

## 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 connect 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, 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 4 Day Online Training of Trainers (ToT) Program, keeping in tune with the current trend of virtual classes.

## 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 programme, the participants will be able to:

- Understand the types and goals of Communication, and when to use what method
- Communicate and listen effectively so as to be more effective and responsive in their training sessions
- Be conversant with Lesson Planning & Time Management
- Hone their Presentation Skills, and be able to present information effectively
- Understand Body Language and Micro Expressions
- Keep their students engaged and attentive
- Differentiate between Coaching & Mentoring
- Conduct virtual classes with flair and novelty
- Become more confident and motivated
- Write a Lesson Plan with ease
- Understand self-evaluation techniques
- Understand training effectiveness measurement methods

## FEE PER PARTICIPANT (PER LOGIN)

**Rs. 7000/-**  
+18% GST  
**IMTMA Members/ Micro Companies/ Individuals/ Educational Institutions / Students/ IMTMA Non Members/ Others**

**USD 210/-**  
**Overseas Participants**

## 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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