

MANAGEMENT DEVELOPMENT PROGRAMME
On
TRAINING FOR TRAINER



Organized by

Dept of Humanities and Social Sciences
Indian institute of Technology Kharagpur

Course Coordinator

Prof. Rabindra Kumar Pradhan

Course Dates: 18-20 September 2013

Time: 9am - 5pm

Venue: Seminar Room, Dept of HSS

Overview and Objective of the Course

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 Content

- What Is Training?
- Why Training Is Required? (Need For Training)
- How Training Is Imparted?
- Identifying Training Needs
- Training Soft Skills And Interpersonal Skills
- Competency Mapping & Feedback
- Designing & Developing Training Programmes
- Evaluation Of The Training Effectiveness
- Where Do You Go From Here?
- Is It The Beginning Of The End?

Pedagogy

Lecture through audio-visual presentation, Simulation, Structure exercise, Group discussion, Management games, Case analysis, Role plays, and interactive-brain storming sessions.

Faculty

Experienced faculty from IIT Kharagpur and some experts from industry will be involved in this programme to enrich and educate the participants on various topics covered within the scope of the programme.

Location:

Kharagpur is an important Railway junction station and is well connected to almost all parts of the country. The Institute is about 5 Kms. away from Kharagpur Railway Station. Taxis, Auto-rickshaws, cycle rickshaws are available as transport. The nearest airport is NSCB International Airport, Kolkata. This is approximately 130kms away from IIT Kharagpur and takes around 2.30hrs of road journey.

Course Fee

Academic Faculty: Rs. 6,000/;

Student: Rs. 5000,

Industry Participants: Rs. 10,000/;

Foreign Participants: Rs.15, 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.

Course fees may be directly paid as per the following details:

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

Course fees include tool kit and course materials. Extra payment is required for accommodation and food.

Accommodation: Participants can avail accommodation facilities in our guest house on advance booking on payment basis with prior request (10 Days) to the coordinator of the programme.

1. AC Twin sharing: Rs.400/- at VGH and Rs. 1100 at NGH per day, per bed.
2. AC Single Rome: Rs 300/- at VGH and Rs. 900/- at NGH per day, per room.
3. Dormitory 3 bedded and 6 bedded Rs. 100/- per day per bed.

Minimum Qualification

Graduation/Post Graduation

Certificate

Each of the participants will receive a certificate from the office of the Dean, Continuing Education, IIT Kharagpur on successful completion of the course.

How to Apply

Interested participants may type/ 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
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

Important Dates

Last date for receiving application: 10th Sept 2013
Intimation to Participants: 11 Sept 2013
Course Dates: 18-20 Sept 2013

Application Form MANAGEMENT DEVELOPMENT PROGRAMME On

Training for Trainer

(18-20 Sept. 2013)

Organized by Dept of HSS, IIT Kharagpur

1. Name:
2. Age:
3. Sex:
4. Work Experience
5. Designation:
6. Name of the Institution /Organization:
7. Address for communication:
8. Highest academic qualification:
9. Phone No:
10. Fax No.:
11. Email:
12. Details of DD: DD Amount: -----
DD No.: -----; Issuing Branch: -----
-----Date of Issue: -----;

Date: _____ Signature of Applicant

Approval for Candidates/Sponsorship

We approve the above applicant as a candidate/ sponsor for the management development programme on "Training for Trainer" being organized by dept of Humanities and Social Sciences IIT Kharagpur during 18-20 Sept 2013.

Date: _____ Signature and seal of
Approving/Sponsoring Authority