Internal Trainer Capability Building Proposal

By VATS Consulting

Value Added Training Systems

Table of Contents

VC Vats
CONSULTING

VC Forte

PAN India Presence
VC Has Its Own Experts In All Metros And Almost All Relevant Cities In India.

**If You Didn't Measure it, It didn't Happen**
High ROI, Measurable Results, Impact Assessment And Predictive Impact With Analytics.

Quality Assurance
VC Assures Quality Delivery In Its Projects By Infusing Validity & Reliability Through In-depth Diagnosis And PDCA.

Tech & R&D
VC has been continuously introducing cutting edge tech and R&D to Corporate and in its interventions.
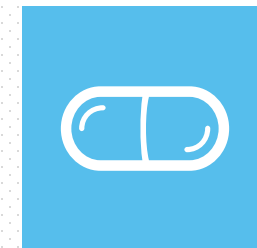
2.1 VC Approach & Methodology

We at VC understand that this is a uniquely curated program for IIFL Trainers, with the aim to up-skill their Training Skills for better engagement, audience connect, increased retention and behavior impact. For the same, Team VC will complete the intervention in following stages

- ✓ Diagnostics (with seniors and participants)
- ✓ Content Design – With detailed objectives and flow of the program
- ✓ Implementation – Webinar series along with redesigned online activities
- ✓ Post Webinar Learning Continuum and Action Plans designed in alignment with training content and their KPIs
- ✓ Certificate plus strategic R&R (if required – optional)

2.2 Program Objectives

> Identify and Implement the characteristics of a Great Trainer.

> Practice Advance Facilitation Skills using Andragogy.

> Identify and apply different behavioral styles and adapt training as necessary to increase participants retention.

> Develop an effective training program using appropriate training aids, techniques, activities and debrief for enhanced engagement and audience connect.

> Prepare a needs analysis and understand why it is a necessary step in any training program.

> Master various methods for delivering Learner Centered and Engaging Trainings.

> Develop strategies for Training Evaluation and Competency Based Assessment.

> Practice technology tools aligned with future learning trends for better connect and impact.

2.3 Broad Design of the 2 Days Sessions

Fundamentals of Learning & Development

1. Ice breaking
2. Learning – Conscious Vs Sub-conscious
3. The learning Mind
4. Why trainings don't work – Learning Vs Habit
5. The three kind of Trainings / Trainers – What, Why, How
6. Training the Sub-conscious Mind
7. Understanding Participants Buy-In Levels

The TRAINING – Decoded Post Covid

1. 7 Habits of Great Corporate Trainers
2. Why Trainings don't work, if the don't
3. Pre Training Preparations
•Designing an Effective Training
•**Training / Participant Data Collection and Analysis**
4. The Training in the Age of Digital Learning
•Opening & Audience Connect
•Making Participants Interested & Curious
•Content Vs Interaction
• Increasing participants Retention
•PPTs
•Training Methodologies
•Training Tools
•**Using activities, cases, metaphors, anchors, questionnaires, films, etc**

NLP for Trainers

1. Basics of NLP
2. Why NLP for Trainers
3. Understanding Participants Modalities and making Trainings Effective
4. Using NLP Tools for immediate Results
5. VAK Representation System
6. Using "Chunking" in Trainings
7. Helping Participants by Analyzing Strategies
8. Changing Participants Habitual Thinking
9. COE as best Motivational Tool

Hands on Practice and Action Planning

1. Prepare a Training and Deliver
2. Teach Back Sessions
3. Peer &Trainer Feed back
4. Self and Peer SWOT
5. SMART Action Planning
6. IDP Formation & Completion through Learning Journey
7. On-boarding on Learning Journey (Optional)

Please Note: The content of the sessions may be modified after the **diagnosis** with mutual consensus.

VC VATS CONSULTING
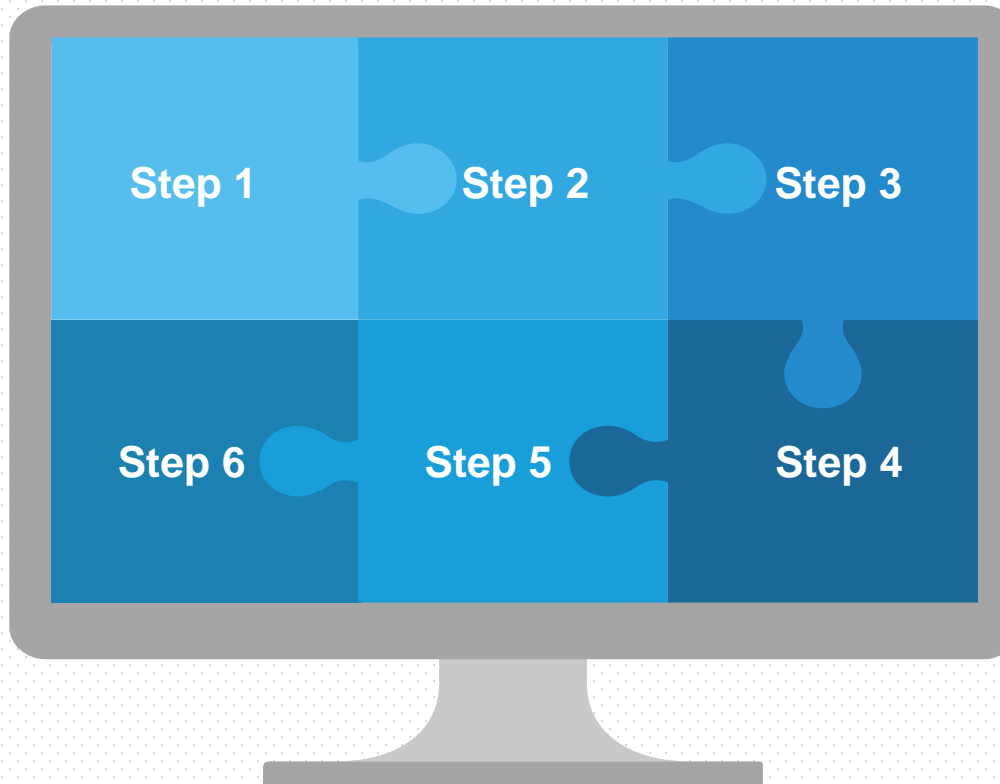
2.4 Blended Approach beyond 2 Day Session

Step 01
Quick 3 minute survey with target audience and seniors for content alignment and validity .

Step 02
Pre-Post Questionnaire to assess participants learning

Step 03
Online/Offline sessions

Step 1 Step 2 Step 3

Step 6 Step 5 Step 4

Step 04
6 Weeks Gamified Learning Journey after 2 Days Session

Step 05
Formative Assessments

Step 06
Final assessment, certification, Final Reporting.

VCVATS
CONSULTING

What Do You Find Challenging While Conducting Any Training Session?

1. Quantifying training effectiveness
2. Constant changes in standardization and mode of training is something what I feel is challenging. Participants find it difficult to adopt to changes
3. 1.Network Connectivty issues during VILT 2.Non participation from some trainees
4. In online sessions making participants login as per scheduled time
5. Difficult to **engage** the participants through Virtual Training Session, No control from the participant's end
6. Sometimes , if the mix of participants are different like Fresher + Experienced , it becomes a challenge to decide on the Content & Concept
7. Keeping the audience **engaged**
8. Some difficult participants to tackle/ ensuring interaction with learners/ holding on to **attention** of all aprticipants
9. **Engaging** Learners
10. Participant **Engagement**
11. Keep the audience **engaged**

- Constant changes in standardization and mode of training is something what I feel is challenging. Participants find it difficult to adopt to changes
- Quantifying training effectiveness
- Difficult to engage the participants through Virtual Training Session, No control from the participant's end
- Some difficult participants to tackle/ ensuring interaction with learners/ holding on to attention of all aprticipants
- In online sessions making participants login as per scheduled time
- Engaging Learners
- Sometimes , if the mix of participants are different like Fresher + Experienced , it becomes a challenge to decide on the Content & Concept
- Keep the audience engaged
- Keeping the audience engaged
- 1.Network Connectivty issues during VILT 2.Non participation from some trainees
- Participant Engagement

What 5 aspects of conducting an impactful training program you look forward to learn in this session?

Diagnosis Outcome

1. Practical Application of Adult Learning principles.2. How to incorporate more impactful and meaningful activities in the program. 3. Effective way of Structuring the presentation. 4. Effective way of doing need analysis. 5. Want to learn skills required to be a behavioral trainer

Game based training, scalable, How to evaluate and revise training

Define your training properly, Informing the objective of the training, Maximum Participation Engagement, Open to take questions from the participants and Finished the training within the stipulated time and must be impactful.

1. iMaking impactful presentation 2. How to increase audience engagement 3. How to hold on to the audience's concentration 4. Some useful ice- breakers 5. How to tackle difficult/ nagging participants

Creativity, content development, tools

Development & Implementation

1.Tools for Engagement 2. Handling Difficult participants 3. tools for implementing knowledge in practice 4. Tips for Engaging Content 5. Opening & Closing impactfully

I do not conduct Training programs

1. How to establish learning objective. 2. New Engagement technique 3. Tips for behavioral training 4. How to revive participants attention. 5. Time management

measuring impact clearly for all types of sessions, creating interesting content, virtual presentation ways/ techniques, employee engagement

1. different training styles 2. participation and motivation of trainees 3.Learning styles of the trainees 4.Managing Time When Training5.Questioning Skills For Trainers

1. How to build Interest with Pre-Session Activities;2. How to make virtual experiences just as engaging as in-person ILT sessions; 3. How to reward learners for engagement; 4. How to turn participants into active contributors ; 5 How to plan post training activities to make training more impactful

Online Journey : One of the Exercises from Past Client

Capability Building IIFL Trainers

Vikas Vats shared a link.
March 10 at 4:47 PM · 🌐

Hi All, Happy to see you all here. Before we start with our IDP lets do something interesting. I am posting a Video, see it from 3 perspectives
a) What makes it Engaging ?
b) Verbal Underlining, any particular pronunciation you notice ?
c) What's in it for You ?

Looking forward to your comments on these lines. Lets do it latest by Friday. Did I forget to mention, HE is the guy who is a trainer and makes Billions ?

PUSH Yourself
e v e r y d a y

Online Journey : Response on Exercise from One Participant

A. What makes it Engaging?
1.He started off with introspective questions that were relatable to the audience for e.g., What's important in your life, What's the area in your life that you really want to improve etc.
2. He infused a small amount of humor into his speech that helped strengthen the connection between the speaker and them and left them with a good feeling about what he's sharing.
3. Made it personal- He drew from his own experience (homeless boy who was kicked out of his home by his own mother) to give the audience a relatable picture of what were his struggles and how he reached where he is today. Personal experience stories impact the emotions of the audience and they would love to listen to how you handled it.
Body Language and Tone of voice
1. Strong firm confident Voice with very effective voice modulations.
2. Used hand gestures to emphasize important points.
3. His tone of voice implied that he firmly believed in what he was saying which would make the audience want to believe in it too.
B. What's In it for me.
1. Choose the Pain of Discipline over the Pain of Regret
2. Participate in your own rescue, retool yourself!
3. It is not what happens because a lot of things happens to everybody, but it's what you do that changes everything.
4. Live in a "MUST" world, avoid using the work Should do it and opt to say and think that you MUST do it.
5. Change is automatic, it happens … what is more important is how you Take Control over it. Take control of your life and drive it forward to success.
6. Progress is not about hoping that things will happen, it is about taking control and making sure it happens.
7. If you learn from your own experiences, the learning will be painful and slow, rather learn and feed your mind by reading inspirational success stories of others. (biographies)
8. The chokehold of any business is most powerfully affected by the psychology and skills of the leader. It starts with the leaders Psychology that is 80% …the mechanics and strategies is only 20%,
9. Focus not on just gaining Knowledge but also learning how to execute it.

Learn to put yourself in the Right state of mind every day, aim for breakthroughs which could change the game for you…how do you do that…? condition your mind everyday by feeding you mind by an inspirational story, a role model etc. get it to a peak state. slowly and steadily by following work rituals (set way of doing things) and slowly and steadily you will gain the momentum.
9. Be hungry for success…and if you are not hungry then be around someone who is hungry, and something will surely hit you.
10.Anything that happens in life (Pain, challenges or opportunities) it happens for a Reason. find out WHY and then set rituals to get going to achieve the momentum to get it done.
11.Life doesn't happen to you. It happens FOR YOU.
12.Even if you don't know the Final destination, you just have to move forward … make some action …take small steps to reach it and you will find success.
11. If you want to lead, you need to keep thriving … find ways and means to take it to the next level. to do things that other people are not doing …To kill the fear in you and to achieve the things that you envisioned …you need to keep thriving …Take Massive action and if it doesn't work. then you need to try something else and keep trying different things till you find something that works.
12. Modelling a successful person 's strategies and seeing what he does differently can also help.
13.Without Problems, you will dead inside, Problems can either destroy you or call you to become something more.
I4. Ultimate breakthrough is not just about making things happen or getting things done, it is about connecting to something bigger than yourself, it's not about how fast you go, it's the DEPTH that you achieve.
for eg: It's important that you just don't be with someone, you contribute by caring, showing interest, find some way to give love attention, joy and happiness.
Life after all is not all about Me. It is about US.
C. Verbal Underlining
1.It's not what happens that determines the quality or quantity of life, but Rather what you do that changes everything.
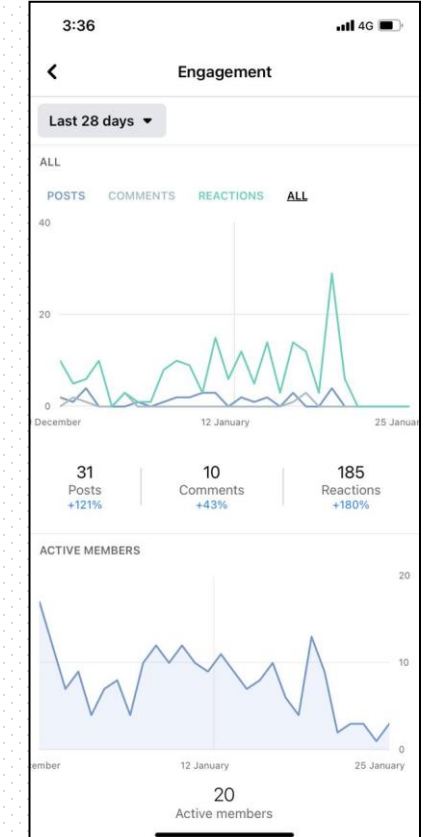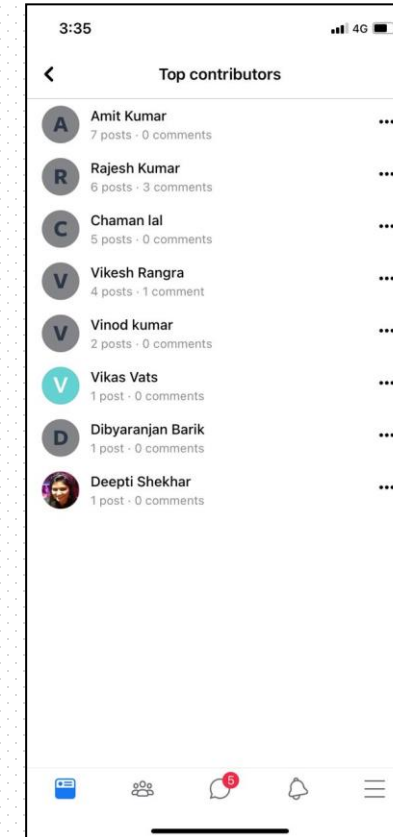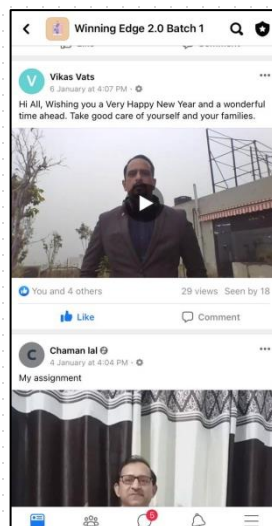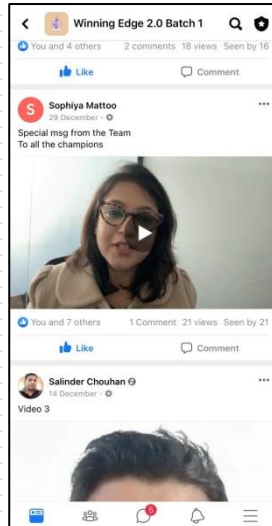2. Change is automatic, but Progress is not.
3.Overachievers are more afraid of what life would be if they don't follow through.
Every learning point that he wanted to drive was verbal underlined.

2.5 6 Weeks Gamified Learning Journey (Recommended)
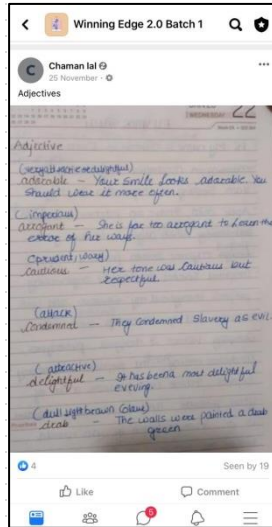
Strategic R&R

Engagement Insights

Learning Journey Tasks & Competitions

VC's Impact Assured Online Training Methodology

✓By Diagnosis as mentioned earlier, We cater to the exact problem areas.

✓Using Case Studies, Movie Clips , Exercises and Presentation-Feedback sessions for Experiential Learning.

✓We are starting the trainings with **Strategic Foundation Sessions** to..

    ✓Make Participant Eager to Learn

    ✓Help them transfer the Learning in to Action

    ✓Make impact of the Sessions Long Lasting, instead of motivating for few days.

✓Whatever we learn today, we remember 2% of it after 30 days, VC's special Memory Anchoring Techniques and Tactically Designed Merchandise takes care of it very well.

✓Instead of Old School Pedagogy Techniques, We use Cutting Edge **Andragogy** Techniques based on Adult Learning Principles to design our Training Sessions.

✓VC's training programs are "Entertraining Programs" to keep participants interested, engaged and eager to participate.

✓We plan to use strategically chosen movie clips based on Competency Based Training as case studies.

Internal Trainer Capability Building Proposal

By VATS Consulting