

Ref: MOT/12/24

04.03.2024

WORKSHOP ON MANAGEMENT OF TRAINING AND TRAINING OF TRAINERS
AT PORT BLAIR, A&N ISLANDS

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., 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 **11.12.2024 to 14.12.2024 At Port Blair, A&N Islands.**

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 and 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, role-plays etc.

Faculty

Sh. M Sethu Ramalingam is a former Deputy Director (Vigilance) of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. His previous postings were Deputy Chief (Legal) in CERC and Law Officer in Ministry of Defense. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers of Central Government, State Governments and Public Sector Undertakings. He has also drafted **“Handbook for Inquiry Officers & Disciplinary Authorities- 2013”** on behalf of Government of India. He is also practicing as an Advocate at Central Administrative Tribunal and Hon’ble High Court of Delhi.

Sh. K.S. Samarendra Nath is a former Director, Ministry of Steel, Government of India. He is a member of the Central Secretariat Services having finance as educational background from various reputed institutes such as SRCC, University of Delhi; National Institute of Financial Management etc. He was a faculty member with Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Government of India over a period of 12 years. In addition, he is having 22 years of experience in finance wing of Ministry of Power and Ministry of Urban Development. He is also a National Facilitator on Ethics & Value in Public Governance by Department of Personnel & Training. He is a regular faculty on Ethics, Public Procurement, Audit, Right to Information Act and many more Financial and Administrative matters.

Other faculty members having experience on the subject will be invited as Guest Faculty

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Reserve Bank of India, Securities & Exchange Board of India, National Housing Bank, LIC of India, Bank of Baroda, State Bank of India, Punjab National Bank, NABARD, HUDCO, SIDBI, Syndicate Bank, IDBI Bank, General Insurance Corporation of India, EXIM Bank, New India Assurance Co. Ltd., Federal Bank, Allahabad Bank, Andhra Bank, Bank of Maharashtra, Corporation Bank, Dena Bank, Indian Bank, Indian Overseas Bank, UCO Bank, ECGC Ltd., Agriculture Insurance Company of India Ltd., Power Finance Corporation Ltd., Vijaya Bank, Coal India Ltd., Engineers India Ltd, FSSAI, Indian Oil Corporation Ltd., Bharat Petroleum Corporation Ltd., Dedicated Freight Corridor Corporation of India Ltd., Oil & Natural Gas Corporation (ONGC), New Space India Limited, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Maharashtra Metro Rail Corporation, Balmer Lawrie Company Limited, IREDA, Dredging Corporation of India Ltd., TIFAC, Bharat Dynamics Ltd., IFCI Ltd., UTI Infrastructure Technology & Services Ltd. (UTIITSL) and many more.

Participation Fee:

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 60,000/- plus GST @ 18% per participant

Non- Residential- Rs. 45,000/- 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 Sentinel / Peerless Resort, Port Blair, A&N Islands: 744101

Check In- 11.12.2024 (12:00 P.M.)

Check Out- 15.12.2024 (09:00 A.M.)

The workshop will commence at 9:30 A.M. on 12.12.2024 and will conclude at 5:30 P.M. on 14.12.2024. However, there will be an introductory session on 11.12.2024 after all participants have reported at the venue. In case of non-availability of rooms at the venue as on date of nomination, arrangements for stay shall be made in another property.

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 the 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:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

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. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at points of boarding and arrival. NAHRD shall not be responsible for the same. In addition, NAHRD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

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 **27.11.2024**.

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