****

All India Management Association

Assessment & Certification of Skills & Competencies as **Training Coordinator**

**SKILLS & COMPETENCIES TO BE ASSESSED**

* Program Marketing
* Venue Arrangements
* Coordination with Faculty
* Post Training Report Writing
* Communication Skills
* Training Evaluation
* Preparing Training Plan
* Developing Outline of the Training Program
* Seeking participant nominations
* Knowledge of Training Tools & Methods

**ASSESSMENT & EVALUATION PROCESS**

|  |  |  |
| --- | --- | --- |
| **Section 1** | Written test of 60 minutes duration involving objective type questions and situations related to role of training coordinator | Weightage 70% |
| **Section 2** | Interview and Role Play with a panel of experts for assessing training coordinator skills and competencies. | Weightage 30% |

**Those scoring atleast 50% marks in each section and overall 60% marks would be eligible for certification.**

**ELIGIBILITY Any Professional**

**REGISTRATION PROCEDURE**

1. Download Registration form available on AIMA website <http://resources.aima.in/skill_competency_certification/application_form_actc.pdf>
2. Attach two passport size photographs
3. Complete the Registration Form
4. Attach copies of relevant certificates / evidence in support of eligibility.
5. Submission of the form along with Demand Draft for registration fee.

**Registration Fee: Rs.5000/- and 18% GST payable in favour of All India Management Association. (Please Note that Rs.1000/- will be refunded if in case the applicant is not Certified in the process.)**

1. After the screening of applications, eligible applicants will be informed and intimated for Assessment & Evaluation process.