutub Hotel

New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850

www.asci.org.in

Nomination Form

Programme on

Train the Trainers - Master Trainers Course

(September 08-12, 2025)

Nominee's Contact Information :

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

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN No. :	_____
Address :	_____
	_____ Pincode : _____
Phone(s) :	(Off) : _____ (Mobile) : _____
e-mail :	_____ Fax : _____

Fee Particulars

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

Medical Insurance

Name of the Insurance Agency	Policy Number	Validity upto
Note : Coverage should be available in Hyderabad, India		

Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Sreenivasa Reddy, 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