

"COURSE GUIDE"

MANAGEMENT OF TRAINING COURSE FOR TRAINING MANAGERS

INTRODUCTION

The Management of Training Course for the training managers has been designed to facilitate close linkages between training and performance at the work place, through establishment of training function in Government Departments. The course will contribute to development of training function by defining the concept, clarifying the role of training manager and equipping him with necessary knowledge and skills to facilitate systematic linkages between performance problems and training.

AIM

2.0 The Course aims to train training managers for implementation of training policy.

OBJECTIVES

3.0 The objectives of the course are to enable the participants to:

- => Describe the four stages of systematic training.
- => Describe salient features of adult-learning.
- => Describe training function and Role of Training manager.
- => Describe salient features of National Training Policy and its implications,
- => Identify organisational and individual training needs.
- => Enumerate steps involved in the process of conducting TNA, design, development, implementation and evaluation of the training.
- => Frame the "Term of Reference"(TOR) for the conduct of TNA Study, design, development, implementation and evaluation of training programme and review the outcomes with concerned agencies / authorities.
- => Prepare implementation schedules for in-house training activities.
- => Describe importance of ethics in effective performance.

COURSE METHODOLOGY

4.0 The course consist of distance learning phase wherein participants are sent some training related documents with the concept of Systematic Approach to Training and National Training Policy. This is followed by a one week (5 working days) workshop wherein participants will be provided learning opportunities which will include activities concerned with the application of concepts, practice, issues and management of training function in an organisation/Government Department.

5.0 On completion of the workshop participants will be required to complete an agreed individual project for submission to the Course Coordinator. The completed project will be assessed by the course tutor who will assess its technical merit, based on laid down parameters. On successful completion of the project the participants will be awarded a certificate recognised by the Govt. of India from the Institute where they have attended the workshop.

THE WORKSHOP

6.0 The workshop is based on an intensive series of individual and group activities, which require full time commitment for five days. In addition to formal workshop sessions, the participants will be involved in exercises, studies, and group work in the evenings. In order to ensure availability of participants on full time basis, the workshop is preferably residential.

MOT WORKSHOP

DAYWISE SCHEDULE

DAY	TOPIC
I	Registration & Introduction Course Overview Review of Distance Learning National Training Policy - Implications
II	Training and Development Training Function Role of Training Manager Training Needs Analysis
III	Training Needs Analysis Training Design
IV	Training Design Development of Training Materials and Training Aids Training Implementation
V	Training Evaluation Importance of Ethics & Values in Training Project Agreement Valediction