

Our other  
Management Development Programmes

Sl. No.	Programme Title	Dates
1.	Leveraging Social Media for Business Intelligence	April 23, 2018
2.	Advanced Management Programme	May 7-9, 2018
3.	Geopolitical Risk and Business Preparedness	May 24, 25, 2018
4.	Data Summarization and Presentation for Non-Technical Executives	May 28-29, 2018
5.	Effective Purchasing Skills & Strategic Sourcing	June 4-5, 2018
6.	Training of Trainers	June 11-13, 2018
7.	Quality Analytics	June 16-17, 2018
8.	HR Analytics	July 23-24, 2018
9.	Advanced Excel Training	July 26-27, 2018
10.	Developing an Intrapreneurial Mindset for Effective Leadership	July 30-31, 2018
11.	Finance for Non-Finance Executives	August 6-7, 2018
12.	Data Analytics for Expanding Markets	August 9-10, 2018
13.	Effective Communication for Women in the Workplace	August 20-21, 2018
14.	Decision Making Techniques for Managers	August 30-31, 2018
15.	Effective Negotiation Skills	September 4-6, 2018
16.	Project Management	September 10-11, 2018
17.	Financial Management for Public Sector Enterprises	September 12-14, 2018
18.	Effective Communication and Presentation Skills	September 17-18, 2018
19.	Enhancing Personal Branding-Building Your Pathway to Professional Success	October 8-9, 2018
20.	Emerging Trends in Performance Management	October 10-12, 2018
21.	A Handshake with Disruptive Digital Technologies	October 15-16, 2018
22.	Crisis Communication	October 25-26, 2018
23.	Executing Strategies in World of Constant Disruptions	October 29-30, 2018
24.	Coaching & Mentoring for Personal and Professional Success	November 1-2, 2018
25.	Business Environment in the Middle East and Africa	November 15-16, 2018
26.	A Consultants Tool-Kit for Solving Strategic Problems & Enhancing Business Performance	November 19-20, 2018
27.	Making the Supply Chain Responsive	November 21-22, 2018
28.	Retirement Planning for Seeking Financial Freedom	November 26-27, 2018
29.	Nurturing the 5th Dimension of Leadership	November 29-30, 2018
30.	Managerial Leadership and Team Building	December 3-4, 2018
31.	Enhancing Assertiveness and Positive Attitude	December 10-11, 2018
32.	Creating Winning Sales Teams	December 17-18, 2018
33.	Digital Communication	January 10-11, 2019
34.	Enterprise Risk Management for Creating Risk Intelligent Organisation	January 14-15, 2019
35.	Strategic CSR: From Agenda Building to Impact Measurement	January 17-18, 2019
36.	Foreign Exchange Risk Management	February 4-5, 2019
37.	The New Indian Consumer: Winning Concepts and Practices	February 21-22, 2019
38.	Pricing and Application of Financial Derivatives	February 27-28, 2019

## ABOUT THE INSTITUTE

FORE School of Management (FORE) has been established by the Foundation for Organisational Research and Education, a non-profit organization, with a mission "To achieve and sustain Leadership in Management Education, Research, Consultancy and Development". FORE conducts following long-duration educational programmes:

- The PGDM & PGDM (IB) courses at FORE are AICTE (All India Council for Technical Education) approved and accredited by National Board of Accreditation (NBA).
- The PGDM courses are equivalent to MBA. Equivalence permission is granted by Association of Indian Universities (AIU).
- FORE is rated as A\*\*\* by CRISIL in Delhi-NCR region and A\*\* on national level.
- FORE has been awarded "SAQS Accreditation" by Association of Management Development Institutions in South Asia (AMDISA).
- FORE has set up a state-of-the-art Studio at its Campus to conduct Online Executive Education Programmes for Working Professionals and has been successfully conducting variety of such online certification courses.

Eminent academicians with many years of experience and experts from industry, recognized nationally and internationally, constitute faculty at FORE. FORE has in-house training facilitators in the field of Communication, OB & HR, Finance, Operations, Marketing, IT, International Business and Strategic Decision Making.

With a sharp focus on Management Education, Executive Education Programmes/MDPs, Consulting and Research, FORE stands amongst the Top Business Schools in the country.

FORE conducts MDPs to equip managers with knowledge, skills and attitudes required for effectively responding to global developments and competitive requirements. Our MDPs are designed with an appropriate blend of conceptual and experiential learning. Apart from open programmes, FORE conducts customized In-Company Programmes tailored to suit organisation's needs on topics/areas specifically required by an organisation. These Management Development Programmes (MDPs) are either custom-designed to suit client requirements or are offered by faculty on a specific theme to meet various client needs.

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For any other information, please contact:

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**FORE School of Management**

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Management Development Programme

on

# Training of Trainers

**June 11-13, 2018**

**FORE Campus, New Delhi**

Programme Director:

**Prof. Neeraj Kumar**



**Imparting Knowledge for Exploring New Horizons**



## Introduction

In the present era of globalization, competitive pressures are intensifying and organizations are under tremendous pressure to enhance their performance. Core competencies and expertise give the organizations an edge over their competitors and training plays a pivotal role in developing and strengthening these competencies. Modern organizations are spending almost 4 to 5% of their annual gross turnover on training with an objective of providing the latest skills, knowledge and a global outlook. Some statistics indicate that every dollar spent on training delivers thirty dollars in productivity gains within three years.

No one doubts the positive contribution of training yet the benefits from training is a question mark in many organizations. The training apparatus and its sustenance costs have multiplied over the years. Nevertheless benefits accruing from training are still suspect in the minds of many. How to make the training really result oriented and how to reposition the training and development function as the strategic business partner is a question that torments every training head.

The answer lies in integration of training objectives, policies with the business plan of the organization. The HRD professionals and training specialist have to handle training like any other business function and equip themselves with competencies of systematically planning and executing training and development interventions for enhancing effectiveness of the training.

## Objectives

The three-day programme is designed to equip the HRD professionals and line managers with necessary knowledge and skills to enable them to effectively plan, design and manage staff learning and development function with a view to enhance employee and organizational productivity.

## Contents

- Overview of current and emerging organization context of training and development
- Systematic Approach to training
- Assessment of Training and Development Needs
- Designing a Learning Module
- Selection of appropriate Training Methods
- Planning & Implementing Training and Development
- Transfer of Learning
- Evaluating the Training effectiveness
- Devising training strategy in alignment with organizational strategy
- Creation and management of learning culture at work place

## Methodology

The program will be a dynamic event where participants and faculty will engage in discussion and debate and the programme contents would be mainly delivered through experiential learning.

## Who Should Attend

Trainers, Training Managers, Faculty of B-Schools, HR Managers, Line Managers, Executives/ Managers from all functional disciplines.

## Duration & Venue

**Dates:** June 11-13, 2018

**Venue:** FORE School of Management, B-18, Qutub Institutional Area, New Delhi 110016

## Fee

**Non-residential:** Rs. 24,000 per participant (plus GST @18%) covering professional fee, programme kit and tea/lunch.

**Residential:** Rs. 40,000 per participant (plus GST @18%) covering professional fee, programme kit and boarding and lodging (air conditioned single room) at Hotel Residency Resorts (P) Ltd./Qutab Residency, New Delhi or equivalent from **noon of June 10, 2018 till noon of June 14, 2018.**

## Discounts

- Early bird discount of Rs. 3,600 per participant for nominations received on or before June 1, 2018.
- One complimentary nomination on non-residential basis for every group of three nominations from the same organization, i.e., 3+1 participants for the fee of 3 participants.

**Fee is payable in advance by way of Local Cheque / DD in favor of "FORE School of Management" payable at New Delhi. You can also make online payment of fees by logging on to FORE website [http://www.fsm.ac.in/exe\\_openmdpcalendar20182019.html](http://www.fsm.ac.in/exe_openmdpcalendar20182019.html)**

## Registration

The registration form duly filled in along with the Programme fee should reach us at least 7 days before the commencement date of the Programme. You can also register & pay online by logging on to FORE website [http://www.fsm.ac.in/exe\\_openmdpcalendar20182019.html](http://www.fsm.ac.in/exe_openmdpcalendar20182019.html). In case of subsequent withdrawal or cancellation of registration no refund of fee will be allowed. However, substitute(s) may be permitted with prior intimation.

## Certificate of Participation

The Institute issues a certificate of participation on conclusion of the programme.

## Faculty

The faculty members of the Institute will take the programme sessions, except for a few sessions that may be taken by guest speakers.

## Programme Director

**Prof. Neeraj Kumar, Professor (OB & HR):** is a graduate in Physics from Delhi University, PG Diploma in LSW from Calcutta University and PGDM (HRM & Finance) from FORE School of Management. Prof. Neeraj Kumar has 32 years of Industry experience with 23 years in Steel Authority of India Ltd in the HRM function, 4 years as a freelance consultant and the balance in teaching. His experience in industry includes all major functions of HR like Industrial & Employee Relations, Performance Management, Strategic HRM and Organization Development. He has handled large scale systemic changes that have given him insight into human behavior, management of change and handling of resistance to change. A 'trained trainer', Prof. Neeraj Kumar has used his long experience in industry to design and deliver management development programmes in leading private and public enterprises like Xansa, SAIL, Bharti Airtel, BALCO, HINDALCO, METSO Minerals, Punj Lloyd, Daewoo Motors, NTPC, Motherson Sumi Systems, Capgemini, PGCIL, GAIL India, Engineers India, Wockhardt, Maruti Udyog, Siemens, Perot Systems etc. He has logged in more than 2000 hours training Managers from industry on programmes relating to Leading, Teaming, Communicating and other Soft Skills (like Inter and Intrapersonal Effectiveness, Handling Conflicts, Managing Emotions, Negotiating, Adapting to Change) etc. He can be reached at: <neeraj@fsm.ac.in>.

**FORE School of Management**  
Management Development Programme

## Training of Trainers

**June 11-13, 2018**  
**Registration Form**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone: Office \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Your expectations from the Programme: \_\_\_\_\_

Residential / Non Residential \_\_\_\_\_

### Payment Options

#### Online Payment

Programme fees can be paid through credit / debit card / net banking. Please logon to FORE website [http://www.fsm.ac.in/exe\\_openmdpcalendar20182019.html](http://www.fsm.ac.in/exe_openmdpcalendar20182019.html) for online registration and payment.

#### Offline Payment

Programme fees can be paid through Local Cheque / DD  
If attached please give details

Local cheque / DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Signature

(Please return the completed form by post  
or email: [exed@fsm.ac.in](mailto:exed@fsm.ac.in), to:

**Executive Education Office**  
**FORE School of Management**  
B-18, Qutub Institutional Area  
New Delhi 110 016

*Note: Please feel free to make copies of this form for additional registrations.*