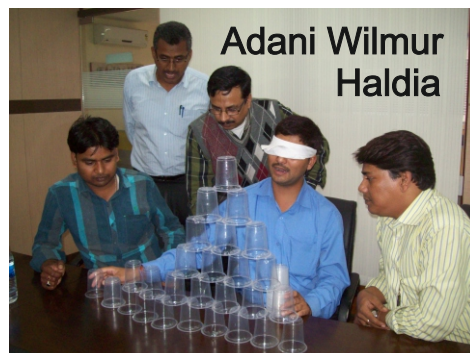


Diploma in Soft Skills Training & Deveopment



International Institute of Training & Management
Helping you Succeed in life

About Us:

A Dream, a Passion for Excellence, a Vision. a coincidental opportunity to work together, combined experience and youth, and gave birth to the vision of improving the lives of people. Today, a combined experience of over 30 years in the field of education, training and research, has brought about the genesis of **IITM**.

International Institute of Training & Management was founded in 1993 nineties with the vision of helping youngsters prepare properly for professional life / jobs. To train them, stand by them and help them mature to successful individuals; and to embed in them the sense of self-respect, respect for the country, respect for others, social and moral responsibilities.

What started as a passion of a few enthusiastic youths, over the years turned into a preferred corporate training provider for large corporate houses, manufacturing units, cement plants, banks and MSME units. From a single training center at Jamshedpur, we started opening up new branches / service outlets at various locations in India and abroad.

Our vision is to help create a pool of enthusiastic, energetic and broad minded work force. A new generation free from the vices and evils of superstitions; a better knowledgeable, adaptive workforce.

IITM was formed with the visions of young entrepreneurs to impart contemporary world-class Soft Skills / Behavioral Skills / life skills training to create a pool of trained employable productive work force for modern India and the world.

With more and more jobs on offers, we as a country and the globe are facing an acute scarcity of employable workforce. In today's world soft skills are very important factors of a person's success in life or any career. At **IITM** we identified the gaps and dedicatedly started creating courses to bridge this gap through our multi-pronged training programs that are created with reference to the ancient knowledge of India, the Vedas, Upanishads, Gita, Ramayan, Mahabharat and blending it with the latest in management training.

Performance enhancement and management is the key to success in the future, and only people with proper vision and goals will emerge winners in this survival for the fittest game.

Our training services expanded from our in-house class rooms at various training centers to corporate board rooms and seminar halls, banquets, class rooms at colleges. Now we also offer outbound training for our corporate clients. Our signature **Employability Skill Enhancement Program**, a pre placement training offered at college campuses to prepare the students for campus recruitment processes, this program primarily focuses on developing communication skills, articulation skills and aptitude test), this was replicated by many new training companies across the nation.

With AI(Artificial Intelligence) infiltrating more and more into our daily life in various aspects, the future belongs to AI and we have adapted it in our various courses in multiple forms, including the Diploma in Soft Skills Training and Development. Currently we are the only institute offering how to use AI to the advantage of future trainers. Keeping in view with our commitment to create future ready work force.

Our Mission:

- ▶ To provide world class, stellar leadership development skills to all our clients, participants and partners.
- ▶ To help create a talent pool of employable manpower, provide assistance in career building.
- ▶ To put in continual efforts to identify and enhance performance of human potential.



Message from the Director Training



Sumanto Ghosh
Head of Training at IITM

With our training services expanding beyond classrooms, and the growth in the Training & Development field, more and more people are wanting to join the industry to share their valuable knowledge and their expertise in the form of training; there was also a demand from many of our participants to learn and improvise the skills of facilitation and training. This demand motivated us to create a comprehensive different, all encompassing training that would practically help an aspiring person become an effective trainer.

I invite all of to join this Post Graduate Diploma in Soft Skills Training & Development, a program that practically guides you to become a better trainer and help organisations improve their performance, while on a personal level you can guide individuals. This program is designed for working professionals, management graduates, engineers and other graduates, who want to pursue a career in learning and development.

The new batch is a reflection of our relentless efforts to provide seamless learning solutions to a wide variety of students. The new course has been enhanced and its content modified to include special modules on Artificial Intelligence and Digital Marketing to help the participants establish their career as a trainer and reach out to more clients using digital platforms.

This time we have also included a module on self branding and how to reach out to prospective clients and build up one's digital presence while becoming the catalyst of change in organisations and individuals through training initiatives.

As the Head of Training at IITM, I want to mention that this new, modified and updated Diploma program is for you , if asa Subject Matter Expert (SME) you want to enrich others with your knowledge be a master-trainer in your organisation or an entrepreneur this is a un-matched program that will help you realise your

About the course

Diploma in Soft Skills Training & Development

This "Train The Trainer" course is designed for aspiring and practicing trainers who want to get certified. It meets the long felt need of a comprehensive curriculum that is practical, guided and monitored by experienced senior trainers with various tips and tricks. It also includes details of how to implement exciting games or activities and usage of new-age Applications to make training sessions more effective and interesting. Aligning to the vision of New Education policy 2020 of GOI and the changing global dynamics the course structure has been modified to help participants adapt to the new, changed, training industry that is projected to reach \$805.6 billion by2035.*

This is the only Professional course for Training The Trainers in the country that is designed to meet today's training and manpower development challenges using technology to make the sessions more engaging. It has the flavour of distance learning in which a student attends live classes / sessions from the comfort of anyplace, but is not a correspondence course. This training programme is of **6 months duration** and the **language of delivery is essentially English**. It is a self-paced learning course which means, once registered you can finish the course within 2 years of registration.

For whom

- ▶ Professionals from various backgrounds aspiring to become facilitators of learning processes or **transition into the training field** as faculty members.
- ▶ Individuals who are currently involved in or aspiring to engage in human resource development activities across various sectors such as Government, Academic Institutions, Public Sector, Private Sector, NGOs, service or manufacturing sector etc. wherever training is required for performance improvement.
- ▶ People aspiring to become key note speakers in various forums like TedTalk, clubs, corporate group meets, Parent- Teachers meet etc.
- ▶ HRD / Training professionals, consultants, practitioners, and individuals seeking to learn more about adult learning principles and how to effectively train team members for better performance.

*source Allied Market Research

Key objectives

- Help aspiring trainers become professionally equipped to conduct meaningful training sessions in modern times
- Contribute to the career development of trainers who want further advancement of their skills
- Assist all such persons in establishing themselves as a trainer by providing them a platform to launch their career

Eligibility Criteria (any one)

- Post-Graduate or equivalent PG Diploma in any discipline (MBA in HR Preferable)
- Professional degree holder like B.Ed, LLB, MBBS, ACA, AICWA, M.Ed. Masters Degree in any field
- Graduate or its equivalent Diploma from a recognized university (BE/BTech/BBA/BCA/BSc/BA/BCom)
- Retired Armed Force Officers who have successfully undergone course at NDA/IMA/OIA/Air Force Academy/Indian Naval Academy and veterans from all three wings of defense (Army/ Navy/ Air Force)

Enrollment

- Due to high demand, from July 2024 onwards, admission to this course will happen every month. We will enroll only 10 students per batch.
- Applications for admission are accepted in the prescribed form only
- Batches start from the 3rd Monday of the respective months provided it is not a declared holiday.

Aspiring candidates are requested to apply in the previous months in the prescribed form with a non-refundable payment of Rs.500 by IMPS/ NEFT/ UPI (towards admission processing and administrative charges) before last day of the month of application.

Documents needed for admission – Filled up prescribed application form, self-attested photocopies of certificates of final academic qualification (or scanned copies of the same) by mail, a copy of recent profile picture / passport photograph, scanned **full signature in blue colour** on a white paper (for those submitting forms and documents online) along with applicable fees.

Instructions for filling the **Admission Form** are given in the form itself. These instructions should be read carefully and complied with by the candidate.

Incomplete application or application not accompanied with the registration fee and course fee or the required documents is liable to be rejected.

In case application is rejected for any reason whatsoever, the amount deposited towards the course fee only shall be refunded. **No refund of course fee will be made once the admission is granted.**

At 2 sessions per week, there will be 30 lecture sessions of approximate duration 1 hour, including presentations, practicals on various topics, evaluations. Total sessions - up to 50.

Finally there will be an online test before certificate is awarded.

These does not include the doubt clearing sessions or extra assignment and/or presentation sessions.

Registration and Course Fee

Registration is valid for a period of 2 years, provided full course fee has been paid.

Extension of Registration Validity: Extension for a period not exceeding one year may be granted in special cases, provided request for such extension is applied for within 3 months of the date of expiry of the 'Two Years Registration Period'. The extension is effective from the date of expiry of the registration. The extension is subject to payment of re-validation fee of Rs1500/- and fulfillment of such other conditions as may be prescribed by the IITM Diploma Board in this respect

COURSE FEE Pls.add 18% GST	Without Instalment			Course fee in Instalments	
	Registration Fee	Course Fee	Total	Down Payment	Instalments
For general students:	750	42500	43250	16000	3 x 10815
For Teachers/ Trainers	750	36500	37250	14500	3 x 8890
For Ex Service men* / Divyang	750	30000	30750	13000	3 x 7150
For students from SAARC nations			US\$750	Not Applicable	

* from all wings of Army/ Navy/ Air Force/ Police/ CISF/CRPF/ Fire Brigade

All instalments to be paid before 10th of every month

Course Curriculum

Methodology:

The main methodology of study is **live coaching sessions** held in classrooms or via video conference and extensive guided research on various modules + formal submission of assignments and presentation of research work regularly and sequentially on the topics. Soft copies of course material for a paper, will be provided after submission of the assignment of that particular paper.

This course progresses on **Self-Paced Learning model** with sessions for the theory papers of the course. Besides these sessions, there will be separate sessions conducted for the most popular Soft Skills sessions in demand like - Corporate Etiquette, Business Communication, Interpersonal Skills Development, Personal Grooming, eMail Etiquette, Time Management, Goal Setting, Stress Management, Team Building, Leadership, Emotional Intelligence, Developing Listening Skills, Developing Selling Skills, Negotiation Skills, Fundamentals of Digital Marketing, Practice sessions for conducting online classes, how to conduct in-house and outbound games (students will be provided with practical tips + trainer guidelines for conducting such activities),

On successful completion of the course, each successful candidate will:

- Be awarded our **globally verifiable** certificate
- Be provided with a set of presentations for conducting popular soft skills sessions on which they have been trained shared as starter kit at the end of the course + Reference materials + Study materials (all in soft copy)
- Be having their own **YouTube channel + 1 Book Published*** (T&C Apply)
- Be able to conduct interactive workshops with games and activities (multiple guide books provided)
- Be able to conduct webinar + online classes in future (practice given on multiple platforms)
- Be given opportunity to launch their career as our associate trainer + career launching assistance
- Be guided to modify their public profiles so that they come up in searches for trainers

Exams and Assignments

There are 11 modules in this course. A candidate needs to submit one assignment per paper explaining the content as understood by the candidate, based on attending contact classes or from other sources of information (as gathered personally). All assignments are to be submitted online and will be strictly checked for plagiarism. The assignments must be accompanied with slides (Impress / PowerPoint).

Candidates have to clear online MCQ type exams on completion of every two papers. Marks allotted per paper will be based on the assignment and score of the exam.

A candidate not satisfied with the marks received in an exam may opt for reappearing in the same exam vide application in prescribed format, along with a re-examination fee of Rs.500/- per paper. Please note, if a candidate appears for re-exam in any paper, the marks received in that paper through re-exam will be considered as his/her final marks, even if it is less than the previous marks. A candidate will be provided only 2 chances to reappear in any paper for improving marks..

Training Modules

Module – 1: Introduction to HRD

Introduction to Human Resource Management, What is HRM? Definitions, Introduction to Business Strategy, Role of HR in Business & Strategy. How HR Partners with Business Strategy? The functions and goals of HRM, Guiding Theories in HRM. Personnel functions of HRD, Activities in the Human Resources Department, Training Responsibility of HR, HR Training specialist.

Module - 2: Organisational Behaviour

Concepts of Organisational Behaviour - Importance of OB, Determinants of OB, Scope of OB, OB and the Management Process, OB and the HR Manager's Job. OB Models, Theories of Personality, Management by Objectives (MBO), Foundation of Group Behaviour and Group Dynamics, Stages of Group Development, Group Dynamics.

Understanding OD, change management, Understanding OD & Change, Process and Overcoming Resistance to Change, Group Decision Making Techniques, Conflict in Organisation, Types and Levels of Conflict, Model of the Conflict Process, Five Modes of Resolving Conflict, Building Training & OD Strategy.

Module – 3: Manpower Planning and Talent Management

Manpower Planning and Development Process - Objectives of Manpower Planning, Importance, Need and Process of Manpower Planning, Steps in Manpower Planning, Factors Affecting Manpower Planning, Manpower Planning Practices, Principles of Manpower Planning, Macro and Micro Manpower Planning, Obstacles in Manpower Planning.

Module - 4: Talent Management.

Building Blocks for Talent Management, Talent Acquisition, Various Approaches to Talent Management, Attrition and Talent Retention, Talent Engagement. Competency Mapping, Competency Framework.

Module – 5: Training Need Analysis (TNA)

Understanding TNA, Methods & Processes, its utility, processes and various methods used. Documentation Processes, analysis.

Module – 6: Adult Learning

Adult Learning - Concepts of adult learning, how is it different from learning of children or adolescent, understanding, the adult mind and psychology.

Video based learning, engaging participants. Creating Micro modules.

Instructional Design - Overview of various design models, tools, methods and procedures for initiating a training design project that includes organizational analysis, job and content analysis, training needs and resource analysis, writing and sequencing of functional objectives and performance measures, specifying instructional strategies, assessing relevant characteristics of trainees such as learning orientation and motivation; Taxonomy.

Module – 7: Training Methods & Delivery

An understanding of various methods of cognitive learning, their strengths and limitations with respect to learning objectives, factors impacting their effectiveness.

Training methods like ILT (lecture), Activities and business games, Role Plays, Simulations, using Case Studies, Online Training, Webinar / Video Conferencing (VC).

Preparation of Training Plan, Budgeting, Business Development, introductory mailer, various models of business development, Webinars, email-marketing, SEO, SEM, learning by doing, outsourcing.

Module – 8: Creating Your Digital Foot print - Build Digital Assets

Fundamentals of digital marketing, (inputs of Google certification, LinkedIn Profile polish, Instagram basics, Creating FB ads, LinkedIn Ads, Google adwords basics.

Tips on becoming social influencer, FB, Insta, X handle, Blogs, YouTube, check Google trends for subject. Blogs.

Be an authority: Publish your own Book, topic selection, formatting, plagiarism check, using AI for content and structure, cover design, Kindle account, Audio Book, reviews.

Module – 8: Content Creation

Video Editing in VSDC, AI Video creation from scratch, AI tools, Text to Speech, Video Editing part 2, adding audio tracks, transitions, faceless videos, text to speech, speech to text.

Prompt Engineering: Concepts of Gen AI, LLM, Popular Chatbots- ChatGPT, Gemini, Copilot, using technology, PPT to video, PPT Tricks on animations, Power Point tricks for special effects

How to search for new topics for content development, understanding trends.

Module – 9: Developing Facilitation and Presentations Skills

Understanding of facilitation processes that contribute to retention of learning and its transfer to work place. Classroom facilitation vs out bound facilitation- Dos and Don'ts. Grabbing attention and keeping participants interested, classroom management techniques, handling conflict, being authority.

Techniques of delivering a compelling and persuasive presentation including planning by stating its broad objectives, criteria for measuring success, the three pillars of presentation,

Develop your language skills in English, articulation skills, live the role, developing power of your subconscious mind, reducing negativity from your thoughts, creation of your public image and lifestyle changes.

Module – 10: Training Evaluation Methods

Methods and approaches to undertaking systematic evaluation of learning interventions; various theories and models of training evaluation and transfer of learning; evaluation through surveys, observation, tests and feedback; data analysis for assessing training results and outcomes at multiple levels and presentation of evaluation results. Kirkpatrick, Phillips ROI, CIPP methodology to determine the costs and benefits of training. Designing and conducting evaluation process (PTEE).

Module - 11: Managing Training Process, using Technology - New tools / Apps and starting your own business

This paper will focus on using latest Apps to make a training session more interesting, interactive and engaging. Trainers will be introduced to various apps and tools that can be used for delivery of more engaging session.

It will also introduce to process management and administration of training including preparation of training plans and budget, assessment of resource requirements, criteria for selection of trainers, management of venue and associated facilities etc.; highlight business skills for training administrators such as basic financial skills, budgets and forecasting, outsourcing and vendor management and building institutional collaboration and support.

Pre- Training Preparations, Checklist for training delivery,

Bonus Module : Training Games

The course is conducted as 2 sessions per week for 6months. Total 50 sessions+ (includingdoubt clearing and practicals)



Your success is all about how many people thank you for helping them ACHIEVE THEIR GOALS IN LIFE !

For more details contact: International Institute of Training & Management
www.theiitm.com [+91 8240063017]

Visit our facebook page (album) to see hundreds of pictures of various training sessions conducted by us.

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* Course outline and methodology subject to changes without notice



Orient fans-Kolkata



Arka Jain Univ. (JSR)



Ajmera Tyres - Nagpur



SAIF Powertec - Dhaka



Century Cement



Dura Roof - Guwahati



Bharat Petroleum



Sarada Metals & Alloys Vizag



FDP



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