

"Train the Trainer" Programme for the Employees of KHS Academy, KHS Machinery Pvt. Ahmedabad

Day-1: 24/04/2017			
TOPIC	CONTENT	HOURS	Expert & Date
OUTLINE OF THE TRAINING PROGRAMME	<ul style="list-style-type: none"> Context setting & participant introduction Planning the session flow 	03	Dr. Anupam Mitra
THE ART OF FACILITATION AS A TRAINER	<ul style="list-style-type: none"> Developing your training style Tuning your presentation skills Planning and preparing your training session 		
INSTRUCTION DESIGN FOR TRAINING SESSION	<ul style="list-style-type: none"> Planning the workshop Preparing a lesson plan Writing proper training objectives Assessment of learning objectives. Evaluation of training. 	03	Dr. Anupam Mitra
Day-2: 25/4/2017			
CREATING AN INTERACTIVE TRAINING ENVIRONMENT	<ul style="list-style-type: none"> Your role as an Effective Communicator Using Non-Verbal Communication & effective Body Language Importance of introductions & summaries Managing Question & Answer session Handling difficult situations while delivering training. 	03	Hiral Macwan
EFFECTIVE USE OF PRESENTATION SKILLS	<ul style="list-style-type: none"> Using Visual Aids effectively Changing training styles frequently Practicing the use of case studies in training: Short cases and Harvard-style long cases Practicing the use of role plays in training 	03	Ashwini Joshi & Dr. Anupam Mitra
Day-3: 26/4/2017			
ADULT LEARNING	<ul style="list-style-type: none"> Types of learners Principles of Adult Learning Motivating the adult learner 	03	Parmar Prashant
FEEDBACK MECHANISM	<ul style="list-style-type: none"> Need of feedback Various forms of feedback Working on feedback Overcoming barriers 	03	Parmar Prashant
Venue: TeamLease Skills University Corporate Training Room, Vadodara Tea: 9:45 to 10:00 First Session: 10:00am 1:00pm		Lunch: 1:00pm to 1:45pm Second Session: 1:45pm to 5:00pm Tea break: 3:30pm to 3:45pm	



TeamLease Skills University

Train the Trainer Programme Photographs

