

# AIMA

The All India Management Association (AIMA) is the national apex body of the management profession in India, since 1957. AIMA is a not for profit, non-lobbying organisation, working closely with Industry, Government, Academia and students to further the cause of the management profession in India.

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Take your  
Trainer Skills to  
the next level....



New Trainer Skills

# TRAIN THE TRAINER

Harnessing Training Skills including Online Training Skills

- 5th - 7th July 2023 (Wednesday, Thursday, Friday)
- AIMA, New Delhi

## BACKGROUND

Trainers' work starts with converting training needs into deliverables, developing training module and imparting training to help learners maximize their learnings. Studying the impact of training is also trainers' job. The trainer's role is also extended to put the learner at ease, so that they do not feel nervous and learn with an open mind. Being empathetic with the learner and establishing a rapport with the learner enhances the effectiveness of the training. An effective trainer creates interest and encourage questions. Assessing what the learner already knows, motivating, illustrating and questioning are important skills for a trainer. Putting the most relevant content together in order to achieve the training objective is the hallmark of an effective trainer.

In the current times , the trainers need to modify and re-design learning modules to suit the online training methods and acquire skills to deliver impactful virtual training. To help trainers master the training delivery skills, AIMA has introduced an additional exclusive module on - Online Training Delivery. This gives an edge to the trainers.

To help trainers master there training skills, AIMA has been conducting various interventions for private and public sector organizations for more than 20 years , including programmes like Train the Trainer, New Trainer Skills, Training Delivery Skills, Training Impact Assessment. In the past, AIMA has conducted these programmes for organizations like DMRC, EIL, IOCL, OIL , NHRCL etc. Addressing the current challenges of virtual trainings, AIMA has conducted the modified and upgraded training content for GAIL, PowerGrid, SAIL, BEL and Thales India Engineering Centre, along with number of open sessions.

AIMA's Train the Trainer Module is specifically designed to enable organizations develop their own internal training capabilities so that companies can harness the latent abilities of their people.

## TRAINING CONTENT DEVELOPMENT

- > Discovering or identifying the training needs
- > Making training measurable by writing training objectives
- > Converting Training Needs into Training deliverables
- > Preparing Content based on TNA
- > Evaluating existing content
- > Creating a course outline
- > Preparing Training Delivery Plan / Structure
- > Designing Learning Outcomes

## TRAINING DESIGN

- > Adult Learning Principles
- > Training Methodology
- > Designing training contents based on profile of trainees - training of different employees differently
- > Impact Assessment of Training

## TRAINING DELIVERY SKILLS

- > Online training delivery skills
- > Structuring training delivery
- > Role of Instructor in adult learning
- > Ice breakers
- > Rapport Building
- > Delivery Skills , communication and body language

## CONTENT FOR ONLINE TRAINERS

- > Art & science of online training delivery
- > Online training design & delivery
- > Engagement for learners

# TRAINING CONTENT COVERED



## LEARNING OBJECTIVE

The program prepares participants to design and deliver effective training instructions for face-to-face and online trainings. By the end of this training the participants will be able to:

- > Identify the responsibilities of a trainer
- > Learn how to carry out a Training Needs Analysis (TNA) and identify individual learning needs
- > Plan and Design Training Activities
- > Deliver effective training sessions in the classroom and online using a range of techniques and resources
- > Engage learners by delivering training sessions that maximize learning
- > Assess learners using appropriate summative and formative assessment methods
- > Calculate return on investment (ROI) and explain return on expectation (ROE)

## FOR WHOM



Internal faculty / trainers, Line Manager who acts as trainers, training facilitators, technical experts who would like to become trainers

## REGISTRATION FEE

Rs.18500/- per participant + 18% GST as applicable on the participation fee.



10% discount for AIMA Members

10% discount for AIMA Vice Chancellors Council Members

10% discount for 2 participants or more from same organization.

## Contact Us



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