

Training Of Trainers for Development Organisations

A Joint program of ISTD & XIMB

Introduction

Training and development activities in an organization are typically directed at augmenting and enhancing the knowledge, skills and abilities of the employees. However, training activities are often viewed as boring, irrelevant and a waste of time. Training departments are beginning to realize that people do not learn effectively by passively consuming information. It is a waste of resources and yields low return on investment.

However, training is a vital process for any organisation. Continuous learning is essential for employees to remain effective performers. Moreover, training and learning must be closely aligned with the goals of the organization and enable their effective and efficient achievement.

Therefore, training needs to move to a new paradigm where the participants learn in an environment that is fun, collaborative and stimulating. The trainer becomes a facilitator and partner in the journey of learning, and the process becomes learner-centered. This leads to training sessions becoming multi-layered, interactive, completely efficient and energizing learning experiences for the participants.

This calls for a very thoughtful design and scientific planning of the training process. It has to have clear objectives and be able to ignite excitement and enthusiasm among the participants. Training should prompt them to feel good about themselves and the organization, thus building a good relationship between the two. It should also optimize the training environment and training programs to achieve outstanding learning results.

Objectives

Participants will

- Be introduced to the changing organizational environment and the need for Participant-centered Training Interventions and Training Technologies.
- Understand the principles of adult learning and learn to apply those principles in a wider context of learning.
- Learn to develop an interactive training design with suitable Training Need Assessment & Analysis prompting consideration of training objectives, and appropriate selection and use of training methods.
- Practice relevant skills to become high impact trainers.
- Learn to design effective training evaluation to assess the impact of training on individuals and the organisation.

Coverage

- **Understanding Participant-centered learning:**
 - The Organisation and Training.
 - Training, Facilitation and Coaching.
 - Learning Theories, Styles & Adult Learning Principles.
- **Needs Analysis- From Performance Gaps to Objectives:**
 - Building a foundation for the training design & training processes.
- **The Trainers' Tool kit & Training Methodology:**
 - Traditional & Innovative Training methods.

- o Experiential Learning - Activities That Teach.
- o E-Learning Tools and Methods.
- **Key principles in designing and Facilitating training:**
- o Training aids and Room Layout
- o Characteristics of Exceptional Trainers:
- o Issues in training:
- **Training Monitoring and Evaluation:**
- o Evaluating Effectiveness of Training.
- o The Training Monitoring Tool Kit.
- o Cost and Benefits of Training- An analysis.
- **Training Follow up:**
- o Transfer of Learning to the Workplace.

Methodology

The training process will focus on both theoretical understanding and actual practice. The program shall be covered in an interactive and experiential manner, and will include case discussions, role plays, presentations, and lecture sessions. It will include individual as well as group work sessions. Emphasis will be on internalization of the concepts that are discussed.

Expected Outcomes

Participants will develop a critical understanding of the issues involved in Training and Development from a human resource development perspective of the organisation.

- They will become more effective master trainers, having knowledge of the latest training technologies and tool kits for high result oriented Training & development.
- They will be able to develop training design and interventions appropriate for the organization, building sustainability.

Expected Participants

The course would be useful for Government Officers and Development Practitioners working with NGOs and CBOs, including Panchayati Raj Representatives; Executives from Corporate houses in both Private and Public sectors, who are involved in Training and Development activities.

Programme Director

Dr. Snigdha Pattnaik

Duration

3 days: January 15-17, 2010

Venue

Bhubaneswar