

TRAINING FOR TRAINERS



Coordinator

Dr. Rabindra Kumar Pradhan
Associate Professor

Important Dates

Last date for receiving application:

1 November 2015

Intimation to Participants: 2 Nov. 2015

Course Dates: 13-15 November 2015

Time: 9am-5pm

Venue: Seminar Room, Department of Humanities and Social Sciences, IIT Kharagpur-721302, India

Course Overview & Objectives

In today's competitive world, it is essential to maintain the efficiency and effectiveness of business organizations to perform upto the optimum level. People and organizations are the two sides of the same coin. One does not exist without other. However, people are the basics of all organizations. If they are not managed properly, organizations will soon become defunct. Many management thinkers say that organizations are suffering from lack of productivity and performance due to mismanagement of its people, talents, and resources. These people, talents, and resources constitute the human capital or human resource of any business organization. Training plays a major role in maintaining the efficiency and effectiveness of people working in organizations. It not only imparts technical training but also helps in shaping the career of employee in organizations. Training is indeed an indispensable factor in running an institution, a business, a hospital, or an enterprise. It has been the success mantra to

- Impart new skills
- Managing mistakes and improving performance
- Reengineering the old knowledge and
- Preparing people for undertaking new responsibility
- Discharge of duty effectively

Training has been a buzz word since 1985 when the first HRD ministry was formulated in India in the cabinet of the then Prime Minister of India. During the same time period India witnessed heavy global competition by introducing the LPG model of business in India. This programme is designed to train the future trainer who can transform next generation people and organization.

Course Contents

- What is training?
- Why training is required?
- Need for training
- How training is imparted?
- Identifying training needs
- Training soft skills
- Competency mapping & Feedback
- Designing & Developing Training Programme
- Evaluation of the Training Effectiveness
- Where do you go from here?
- Is it the beginning of the End

Faculty: Faculty from I.I.T. Kharagpur and some experts from other reputed institutes and industries will deliver lectures in this programme.

Pedagogy: Lecture through audio-visual presentation, simulation, structure exercise, Group discussion, games, case analysis, and with interactive-brain storming sessions

Accommodation: Paid accommodations are available on prior request

Certificate: Each of the participants will receive a certificate from the Dean, Continuing Education, IIT Kharagpur on completion of the programme.

Location

IIT Kharagpur is 5 km distance from Kharagpur railway station. The nearest airport is the NSCB international airport, Kolkata and the distance is approximately 150km distance from Kharagpur. It takes around 2.5hours on road journey. Trains are available in every 30 minutes to Kharagpur from Kolkata.

Course Fee:

Academic Faculty: Rs. 8,000,
NGO Executives/ Private Practitioners: Rs.10,000/-
Industry Participants: Rs. 15,000/-
Foreign Participants: Rs.30, 000/-
Participants are required to prepare a Demand Draft of the course fees in favour of **CEP-STC, IIT Kharagpur**, payable at Kharagpur from a nationalized bank. Participants can directly deposit to IIT Kharagpur Account.

Service Tax applicable on the above course fees.

Account Name: CEP-STC, IIT Kharagpur
Account Number: 95562200002955
Bank Name: SYNDICATE BANK
Bank Branch Name: SRIC, IIT KHARAGPUR
(Branch Code: 9556)
IFSC Code: SYNB0009556 (used for RTGS and NEFT Transactions)
Swift Code: SYN BIN BB 120
PAN: AAAJ10323G

Course fees include tool kit and other course materials only. Accommodation and food will be charged separately.

No of Participants: 30

Qualification: Graduation /Post Graduation

How to Apply: Interested participants should download and submit the completed application form in a prescribed format given below, which is available online or a hard copy to the coordinator at coordinator's mailing address.

Mailing Address

Dr. Rabindra Kumar Pradhan,
Course Coordinator, "Training for Trainers"
Dept of Humanities and Social Sciences,
Indian Institute of Technology Kharagpur- 721302,
West Bengal, India
Telephone: 03222-282346 (O)
03222-282347 (R)

Mob: 9434703900

Fax: 03222-255303/282280

Email: rkpradhan@hss.iitkgp.ernet.in
rabi2020@gmail.com

About the Coordinator:

Dr R K Pradhan is a well known Trainer in India in the field of OB & HR. He has received the Best Trainer Award-2012, from ISTD Hyderabad Chapter and Best Teacher Award-2013 from ISTD, Kolkata for his outstanding contribution towards HR Training & Development. His diverse exposure and interaction to a wide spectrum of people and organizations such as in Military, Academics, Industry and NGO has brought in a multi - faceted expertise to impart and deliver impactful training to motivated and capable trainers to become Master Trainers.

Besides, Dr. Pradhant has published 04 book and 50 research articles in reputed journals, magazines, news papers. He is a member of several professional bodies and Associations such as ISTD, NHRDN, APA, IAAP, IACCP, NAOP, IScC, etc.

Application Form
Management Development Programme
On "Training for Trainers"
(13-15, Nov 2015)
Indian Institute of Technology Kharagpur

Name: _____

Designation: _____

Name of the Institution / Organization: _____

Address for Communication: _____

Qualification: _____ Phone

No: _____ (O) _____ (R)

Mobile No: _____

Fax No: _____

Email: _____

Details about the Demand Draft: _____

Draft number & Date, Amount (In Rupees): _____

Date: _____ **Signature of the Applicant**

Approval for Candidates/Sponsorship

We approve the above applicant as a candidate/sponsor the above applicant for the MDP on "Training for Trainers" during 13-15 November 2015 at IIT Kharagpur.

Date: _____ **Signature and seal of the Approving / Sponsoring Authority**