

Ref: MOT/05/26

17.11.2025

WORKSHOP ON MANAGEMENT OF TRAINING AND TRAINING OF TRAINERS
AT GANGTOK, SIKKIM

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 **17.05.2026 to 20.05.2026** at Gangtok, Sikkim.

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 Giving and Receiving feedback
- Preparation of Lesson Plan
- Acquiring proficiency in commonly used training methods
- Question Handling skills for trainers
- Vendor Management & Budgeting

Workshop Methodology

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

Subject Experts having practical working knowledge and experience on the subject will be invited as faculty for the present workshop.

NAHRD's workshops have consistently received strong appreciation from senior officers and professionals across a wide spectrum of Ministries, Regulators, PSUs, Financial Institutions, and Academic Bodies. Participants have included officers from key Ministries such as Agriculture, Road Transport & Highways, and Commerce & Industry; premier regulators including the Reserve Bank of India (RBI), Securities and Exchange Board of India (SEBI), and TRAI; leading PSUs such as Coal India Ltd., Indian Oil, BPCL, ONGC, NHPC, HAL, and Bharat Dynamics Ltd.; major banks and financial institutions including State Bank of India, Bank of Baroda, Punjab National Bank, NABARD, EXIM Bank, and IDBI Bank; as well as renowned institutions like IITs, NITs, IIMs, Delhi University, and national bodies such as ISRO, Election Commission of India, DMRC, and BSF. This wide and diverse participation underscores NAHRD's credibility, relevance, and trusted role in capacity building across the public sector ecosystem.

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. 50,000/- 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: 4-star property at Gangtok (details will be provided one week before the workshop)

Check In- 17.05.2026 (02:00 P.M.) **Check Out-** 21.05.2026 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 18.05.2026 and will conclude at 5:30 P.M. on 20.05.2026. However, there will be an introductory session on 17.05.2026 after all participants have reported at the venue. In case of non-availability of rooms at training 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 Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. **A/c No.** 8912179265

IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

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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 **28.04.2026**.

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