

Diploma in Soft Skills Training & Development



MSME
सूक्ष्म लघु एवं मध्यम उद्यम
Registered



**From a training company of more than 25 years
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International Institute of Training & Management
Helping you Succeed in life



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Diploma in Soft Skills Training & Development

“Train The Trainer” course is designed for aspiring and practicing trainers who want to get certified. It meets the long felt need of a comprehensive curriculum that is practical, guided and monitored by experienced senior trainers with various tips and tricks. It also includes details of how to implement exciting games or activities and usage of new-age Apps to make training sessions more effective and interesting.

This is the only Professional course for Training The Trainers in the country that is designed to meet today's training and manpower development challenges using technology to make the sessions more engaging. It has the flavour of distance learning in which a student attends live classes / sessions from the comfort of anyplace, but is not a correspondence course. This training programme is of **6 months duration** and the **language of delivery is essentially English**. It is a self-paced learning course.

Key objectives

- Help aspiring trainers become professionally qualified
- Contribute to the career development of trainers who want further advancement of their skills
- Assist all such persons in establishing themselves as a trainer by providing them a platform to launch their career

Eligibility Criteria (any one)

- Post-Graduate or equivalent PG Diploma in any discipline (MBA in HR Preferable)
- Professional degree holder like BEd, LLB, MBBS, CA, AICWA, Med
- Graduate or its equivalent Diploma from a recognized university (BE/BTech/BBA/ BCA/BSc/BA/BCom/ LLB)
- Armed Force Officers who have successfully undergone course at NDA/IMA/OIA/Air Force Academy/Indian Naval Academy and veterans from all three wings of defence (Army/ Navy/ Air Force)
- Retired officers of Police Department and Fire Brigade

Enrollment

- Admission and enrollment happen four times in a year - January, April, July and October.
- Applications for admission are accepted in the prescribed form only
- Batches start from the 3rd Monday of the respective months – January, April, July and October, provided it is not a declared holiday

Aspiring candidates are requested to apply in the previous months (i.e. December / March / June / September respectively) in the prescribed form with a non-refundable payment of Rs.300 by NEFT/DD (towards admission processing and administrative charges) before last day of the month of application.

Documents needed for admission – Filled up prescribed application form, self-attested photocopies of certificates of final academic qualification (or scanned copies of the same) by mail, a copy of recent profile picture / passport photograph, scanned full signature in blue colour on a white paper (for those submitting forms and documents online) along with applicable fees.

Instructions for filling the **Admission Form** are given in the form itself. These instructions should be read carefully and complied with by the candidate.

Incomplete application or application not accompanied with the registration fee and course fee or the required documents is liable to be rejected.

In case application is rejected for any reason whatsoever, the amount deposited towards the course fee only shall be refunded. No refund of course fee will be made once the admission is granted.

Registration and Course Fee

Registration is valid for a period of 2 years, provided full course fee has been paid.

Extension of Registration Validity: Extension for a period not exceeding one year may be granted in special cases, provided request for such extension is applied for within 3 months of the date of expiry of the 'Two Years Registration Period'. The extension is effective from the date of expiry of the registration. The extension is subject to payment of re-validation fee of Rs1500/- and fulfillment of such other conditions as may be prescribed by the IITM Diploma Board in this respect

Course Fee

For general students: The course fee for the above mentioned course is **Rs.36,500/-**

Down payment of Rs.9500 and 3 installments of Rs.9000 each as per schedule

OR

At the time of admission a student can pay one time lump sum fee **Rs.32,500/-**

For Senior citizen or ex-service persons The course fee for the above mentioned course is Rs.28,500/-

Methodology:

The main methodology of study is extensive guided research on various modules and formal submission and presentation of research work regularly and sequentially on the topics. Course material for a paper, will be provided after submission of the assignment of that particular paper. This course progresses on **Self-Paced Learning model** with at least 2 contact sessions per module (a candidate needs to submit requisite assignments before proceeding to the next session).

On successful completion of the course, each successful candidate will:

- Be awarded our **globally verifiable** certificate
- 5 standard common modules shared as starter kit at the end of the course
- Opportunity to launch their career as our associate trainer
- New profile creation and sharing with multiple training companies across India
- Trainers' guide for conducting games and activities

Exams and Assignments

There are 8 papers in this course. A candidate needs to submit one assignment per paper explaining the content as understood by the candidate, based on attending contact classes or from other sources of information (as gathered personally). All assignments are to be submitted online and will be strictly checked for plagiarism. The assignments must be accompanied with slides (Impress / PowerPoint).

Candidates have to clear online MCQ type exams on completion of every two papers. Marks allotted per paper will be based on the assignment and score of the exam.

A candidate not satisfied with the marks received in an exam may opt for reappearing in the same exam vide application in prescribed format, along with a re-examination fee of Rs.500/- per paper. Please note, if a candidate appears for re-exam in any paper, the marks received in that paper through re-exam will be considered as his/her final marks, even if it is less than the previous marks. A candidate can re-appear for only 2 chances in any paper.



Main Papers:

Paper 1: Introduction to HRD, OB and Manpower Planning

Concepts of Human Resource Development - Introduction to Human Resource Development; Role and activity of HRD and training specialist. Planning, organizing, executing. Budgeting and controlling of HRD function. Identification of training and development needs. Designing of training and development activities.

Organisational Behaviour- Elements of Organizational Structure, Job Design, Job Evaluation, Organizational culture, Organizational Development, Management by Objectives. Foundation of Group Behavior, Group Dynamics, Communication, Relationship, Power-Conflict, small group Behaviour.

Manpower Planning - Conceptual Framework, Macro and Micro Manpower Planning, Method of Measuring General and Special Abilities and Aptitude. Evaluating Transfer of Learning on the job, Corporate Planning and Manpower Planning, Technological changes and Manpower Planning, Manpower Planning Practices, Manpower Planning Models, Career and Succession Planning.

Paper 2: Adult Learning and Instructional Design

Adult Learning - Concepts of adult learning, how is it different from learning of children or adolescent, understanding the adult mind and psychology.

Instructional Design - Overview of various design models, tools, methods and procedures for initiating a training design project that includes organizational analysis, job and content analysis, training needs and resource analysis, writing and sequencing of functional objectives and performance measures, specifying instructional strategies, assessing relevant characteristics of trainees such as learning orientation and motivation; Taxonomy.

Paper 3: Training Need Analysis (TNA) - Methods & Processes

Understanding TNA, its utility, processes and various methods used. Documentation Processes, analysis.

Paper 4: Training Methods & Delivery and Being a better trainer - 1.

An understanding of various methods of cognitive learning, their strengths and limitations with respect to learning objectives, factors impacting their effectiveness. Training methods like ILT (lecture), Activities and business games, Role Plays, Simulations, using Case Studies, Online Training, Webinar / Video Conferencing (VC).

Out Door Training – easy to execute outdoor games (with instructor guide).

Understanding Self, Values and Attitude, Personality, Perception, Motivation, Interpersonal Dynamics, Interpersonal Relationship, **Life in an era of social media**, **Electronic Media in Interpersonal Dynamics**.

Paper-5: Developing Facilitation and Presentations Skills and Being a better trainer - 2

Understanding of facilitation processes that contribute to retention of learning and its transfer to work place. Classroom facilitation vs out bound facilitation- Dos and Don'ts. Grabbing attention and keeping participants interested, classroom management techniques, handling conflict, being authority.

Techniques of delivering a compelling and persuasive presentation including planning by stating its broad objectives, criteria for measuring success, the three pillars of presentation : managing self, content and audience; debriefing the presentation, analysing performance and feedback.

Develop your language skills in English, articulation skills, live the role, developing power of your subconscious mind, reducing negativity from your thoughts, creation of your public image and lifestyle changes.

Paper-6: Evaluation of Training, in-house Games and Being a better trainer - 3

Methods and approaches to undertaking systematic evaluation of learning interventions; various theories and models of training evaluation and transfer of learning; evaluation through surveys, observation, tests and feedback; data analysis for assessing training results and outcomes at multiple levels and presentation of evaluation results. Return On Investment (ROI) methodology to determine the costs and benefits of training.

Paper-7: Managing Training Process, using Technology - New tools / Apps and starting your own business

This paper will focus on using latest Apps to make a training session more interesting, interactive and engaging. Trainers will be introduced to various apps and tools that can be used for delivery of more engaging session.

It will also introduce to process management and administration of training including preparation of training plans and budget, assessment of resource requirements, criteria for selection of trainers, management of venue and associated facilities etc.; highlight business skills for training administrators such as basic financial skills, budgets and forecasting, outsourcing and vendor management and building institutional collaboration and support.

Paper-8: Training Analytics and Being a better Trainer – 4

This paper will focus on the crucial role of analytics and predictive modeling in training and development and provide perspectives on evaluating the impact of training interventions at multiple levels through application of statistical methods and procedures. It will also provide a broad understanding of the major advances in application of big data in organizational decision-making processes.

Paper-9 (Elective – any one)

Entrepreneurship
Talent Management
Being Future Ready
Gamification and Activities in Training



**Your SUCCESS is all about how many people THANK YOU
for HELPING THEM ACHIEVE THEIR GOALS IN LIFE**



Cert. No. XXXX

International Institute of Training & Management

This is to certify that Mr/Ms **YOUR NAME**
has undergone a training program / participated in a workshop titled
Diploma in Soft Skills Training & Development
of duration **6 months (regular)**
conducted at **Kolkata**

This certificate issued on this **Xxth** day of **Month YEAR** is in recognition of the same

Signature
Director



Signature
Training
Coordinator

This certificate is globally verifiable at <http://www.theiitm.com/certificates.php>



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