

Name of the Faculty Member: Dr. Himani Sharma

Name of Activity: How to Train?

Name of Course/PAPER: Training and Development

Semester: III

Brief Description: Training process includes various steps. After the whole process has been taught, students were encouraged to act as a trainer and train the fellow students. The topics chosen by students for this activity were MS Excel, MS Word, how to communicate, personality development., decision making skills, how to handle conflicts. All the students actively participated and the trainer students did their best and followed all the steps of training process. As the training was conducted by the students therefore the learning was more as students could ask questions and discuss without any fear. This experiential learning helped students to understand the course in depth and it also developed their communication skills and interpersonal skills.