

INTRODUCTION

The Training of Trainers (ToT) program, is intended to fine-tune training skills, equip new and less experienced trainers in the art of effectively establishing connections with their trainees. One can be an expert in a subject & possess domain knowledge, but might not be able to pitch it appropriately to the level of the students and effectively transfer the required knowledge & skills. Presentation Skills, Communication Skills, Coaching Skills and Assessment Techniques need to be mastered by trainers, who can then enhance their training ability. Therefore, the Training of Trainers is very important and integral to the effectiveness of a trainer.

Keeping this in view, Indian Machine Tool Manufacturers' Association (IMTMA) is organizing a **3-Day Offline/Classroom Training of Trainers (ToT) Program**.

FOCUS AREAS

- **Communication Skills and Body Language**
- Presentation skills and training delivery skills
- **Importance of sustaining interest among their trainees**
- Understanding their needs including active listening
- **How to use appropriate words with effective body language**
- Presenting with a positive attitude
- **Learn how to write a Lesson plan with the right sequence of topics**
- Successfully conducting a training session in a time-bound manner
- **Training effectiveness and training evaluation**

The program would be interactive & be replete with activities and role plays, besides concept sharing and practice sessions for Lesson Planning & making Presentations.

KEY TAKE AWAYS

After undergoing the program, the participants will be able to:

- **Communicate and listen effectively so as to be more effective and responsive in their training sessions**
- Hone their Presentation/training delivery Skills, and be able to present information effectively
- **Understand body language and micro expressions**
- Write a Lesson Plan with ease
- **Understand self-evaluation techniques**
- Understand training effectiveness measurement methods

PARTICIPATION FEE

Rs. 12000/-

+18% GST

IMTMA Members/ Micro Companies/ Individuals/ Educational Institutions / Students/ IMTMA Non Members/ Others

Group Concession : 10% for 3 to 5 and 20% for 6 and more delegates being nominated from the same company

FACULTY

This programme will be conducted by **Mrs. Kalpana Ravinder & Cmde. Ravinder**.

Mrs. Kalpana Ravinder has over 30 years of teaching experience. Her passion for education finds expression in training new hires on Pedagogy, Didactics and ToT programmes. She also undertakes training and personal development classes, and has designed and conducted various Soft Skills programs for Graduate engineer trainees (GETs) and Corporate clients, from all levels of hierarchy, to create self-inspired and happy performers.

Cmde. Ravinder (Retd.) had been with the Indian Navy for 35 years with a tenure as Director, Naval Training at Naval HQs, Delhi. He was also the Head of Faculty Development with NTTF for 4 years with varied experience in Technical Training, Faculty Development and handling ToT sessions. With a strong technical background, he is ideally suited to train, track and hone the technical skills amongst participants.

For Registration Contact

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REGISTRATION : Prior registration for participation is necessary. Number of participants is limited and will be accepted on 'First Come First Serve' basis. A Certificate of participation will be issued to participants.

Important Information : Participation fee includes, course material, working lunch and tea / coffee. Interested companies are requested to register online by clicking on 'REGISTER' button and by filling up the nomination authority and participant's details in specified form.