



# PTVA'S Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)  
Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai –400 057.  
Tel.: 022-31061594/31099598, Email: admin@ptvaim.com, Web: www.ptvaim.ac.in  
ISO 9001:2015 Certified Institute & Accredited by NAAC

## NPTEL Course on Training of Trainers

### Introduction

The NPTEL Course on Training of Trainers aimed to enhance the skills and methodologies of educators through a comprehensive 12-week program. The course, funded by the Ministry of HRD, Government of India, took place from July to October 2019.

### Course Overview

#### Module 1: Introduction to Training of Trainers

- **Course Objectives and Structure:** Overview of the course aims and an outline of the weekly modules.
- **Role of a Trainer:** Responsibilities and characteristics of an effective trainer.

#### Module 2: Adult Learning Principles

- **Understanding Adult Learners:** Characteristics and learning styles of adult learners.
- **Motivational Strategies:** Techniques to motivate and engage adult learners.

#### Module 3: Training Methodologies

- **Lecture and Presentation Skills:** Effective strategies for delivering engaging lectures and presentations.
- **Interactive Training Methods:** Incorporating group discussions, role-plays, and case studies to enhance learning.

#### Module 4: Curriculum Development

- **Needs Assessment:** Identifying the training needs of different audiences.
- **Instructional Design:** Designing training programs that align with learning objectives and outcomes.



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## Module 5: Developing Training Materials

- **Creating Effective Content:** Techniques for developing clear and impactful training materials.
- **Multimedia in Training:** Using videos, slides, and other multimedia tools to enhance learning.

## Module 6: Classroom Management

- **Managing Dynamics:** Techniques for managing group dynamics and maintaining a positive learning environment.
- **Handling Difficult Participants:** Strategies for addressing disruptive behavior and keeping participants engaged.

## Module 7: Assessment Techniques

- **Formative and Summative Assessment:** Methods for assessing trainee progress throughout the training program.
- **Feedback Mechanisms:** Providing constructive feedback to enhance learning outcomes.

## Module 8: Evaluation of Training Programs

- **Kirkpatrick's Model:** Using the Kirkpatrick Model to evaluate the effectiveness of training programs.
- **Continuous Improvement:** Strategies for using evaluation data to improve future training sessions.

## Module 9: Technology in Training

- **E-Learning Platforms:** Integrating online learning tools and platforms into training programs.
- **Blended Learning:** Combining online and face-to-face training methods for optimal learning outcomes.



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## Module 10: Facilitation Skills

- **Effective Facilitation:** Techniques for guiding discussions and activities to maximize participant engagement.
- **Conflict Resolution:** Managing and resolving conflicts that may arise during training sessions.

## Module 11: Professional Development for Trainers

- **Continual Learning:** Importance of ongoing professional development for trainers.
- **Networking and Collaboration:** Building a network of training professionals to share best practices and resources.

## Module 12: Capstone Project

- **Application of Learning:** Designing and delivering a training session using the methodologies and techniques learned throughout the course.
- **Peer Review:** Receiving feedback from peers and instructors to refine training skills.

## Activities

### Assignments and Projects

- Weekly assignments to reinforce learning.
- Capstone project to apply training methodologies in real-world scenarios.

### Interactive Sessions

- Live sessions with experts to discuss challenges and solutions in training.

### Key Takeaways

1. **Enhanced Training Skills:** Improved ability to design and deliver effective training programs.
2. **Effective Assessment:** Gained proficiency in assessing trainee progress and program impact.



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3. **Innovative Techniques:** Learned innovative methodologies to enhance trainee engagement and learning outcomes.

### Conclusion

The NPTEL course significantly enhanced Ms. Trupti Gupte's training skills, equipping her with advanced methodologies and assessment techniques to effectively train educators and professionals.



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