

## **Tata Institute of Social Sciences- School of Vocational Education**

### **Certificate in Training the Trainer Program**

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#### **1. Introduction**

In December 2011, Tata Institute of Social Sciences set up the **School of Vocational Education (SVE)** to provide immediate and definite interventions to improve the lives of the disadvantaged and marginalized youth, especially who are excluded by the formal school education system, through appropriate vocational training programmes. It has been set up with a vision of creating an ecosystem that would bring back the dignity of labour for blue collar streams of work and create sustainable sources of income. This project has been initiated under the aegis of **All India Council for Technical Education (AICTE)** proposed by the **Ministry of HRD, Government of India**.

In addition to the B.Voc programs TISS:SVE will be conducting short term programs to cater to the skill enhancement requirements. These programs will focus on imparting and upgrading the skill and knowledge of individuals who are already part of the workforce. Thereby providing opportunities to individuals of enhance their employability and growth prospectus.

#### **1.1 Key Features:**

#### **Introduction and Course Objectives:**

A rapid economic growth in India will necessarily require a large well trained workforce. The requirement shall be to train more than a 500 million youth in the coming decade. A good quality of training apart from other things also requires well qualified trainers. The objective of this course shall be thus to train participants to be able to deliver training effectively. This program is domain neutral and thus focuses solely on training delivery and not on specific subjects/domain expertise

#### **1.2. Eligibility for Admission**

- Graduates with more than 5 years experience in any field
- Existing members from T&D functions in Industry

#### **1.3. Employability**

This program will provide for employment opportunities to candidates in all big, medium and small firms and could also lead to self employment.

#### **2. Course Structure**

**Course Duration**-The course would be for a total duration of 48 hours. These could be completed in the following ways-

- a. 6 weeks evening course for working professionals ( 1.5 hours Mon-Friday)
- b. 1 months weekend course ( 6 Hours on Sat/Sun)
- c. One week course – Fulltime course.

### **3. Examination and Assessment**

Students will be assessed on project work and a written examination that will be conducted at the end of the course

### **Syllabus for Certificate in Training the Trainer Program**

#### **Introduction:**

This course shall briefly touch upon the entire training cycle. However it shall mainly focus on the subject of delivery of training.

#### **Main Concepts:**

Training Delivery

#### **Learning Objectives:**

- Describe the elements in a Training cycle
- Conduct a training need analysis Training Need Analyses
- Deliver a Training Program using the various training tools
- Evaluate a training program by applying the correct technique

#### **Course Content:**

- Adult learning Elements
- Learning Process
- Learning Methods
- Training Need Assessment
- Training Delivery
  - Preparation for Training
  - Introducing a training session
  - Presenting training content
  - Effective use of visual aids
  - Asking and answering questions
  - Giving and receiving feedback
- Training Evaluation

**Method of Teaching:**

Lecture, Presentation, discussion

**Method of Assessment & Weightage:**

**Assessment Tasks:** Written Exam & project assignments

**Weightage:** 100%

**Reading Lists & References****Essential Reading –**

Handouts

The Art of Great Training Delivery - Barbazette

**Suggested Reading –**

Evaluation of training programs – Donald L Kirkpatrick

Transfer of Training - Mary Broad