Audyogik Shikshan Mandal's
College of Commerce, Science & Information Technology
(ID.No. PU/PN/SC/160/2001)
(Affiliated to Savitribai Phule Pune University & Recognized by Govt. of Maharashtra)
S. No. 29/1+2A, Behind Sterling Honda, Pune-Mumbai Highway, Pimpri, Pune-411018
E-mail ID: csit@asmedu.org   Website: www.csitedu.org   Tel:(020) 6651700

Report of Eclerx Train the Trainer Program

Date   :   **26th-27th July 2023**

Time   :   **Two Days full day. (10 AM To 5 PM)**

Venue   :   **Eclerx Company**

Collaboration (If any)   :   **Mr. Vinay Bhosale (Eclerx Company)**

Coordinator   :   **Asst. Prof Shreekant Mahajan,**

Introduction:

The "Train the Trainer" program was designed to equip company employees and college faculty with the skills, knowledge, and techniques necessary to deliver effective training sessions. This program aims to enhance the teaching and facilitation abilities of participants, enabling them to transfer knowledge efficiently and foster a productive learning environment. Whether the participants are new to training or looking to refine their existing skills, this program provides a comprehensive framework to become successful trainers.

Objectives:

1 **To enlarge Knowledge**

Training was provided especially for middle and lower level of employees. Training provides all information relating to various aspects of the organization; hence, they could develop required skill and ability to perform the assigned task successfully. It increases the

level of knowledge possessed by individuals.

2 **To enlarge skillfulness**

To provide the opportunity for employees to impart new skills systematically so that they can perform the task successfully. The ever-changing environmental forces require new and innovative skills and ideas to perform the task. It helps employees to get acquainted with new skills and knowledge.

3 **To modify the approach of Students**

To bring about change in the attitude of the Students towards co-Students, supervisors and the organization. To imbibe healthy attitudes in them so that the good working relationship could be developed in the organization.

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4   **To develop executive Performance**

To imparts new skills, knowledge, and attitudes in employees so that they can perform organizational activities better than before. By such training, they can do the job more effectively and efficiently, thereby improving the overall performance of the organization.

5   **To Make Students for proficient use of assets**

To get additional skills, knowledge, and techniques of handling resources. This helps them to utilize machines, tools, equipments and other organizational resources efficiently and effectively.

Program Overview:

'The Train the Trainer program' was designed to develop the teaching and facilitation skills of company employees and college faculty. It equipped participants with the necessary tools to create and deliver effective training sessions, enhancing their ability to educate and inspire learners in a corporate or academic setting.Training is a learning process, which provides various opportunities to employees to develop the existing level of skills, knowledge, attitudes and behavioral relations. The improvement in job performance provides an opportunity for growth and advancement. Due to such training, employees get an opportunity for doing challenging work, work experience, and promotion.Productivity measures an efficient relationship between input and output. The training aims to increase organizational productivity by increasing output with the limited input. Training increases the efficiency and effectiveness of employees which reduce the absenteeism, labor turnover, operating cost and wastage. This ultimately leads to high productivity thereby earning more profit.

Mr. Kapil Wahan Initiated the training session with Arun Shouri and Abhinav, the following activities

Elements of the Train the Trainer Program

1. **How to identify needs of assessment and goal setting: Trainer asked to i**dentify the training needs of assessment and establish clear goals.Based on this they conducted activities such as conduct surveys, interviews, and analysis to understand the specific needs of the organization or institution and set measurable training objectives.

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2. **How to understand adult learning principles:** **They f**amiliarize participants with theories and principles of adult learning by taking the activities such as lectures and discussions on adult learning theories like Andragogy, learning styles, and cognitive psychology as they apply to adult education.

3. **Planning of instructional design and curriculum development: Later they elaborated about**how to design effective training programs. It was very interesting and illuminating activity session for participants while teaching about workshops on creating learning objectives, lesson plans, training materials, and assessment tools. Techniques such as ADDIE (Analysis, Design, Development, Implementation, and Evaluation.

4. **Presentation and facilitation Skills:** Improve participants' ability to present information clearly and facilitate learning by taking activities like, practice sessions, role-playing, and peer feedback to develop public speaking, body language, and facilitation techniques. He emphasized on engaging and motivating learners.

5. **Effective Communication: Further he elaborated how to e**nhance verbal and non-verbal communication skills by taking activities likeinteractive sessions on active listening, questioning techniques, and adapting communication styles to different audiences. He exemplified some real-life scenarios to practice and refine these skills.

6. **Classroom and Virtual Training Management: Sir demonstrated how to**equip trainers with skills to manage both physical and virtual training environments by taking activities likestrategies for classroom management, handling difficult participants, and maintaining a positive learning environment. Training on virtual tools and platforms for online instruction.

7. **Uses of Technology in the teaching: Sir exemplified about how toi**ntegrate technology to enhance learning experiences by taking activities like Hands-on sessions with multimedia tools, e-learning software, and virtual collaboration platforms. Training on creating and using digital content like videos, quizzes, and interactive modules.

8. **Assessment and Evaluation: Trainer discussed about how to d**evelop methods to assess the effectiveness of training programs by creating evaluation tools such as quizzes, surveys, and feedback forms. Techniques for measuring learning outcomes, analyzing data, and using feedback for continuous improvement with the help of technology.

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9. **Ways for feedback and Continuous Improvement: Sir discussed how to**foster a culture of continuous learning and improvement by taking activities likeestablishing feedback loops, peer reviews, and self-assessment practices, encouraging trainers to seek ongoing professional development opportunities.

10. **Capstone Project:** Trainer guided about how to apply learned skills in a real-world context by taking a**ctivities like by asking participants to** design and deliver a complete training session as a capstone project. This includes preparation, delivery, and post-session evaluation, with feedback from peers and mentors.

The Train the Trainer program was a comprehensive initiative aimed at developing skilled trainers who can effectively educate and inspire their learners. By focusing on these key elements, the program ensured that participants were well-prepared to design, deliver, and evaluate high-quality training sessions in both corporate and academic settings.

Group Photo of all the participants

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Group Photo of ASM's Participants with trainers and Coordinators of Company.

Training Room.

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Training Session

Photo near Company Logo.

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Outcomes:

1   Improved Training Effectiveness

Participants were able to design and deliver training sessions that are well-structured, engaging, and aligned with learning objectives, leading to more effective knowledge transfer and skill development.

2   Enhanced Trainer Confidence and Competence

Teachers gained confidence in their ability to facilitate learning and manage diverse training environments. This increased competence would result in more dynamic and impactful training sessions.

3   Better Learner Engagement and Participation

Teachers wereable to utilize advanced presentation and facilitation techniques to actively engage learners, ensuring higher levels of participation, interaction, and retention of information.

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4   Customized Training Approaches

Teachers were able to develop the skills to tailor training sessions to the unique needs of adult learners, incorporating various learning styles and preferences to maximize learning outcomes.

5   Increased Use of Technology in Training

Participants were able to be proficient in integrating technological tools and e-learning resources into their training programs, creating more interactive and versatile learning experiences.

**6   Enhanced Communication and Interpersonal Skills**

Teachers were able to improve their ability to communicate effectively with learners, fostering a supportive and inclusive training environment that encourages open dialogue and feedback.

7   Professional Growth and Development

Teachers were able to experience personal and professional growth, gaining new skills and knowledge that enhanced their career development and contribute to their organizations' success.

8   Creation of a learning Culture

Participants were able to be skilled trainers and part of an organizations and educational institutions which will foster a culture of continuous learning and improvement, benefiting both trainers and learners alike.
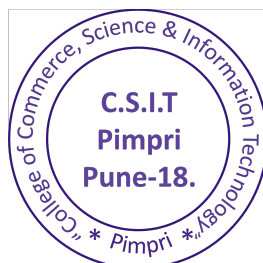
Principal
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