Procedure for Conducting Training Courses
(Pre, During & Post Training)

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The Regional Centre for Urban and Environmental Studies, Lucknow aims to capacities, provide handholding and mentoring support to the officials and functionaries. The objective is to enhance knowledge and build the capacities of the officials and functionaries thereby enabling them to effectively deliver their roles and responsibility.

Effective training is vital for enhancing the skills, knowledge, and productivity of government employees. Designing training courses to meet this objective is essential to keep the content relevant, accurate, and aligned with the latest sector practices and advancements.

Objective

The objective of this document is to presents a comprehensive procedure for conducting training courses for government employees, encompassing the pre, during, and post-training phases. Conducting training courses typically involves several steps, including planning, execution, and post-training evaluation. By following this procedure, training coordinators can ensure that the training courses are properly planned, executed, and evaluated, leading to optimal outcomes for the trainees. The Regional Centre for Urban & Environmental Studies Lucknow shall follow well formulated procedure for conducting training courses, which shall include the following:

1. Pre-Training Phase

1.1 Training Needs Assessment:
- Identifying skill gaps and training requirements
- Conducting TNA through pre define formats surveys and interviews
- Analyzing job descriptions, job role and competency assessment
- Assessment of previously conducted training courses

1.2 Training Planning
- Designing Training Modules
- Defining learning objectives and outcomes
- Determining the training budget and resources required
- Selecting appropriate training methods and formats
- Scheduling the training course and securing necessary facilities

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1.3 Participant Selection and Nomination:
- Identifying eligible employees/trainees for training
- Developing selection criteria based on the job roles and responsibilities
- Communicating training information to concerned departments
- Collecting and reviewing nominations
- Enrolling selected participants in the training course

1.4 Preparing Training Materials and Resources
- Developing training manuals, handouts, and visual aids
- Ensuring availability of necessary equipment and technology
- Coordinating with trainers and subject matter experts
- Reviewing and updating training materials as required

1.5 Pre-Training Communication and Orientation
- Sending invitations letters and pre-training information to participants
- Conducting pre-training orientation sessions
- Communicating training objectives, expectations, and logistics
- Addressing participant inquiries and concerns

2. During-Training Phase

2.1 Training Delivery
- Assigning qualified trainers or facilitators
- Ensuring a conducive learning environment
- Implementing interactive training methods
- Monitoring and adjusting the training delivery as needed

2.2 Assessing Participant Progress
- Conducting formative Pre assessments during the training
- Providing feedback on participant performance
- Addressing individual learning needs and challenges
- Encouraging active participation and engagement

2.3 Practical Exercises and Simulations
- Organizing hands-on activities related to job tasks
- Promoting experiential learning through simulations
- Providing opportunities for skill practice and application
- Facilitating group discussions and collaborative learning

2.4 Guest Speakers and Subject Matter Experts
- Inviting industry experts and experienced professionals
- Arranging guest lectures and presentations
- Sharing real-world examples and case studies
- Encouraging networking and knowledge exchange

3. Post-Training Phase

3.1 Evaluation and Feedback
- Conducting post-training evaluations and assessments
- Collecting feedback from participants and trainers
- Analyzing training effectiveness and participant satisfaction
- Identifying areas for improvement and future training needs

3.2 Reinforcement and Application
- Providing post-training support and mentoring
- Encouraging participants to apply their newly acquired skills
- Offering refresher courses or advanced

By following this procedure, course coordinators can effectively plan, deliver, and evaluate training courses for trainees at various stages (pre, during, and post training).