

Website : www.rgcpdy.ac.in, www.rgcet.edu.in



# RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

09.12.2022

Puducherry

From  
Mr. R. SENTHILKUMAR  
Event In charge,  
Department of MCA,  
Rajiv Gandhi College of Engineering and Technology,  
Kirumampakkam, Puducherry - 607 403.

To  
The Principal,  
Rajiv Gandhi College of Engineering and Technology,  
Kirumampakkam, Puducherry - 607 403.

Respected Sir,

Subject: Request for permission to conduct One Day Seminar for MCA Department Students


We have planned to conduct One Day Seminar on the topic " Train the Trainers " on 26.12.2022. Mrs.V.JAYA LAKSHMI, Department of MCA, RG CET, will be the Event Coordinator. The above mentioned One Day Seminar will be offered to the I Year and II Year students of the MCA Department.

I kindly request you to grant permission to conduct this One Day Seminar Enclosed are the details of the Seminar for your perusal and approval

Thanking you,

Yours Sincerely,

  
(R. Senthilkumar)

  
**Dr. E. VIJAYAKRISHNA RAPAA**  
B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IT Madras),  
M.I.S.T.E., F.I.I.P.E., M.C.S.I.M.C.I.I.,  
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Pondy - Cuddalore Main Road,  
Kirumampakkam, Puducherry - 607 402.

Websites : [www.rgcetpdy.ac.in](http://www.rgcetpdy.ac.in), [www.rgcet.edu.in](http://www.rgcet.edu.in)



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## DEPARTMENT OF COMPUTER APPLICATIONS

RG CET MCA / Circular/ 2022 – 23 Seminar 01

Date : 19.12.2022

### CIRCULAR


I am excited to inform you that a One Day Seminar on the topic " Train the Trainers " will be conducted for the MCA Department students on 26.12.2022

All are invited

  
HOD/MCA

Copy to:

1. The Principal
2. Circulate to all Faculty Members and MCA students
3. Notice board / file

  
**E. VIJAYAKRISHNA RAPAKA**  
B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IIT Madras)  
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# INVITATION

Department of Computer Application

## RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

Cordially Invite you to the

ONE DAY SEMINAR ON THE  
TOPIC

**"Train the Trainers"**

On 26th December 2022 @9.30 A.M In Seminar  
Hall, RG CET

Dr.E.VIJAYAKRISHNA RAPA  
Principal, RG CET  
Will offer felicitations


Dr.K.AYYAPPAN  
Vice-Principal, RG CET  
will address the function

Dr A.M.JAMES RAJ  
Associate Professor, Dept. of CSE, Pope John  
Paul II College of Education, Puducherry  
Resource Person

ALL ARE WELCOME

By

HOD, Staffs and Students of MCA

  
Dr. E. VIJAYAKRISHNA RAPA  
B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IIT  
M.I.S.T.E., F.I.I.P.E., M.C.S.I  
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## DEPARTMENT OF MCA

### SEMINAR DETAILS

Course Name	"Train the Trainer"
Course Code	MCA22IPR01
Resource Person (s)	Dr A.M.JAMES RAJ, Associate Professor, Dept. of CSE, Pope John Paul II College of Education, Puducherry
Date	26-12-2022
Course Offered to	Dept.: MCA      Year : I, II      Sem : I, III

The Seminar will cover the following topics

- What Is the Train the Trainer Model?
- Why Train the Trainer Is Important
- What Are the Advantages of Train the Trainer?
- How Do You Build a Train the Trainer Program?

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## List of Students Attended

Seminar Topic "Train the Trainer"

S.No	Reg. Number	Name	Year/Sem	Department
1	21800001	ADHI SANKAR C	II / III	MCA
2	21800002	AJITHKUMAR S	II / III	MCA
3	21800003	AKKASH S	II / III	MCA
4	21800004	ARUN KUMAR M	II / III	MCA
5	21800005	ARUN V	II / III	MCA
6	21800006	ARUNA G	II / III	MCA
7	21800007	BHAVANI R	II / III	MCA
8	21800008	BOOBALAN P	II / III	MCA
9	21800009	BREMKANNA M	II / III	MCA
10	21800010	BUVANESHRAJ M	II / III	MCA
11	21800011	DINAKARAN M	II / III	MCA
12	21800012	DINESH S	II / III	MCA
13	21800013	GOKUL K	II / III	MCA
14	21800014	GOKULNATH P	II / III	MCA
15	21800015	GOPINATH S	II / III	MCA
16	21800016	HARIHARAN M	II / III	MCA
17	21800017	KALAIMATHI G	II / III	MCA
18	21800018	KARTHIKEYAN M	II / III	MCA
19	21800019	KIRUTHIGA M	II / III	MCA
20	21800020	KOWSALYA L	II / III	MCA
21	21800021	LAKSHMINARAYANAN V	II / III	MCA
22	21800022	LOKESH R	II / III	MCA

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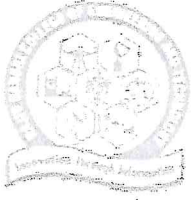
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S.No	Reg. Number	Name	Year/Sem	Department
23	21800023	MANI BHARATHI L	II / III	MCA
24	21800024	MANIBALAN M	II / III	MCA
25	21800025	MATHESH S	II / III	MCA
26	21800026	MURALIDHARAN M	II / III	MCA
27	21800027	NASREEN S I	II / III	MCA
28	21800028	NIRMAL KUMAR V	II / III	MCA
29	21800029	RAJAVEL P	II / III	MCA
30	21800030	RIAZUDEEN K	II / III	MCA
31	21800031	SANTHINI N	II / III	MCA
32	21800032	SANTHIYA M	II / III	MCA
33	21800034	SHIEK SHAMS NUSARAT N	II / III	MCA
34	21800035	SRI UBATHIYA R	II / III	MCA
35	21800037	SUGHANTHAN A K	II / III	MCA
36	21800038	VISHALEESWARAN A	II / III	MCA
37	22800001	ABINESH R	I / I	MCA
38	22800002	ABIRAMI S	I / I	MCA
39	22800003	ABIRAMY R	I / I	MCA
40	22800004	AGASH T	I / I	MCA
41	22800005	AMEGHA P	I / I	MCA
42	22800006	ANJALI MAHAPATRA S	I / I	MCA
43	22800007	ARUN DIWAGAR R	I / I	MCA
44	22800008	ARUNADEVI D	I / I	MCA
45	22800009	BARATHAN P	I / I	MCA
46	22800010	DHAMOTHARAN M	I / I	MCA
47	22800011	DINESH KUMAR P	I / I	MCA

**Dr. E. VIJAYAKRISHNA RAO**  
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S.No	Reg. Number	Name	Year/Sem	Department
48	22800012	GAYATHRI P	I/I	MCA
49	22800013	HEMAMLINI I	I/I	MCA
50	22800014	ISWARIYA N	I/I	MCA
51	22800015	JUSTIN S	I/I	MCA
52	22800016	KANNAN S	I/I	MCA
53	22800017	KOWSALYA G	I/I	MCA
54	22800018	LOKESHWARAN M	I/I	MCA
55	22800019	MANIKANDAN B	I/I	MCA
56	22800020	MOHAMMED SHAMEER S	I/I	MCA
57	22800021	NOUSATH ALI L	I/I	MCA
58	22800022	PRABAGARAN K	I/I	MCA
59	22800023	PRADEESHA G	I/I	MCA
60	22800024	SABETHA G	I/I	MCA
61	22800025	SANGAVI S	I/I	MCA
62	22800026	SARNYA L	I/I	MCA
63	22800027	SELVAPRIYA R	I/I	MCA
64	22800028	SETHUPATHY L	I/I	MCA
65	22800029	THAMILARASAN V	I/I	MCA
66	22800030	THARANI A	I/I	MCA
67	22800031	VIGNESHKUMAR V	I/I	MCA
68	22800032	VINNARASI A	I/I	MCA
69	22800033	YADHAVAN S	I/I	MCA

Event in charge

**T. E. VIJAYAKRISHNA RAPAKA**  
B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IIT Madras)  
M.I.S.T.E., F.I.I.P.E., M.C.S.I.M.C.I.M.

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Head of the Department



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## Seminar Report on the Topic "Train the Trainer"

Date: 26.12.2022

Organized by: Department of Master of Computer Applications (MCA), Rajiv Gandhi College of Engineering and Technology (RG CET)

Target Audience: Students and Faculty of RG CET

### 1. Introduction

The Department of Master of Computer Applications (MCA) at Rajiv Gandhi College of Engineering and Technology (RG CET), organized a seminar entitled "Train the Trainer." The seminar aimed to equip faculty members and trainers with advanced teaching methodologies, effective communication strategies, and innovative training techniques to enhance the quality of education and training programs.

### 2. Objectives

The primary objectives of the seminar were:

- What Is meant by the Train the Trainer Model?
- To Gain knowledge about " Why Train the Trainer Is Important"
- To educate Participants about the Advantages of Train the Trainer?
- Steps in Building the Train the Trainer Program?

### 3. Seminar Details

#### a. Welcome Address:

The seminar commenced with a welcome address by Mr.R.SENTHILKUMAR, Head of the MCA Department at RG CET. Mrs V.JAYA LAKSHMI underscored the growing importance of IP in academic settings and the need for faculty and students to understand and leverage IP rights to protect their innovations and research outputs.

#### b. Keynote Presentation:

The keynote presentation was delivered by Dr A.M.JAMES RAJ, a renowned IP expert and academician provided an insightful overview of the role and importance of IP in academia, covering the following key points:

#### What Is the Train the Trainer Model?

Train the trainer initiatives can be training programs that equip experienced trainers with the skills necessary to deliver content such as new technologies or a fresh sales program. Or, these training sessions may be professional development offerings that teach training and facilitation skills to those who are new to the training field or are subject matter experts (SMEs) who have been tasked to train others on content in their areas of expertise.

**Dr. E. VIJAYAKRISHNA RAPAKA**  
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## Why Train the Trainer Is Important

- Train the trainer programs equip trainers and instructional designers with the skills they need to provide the best learning experience to employees.
- L&D professionals must keep their knowledge and skills updated
- Training is a process that begins well before the training course itself and extends beyond the close of it.
- Success of a train the trainer program is selecting the correct person to act as the facilitator.
- Train the trainer facilitators also need to have strong leadership skills, communication capabilities, exceptional listening skills, and emotional intelligence
- In train the trainer workshops, participants learn an array of training techniques, best practices, and activities from the certified trainer
- Train the trainer course participants also may receive information on ways to harness the technology that is critical to how we work and learn today.

## re the Advantages of Train the Trainer?

- Expands the training capacity an organization
- Can save money spent towards on external trainers
- Can improve the skills of staff in an organization more quickly
- Lead to consistency in training
- Promotes peer-to-peer learning
- Finally, an internal SME-turned trainer understands the organization's culture and potential roadblocks the learner may encounter when trying to practice the new learning on the job.

Taking part in a train the trainer program also might be a stretch goal for some employees, helping them share information on a topic they love. They can serve as a resource post-training, either to the course participant or to that individual's manager, by offering guidance on how to put the learning to practice, such as via a learning plan.

## How Do You Build a Train the Trainer Program?

To build a train the trainer program, it is critical to take into consideration what the learner needs to know to perform well on the job—both the technical expertise and the soft skills. The ATD Training Cycle is a four-step process that trainers can use to prepare for and to facilitate a train-the-trainer course. It comprises:

**Jr. E. VIJAYARATHNAM RAPAKA**  
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- Planning and preparation
- Presentation and facilitation
- Performance and evaluation

*Purpose and assessment* is about understanding why the training is needed and how it connects to the organization. This is done through a needs assessment. During this phase, a trainer also will decide upon the method by which to measure what post-training success looks like—that is, are learning objectives being met and are the learned skills being applied by the learners on the job?

*Planning and preparation* allows trainers to ensure that they have a full grasp of the material they are covering during the course. Having this depth of knowledge will inspire confidence from the participants. This phase also means understanding the flow of the program and activities planned for the course:

- Do you have enough time to cover all the material?
- Will the material as presented be in a logical sequence for learners and are there appropriate transitions between section material
- Do you know when you will take breaks?

The *presentation and facilitation* phase is about your training techniques. Will learners understand your stories and references? If some participants are not native speakers of the language in which you're delivering the training, for example, they may not relate to the content you're using to make your point. Can you manage a participant who doesn't want to learn and is disruptive of the learning of others? Will learners enjoy small team activities?

*Performance and evaluation* is where you determine whether all of your work has been successful. This goes back to the purpose and assessment phase where you outlined what successful completion of the course would look like. What data or insights do you need to collect to determine if you have achieved it?

Even seasoned trainers can benefit from creating a written plan for their training course, which they can check and review during the event.

### c. Q &A Session:

An interactive Q&A session followed the panel discussion, allowing participants to ask questions and seek advice from the experts. Topics covered included practical challenges in implementing innovative teaching techniques, strategies for continuous improvement, and re

  
Event Coordinator

**Dr. E. VIJAYAKRISHNA RAPAKA**  
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Head of the Department

Rajiv Gandhi College of Engineering and Technology, Puducherry

Department of Computer Applications

Feedback Form

Seminar Title : TRAIN THE TRAINERS  
Name : ABIRAMY R  
Year / Semester : I/I  
Date : 26-12-2022  
Venue : RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

THE DESIGN OF THE SEMINAR

- A. Were objectives of the Seminar clear to you? Y / N
- B. The contents met with your expectations  
1. Strongly disagree 2. Disagree 3. Neutral 4. ~~Agree~~ 5. Strongly agree
- C. The lecture sequence was well planned  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. ~~Strongly agree~~
- D. The contents were illustrated with adequate examples  
1. Strongly disagree 2. Disagree 3. ~~Neutral~~ 4. Agree 5. Strongly agree
- E. The level of the Seminar was too high  
1. Strongly disagree 2. Disagree 3. Neutral 4. ~~Agree~~ 5. Strongly agree
- F. The contents compared with your expectations was too theoretical  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. ~~Strongly agree~~
- G. The Seminar exposed you to new knowledge and practices  
1. Strongly disagree 2. Disagree 3. Neutral 4. ~~Agree~~ 5. Strongly agree

THE CONDUCT OF THE SEMINAR

The lectures were clear and easy to understand

1. Strongly disagree 2. Disagree 3. ~~Neutral~~ 4. Agree 5. Strongly agree
- A. The teaching aids were effectively used  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. ~~Strongly agree~~
- B. The material handed out was adequate  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. ~~Strongly agree~~
- C. The instructors encouraged interaction and were helpful  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. ~~Strongly agree~~
- D. Were objectives of the Seminar realized?  Y / N
- E. Please give overall rating of the course

90% - 100% ( )      80% - 90% (  )      70% - 80% ( )  
60% - 70% ( )      50% - 60% ( )      below 50% ( )

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M.I.S.T.E., F.I.I.P.E., M.C.Sil M.C.A.

PRINCIPAL

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Pondy - Cuddalore Main Road,  
Chinnampakkam, Puducherry - 607 402.

Abiramy R  
Signature

Rajiv Gandhi College of Engineering and Technology, Puducherry

Department of Computer Applications

Feedback Form

Seminar Title : Train The Trainers  
Name : GOPINATH.S  
Year / Semester : 11 / 111  
Date : 26 / 12 / 2022  
Venue : Rajiv Gandhi college of Engineering and technology.

THE DESIGN OF THE SEMINAR

- A. Were objectives of the Seminar clear to you? Y / N
- B. The contents met with your expectations  
1. Strongly disagree ~~2~~ Disagree 3. Neutral 4. Agree 5. Strongly agree
- C. The lecture sequence was well planned  
1. Strongly disagree 2. Disagree 3. Neutral ~~4~~ Agree 5. Strongly agree
- D. The contents were illustrated with adequate examples  
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- E. The level of the Seminar was too high  
1. Strongly disagree 2. Disagree ~~3~~ Neutral 4. Agree 5. Strongly agree
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- G. The Seminar exposed you to new knowledge and practices  
1. Strongly disagree 2. Disagree 3. Neutral ~~4~~ Agree 5. Strongly agree

THE CONDUCT OF THE SEMINAR

The lectures were clear and easy to understand

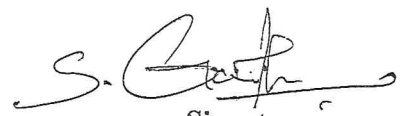
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree ~~5~~ Strongly agree
- A. The teaching aids were effectively used  
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- C. The instructors encouraged interaction and were helpful  
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- D. Were objectives of the Seminar realized? Y / N
- E. Please give overall rating of the course

90% - 100% ( ) 80% - 90% ( ) 70% - 80% ( )  
~~60%~~ 60% - 70% ( ) 50% - 60% ( ) below 50% ( )

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Signature