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26.12.2023

**WORKSHOP ON MANAGEMENT OF TRAINING AND TRAINING OF TRAINERS  
AT LEH, LADAKH**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Management of Training and Training of Trainers** is being organized by NAHRD from **25.06.2024 to 28.06.2024** at **Leh, Ladakh**.

Human assets of every organization must undergo regular training in order to be competitive enough to face impromptu challenges in the external as well as internal environment. Strategically investing in your employee's training and development, nurturing their talents, and building their skill sets helps your organization achieve its desired results, enhances your company's culture, and assists your leaders in better managing talent. As a result, Management of Training is important and involves evaluating and prioritizing learning needs, creating and planning staff development initiatives, managing the administration of these programs and their costs, as well as measuring results. The main objective of the present workshop is to develop and apprise Officers' competencies and skills required to be an effective training/HRD personnel. Since they play crucial role in learning and development of the entire organization, it is imperative that their functions are discharged with proper skills as required from case-to-case basis. The present workshop is for the benefit of training managers/trainers, HR Officials, Directors who are handling learning and development in their organizations. It will also be beneficial for officers who wish to be trained as trainers. After participating in the workshop, the officers shall have updated their knowledge and skills in the following areas:

- Overview and Role of Training Function in organizational
- Systematic and competency approach to training and its components
- Training function and role of training managers/Trainers
- Identify organization and individual training needs
- Training Methodology and its Needs Analysis and Reporting
- Well designing and development of training and its lesson plans
- Mastering the delivering key of training strategies commonly used; such as brainstorming, processing/ process checks, role plays, and practice sessions
- Implementation of training
- Giving and Receiving feedback
- Preparation of Lesson Plan
- Acquiring proficiency in commonly used training methods
- Question Handling skills for trainers
- Vendor Management & Budgeting
- Evaluation of Training

## **Workshop Methodology**

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc.

### **Faculty**

**Sh. M. Sethu Ramalingam** is former Deputy Director of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is one of the eleven Master Trainers in the country as accredited by Department of Personnel & Training, Government of India. He has conducted a large number of courses on training of techniques including International Training of Trainers Program. He was also decorated with Commendation by the Chief of the Army Staff during his service in the Army Headquarters. He has also served as Training Expert to Government of Mauritius for more than one year under the Indian Technical and Economic Co-operation Scheme of the Ministry of External Affairs, Government of India. He has trained a number of officers on Train the Trainer and Management of Training Programs for a number of reputed institutes such as SVP National Police Academy Hyderabad, Lal Bahadur Shastri National Academy of Administration, Defence Headquarters Training Institute, Institute of Secretariat Training & Management and many more.

**Sh. Yogesh Dwivedi** is former faculty member, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He has served with various government departments such as ISTM, Ministry of Defence etc. He is a DOPT certified trainer on Management of Training and Direct Trainers Skills. He is a regular faculty on the present subject.

**Sh. K.S. Kumar** is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a renowned trainer in the field of Training of Trainers, Design of Training, Management of Training, Systematic Approach to training. He is a regular faculty on Management of Training and Training of Trainers.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of various organizations that includes but not limited to Ministry of Agriculture, Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India (RBI), Securities & Exchange Board of India (SEBI), Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, State Bank of India, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export-Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Bharat Dynamics Ltd. and many more.

### **Participation Fee:**

Residential (Single Occupancy) –Rs. 64,000/- plus GST @ 18% per participant

Residential (Twin Sharing) –Rs. 55,000/- plus GST @ 18% per participant

Non- Residential- Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

**Venue:** Hotel Ladakh Himalayan Retreat/ Chansta, Fort Road, Leh, Ladakh-194101

**Check In-** 25.06.2024 (11:00 A.M.)

**Check Out-** 29.06.2024 (08:00 A.M.)

The workshop will commence at 9:30 A.M. on 26.06.2024 and will conclude at 5:30 P.M. on 28.06.2024. In case of non-availability of Ladakh Himalayan Retreat/ Hotel Chansta as on date of nomination, arrangements shall be made in some other property closer to the venue.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **10.06.2024**.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD