



asci
Leadership through Learning

Programme on

Train the Trainers - Master Trainers Course

(October 14-18, 2024)



Administrative Staff College of India
(*accredited as उत्कृष्ट by Capacity Building Commission, GoI*)

PROGRAMME OVERVIEW

The "Train the Trainers" programme is designed to equip individuals with the necessary knowledge, skills and techniques to effectively deliver training sessions and facilitate learning for others. The programme aims to enhance the capabilities of trainers and enable them to create engaging and impactful learning experiences.

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.

CONTENT

1. Adult Learning Principles:

- ◆ Understanding adult learning theories and principles
- ◆ Recognizing the characteristics and motivations of adult learners
- ◆ Applying andragogy principles in training design and delivery

2. Training Design and Development:

- ◆ Setting clear learning objectives
- ◆ Conducting training needs assessments
- ◆ Designing effective training programs and curriculum
- ◆ Developing instructional materials and resources
- ◆ Incorporating active learning strategies and techniques
- ◆ Adapting training to different learning styles and preferences

3. Training Delivery and Facilitation:

- ◆ Effective presentation and communication skills
- ◆ Engaging participants and managing group dynamics
- ◆ Facilitating discussions and interactive activities
- ◆ Using questioning techniques to stimulate learning
- ◆ Creating a positive and inclusive learning environment
- ◆ Addressing challenges and handling difficult participants

4. Instructional Design Models and Methods:

- ◆ Overview of instructional design models (e.g., ADDIE, SAM)

- ◆ Analyzing training needs and identifying performance gaps
- ◆ Developing training materials and instructional strategies
- ◆ Sequencing and organizing content for effective delivery
- ◆ Selecting appropriate training methods and activities
- ◆ Incorporating technology and multimedia resources

5. Assessing Learning and Evaluation:

- ◆ Designing assessments and evaluation methods
- ◆ Conducting formative and summative assessments
- ◆ Collecting and analyzing feedback from participants
- ◆ Measuring training effectiveness and impact
- ◆ Using evaluation data to improve training programs

6. Managing Training Logistics and Resources:

- ◆ Planning and organizing training sessions
- ◆ Selecting suitable training venues and equipment
- ◆ Managing time effectively during training sessions
- ◆ Utilizing available resources and materials
- ◆ Ensuring a safe and inclusive training environment

7. Professional Development and Continuous Learning:

- ◆ Identifying opportunities for personal and professional growth
- ◆ Developing a professional development plan
- ◆ Engaging in continuous learning and staying updated with industry trends
- ◆ Networking and collaborating with other trainers
- ◆ Reflecting on training experiences and seeking feedback for improvement

8. Ethical and Legal Considerations:

- ◆ Understanding ethical considerations in training delivery
- ◆ Respecting confidentiality and privacy of participants
- ◆ Complying with relevant laws and regulations
- ◆ Promoting diversity, inclusion, and cultural sensitivity

9. Business Skills for Trainers:

- ◆ Managing client relationships and expectations
- ◆ Proposal writing and contract negotiation
- ◆ Marketing and promoting training services
- ◆ Financial management and budgeting for training programmes

PARTICIPANT PROFILE

HR professionals, trainers, senior and middle level executives of private sector, public sector and government departments.

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 **October 14-18, 2024**. 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, courseware (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 **October 11, 2024**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/88)** 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

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 **September 30, 2024**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

October 07, 2024. 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

e-mail: swarnalathaa.j@asci.org.in

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.



ABOUT ASCI

ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,69,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2024-25.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



Administrative Staff College of India

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

Telefax (Programmes Office) : 0091-40-23324365

Mobile: 9246203535, Phone : 0091-40-66534247

Fax : 0091-40-66534356

College Park Campus

Road No. 3, Banjara Hills,

Hyderabad - 500 034.

Tel: 040-66720700 / 01 /02 /05

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



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

Nomination Form

Programme on

Train the Trainers - Master Trainers Course

(October 14-18, 2024)

Nominee's Contact Information :

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____ Home : _____
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