![ISTD logo with map of India]

प्रशिक्षणमस्तु सदा प्रयुक्तम्
ज्ञानाय दानाय च वर्धनाय

POST GRADUATE DIPLOMA IN TRAINING & DEVELOPMENT

Through distance mode with industry ready curriculum

Batch 88th

Commencing from
1st January 2023
Duration-18 months

18 Months Correspondence Programme
Recognized by Ministry of Education
Govt. of India

www.istd.in

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

MESSAGE FROM NATIONAL PRESIDENT, ISTD

Dear Distinguished Readers,

Welcome to the world of Training and Development!!

ISTD is a leading institution in learning and development in India since 1970.

The era of unprecedented times will not come to an end but will remain the same and may even aggravate in the future. We live in the age of rapidly changing environment which we call by different names VUCA, BANI, TUNA or RUPT in which everyone needs to act differently for survival and growth. Disruption is a constant threat and organisations must ensure that their employees are always on-learning mode and all the shared and distributed learning of individuals must be embedded in the overall organisational culture, systems and structure.

The Post Graduate Diploma in Training & Development is highly recommended not only for the HR and L&D professionals but all those who are willing to take their career to new heights and helping others to unlock their potential.

The programme has been created in collaboration with industry experts and academicians who have long experience in the field.

The learning contents are full of video lessons, reading material, assignments, project work, case studies, quizzes, ice-breakers, role play, exercises, latest in L&D world, L&D technologies etc. which will keep you engaging throughout the 18-month course. By pursuing the PG Diploma in Training & Development, you will develop a full set of HRD skills ranging from formulating organisational strategy for learning & development to assessing skill gaps within the organization, assessing the effectiveness of the programs and return on investment using data analytics.

The course is open to the Indian and international students.

As our past students are our brand ambassadors, an ALUMNI PORTAL has been created to facilitate regular interaction among the diploma holders who also guide us and share valuable feedback on improvement and placement.

I am sure that this Diploma will set you apart and contribute immensely in your career growth.
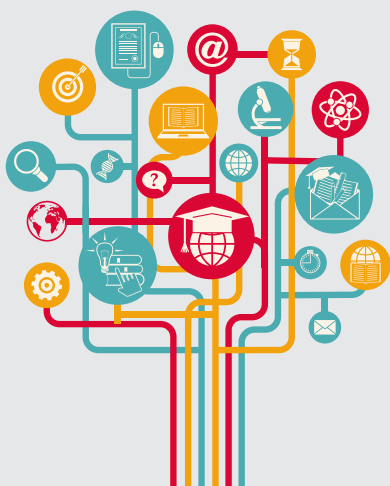
Dr. Nataraj Ray

MESSAGE FROM CHAIRMAN DIPLOMA BOARD, ISTD

Human resources transformation leads to the massive restructuring of organisations in the future decades due to technology disruption and new generation of people. In this disruptive a technology and VUCA (Volatile, Uncertain, Complex and Ambiguous) world, organisations have realized the need for upskilling, reskilling, multiple skills and information on technology. is essential for survival of an organisation. According to World CEO Survey conducted by PWC, 87% of CEOs worldwide mentioned 'non-availability of key skills' amongst their" employees as the topmost concern stopping their growth. Learning and Development industry size currently is USD 367 billion globally every year. In India, it is less than USD 1 billion annually. Indian Skills sector is expected to become an over USD 20 billion market opportunity yearly. At present, 90% of the jobs in India are skill-based, but there is only 6% trained workforce in India. Currently, the system in India has the capacity to train only 3 million youth against 12 million entering the labour force annually. In this gap lies the huge opportunity and growth potential for India's L & D industry. India's L& D market is posed to be a USD100 billion market by 2030. The backbone of the growth of any economy is its learning and development mechanism. The programs initiated by Government of India such as Digital India, Make in India, Skill India, Start-up, Stand-up and futuristic National Education Policy (NEP), offer tremendous avenues for the learning and development professionals to contribute to the cause of the nation by providing immense employment opportunities to a large section of the young population.

We welcome all those who are keen to pursue the Post Graduate Diploma in Training and Development offered by the ISTD. I am sure, the Online, Digital and Virtual Education Program devised to attract professionals to help develop, nurture themselves into well rounded training professionals.

Dr. A. V. Sivarama Prasad
Chairman, ISTD Diploma Board

INTRODUCTION

The Indian Society for Training & Development (ISTD) is a premier institution in the field of Human Resource Development with a distinguished record of service spanning more than 52 years. To meet the long felt need for a basic qualification in training and development, a focused correspondence Diploma in Training & Development was introduced in April,1979. The objective of the course is to provide orientation skills of Training and Development as well as the specialization in functional areas of Training and Human Resource Development.

It is a distance learning Programme of 18 months duration in English language.

At present a large number of ISTD Diploma holders are occupying senior positions in the fields of Training & Development / Human Resources Development in various Central/State Government Departments, Public and Private organisations.

Our Vision

Leading Transformation through Training & Development.

Our Mission

- To facilitate individuals and organizations to excel in Training & Development Activities.
- To serve as a reservoir of universal knowledge of human interface through innovative practices and original exploratory research.

DIPLOMA BOARD MEMBERS

The ISTD Diploma programme is managed by a Board consisting of eminent HRD professionals and academicians.

Chairman

Dr. A. V. Sivarama Prasad
President (Strategy)
The KCP Limited, Chennai

Members

Dr. Nataraj Ray National President, ISTD Kolkata	**Mr. Kurien Daniel** National Vice President ISTD Mumbai	**Dr. Rajesh Khajuria** Vice President (Learning) Rishabh Software Pvt. Ltd. Vadodara	**Dr. K. S. Chandrasekar** Professor and Head IMK Trivandrum

Dr. Gunmala Suri Professor, University Business School Punjab University, Chandigarh	**Prof. Bijay Singh Mipun** Professor, Dept. of Geography North Eastern Hill University, Shillong	**Prof. Nilam Panchal** Associate Professor, B K School of Business Management, Gujrat University, Ahmedabad
Dr. L.R.K. Krishnan Professor (OB/HR,ER&LL) VIT University, Business School Bengaluru	**Dr. Aquil Busrai** CEO, Aquil Busrai Consulting and Former Executive Director HR, IBM	**Dr. Raj Singh Antil** Joint Director Shri Vishwakarma Skill University Gurugram

Member Secretary

Mr. Sourav Basu
Officiating Director, ISTD New Delhi

RECOGNITION BY GOVERNMENT OF INDIA

This is the only professional course recognised by the Government of India for training of trainers in the country and is designed to meet learning & development challenges.

The course is recognised by the Ministry of Education (Formerly Ministry of HRD), Government of India and also approved by the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, under the Faculty Development Scheme.

Recognised by corporates such as AAI, ACC, Apollo Group of Hospitals, BHEL, BEL, FCI, HAL, HPCL, HOCL, OIL, L&T, NBCC, SAIL, State Bank of India Staff College, TCIL, Hero Mindmine, The Singareni Collieries Company Limited, TCS, Assam Institute of Management, IOCL, Bank of Baroda, Tata Steel Limited, Axis Bank, Haldia Energy, VIVO, Sun Pharma, Himalaya Drug Co., Titan etc. for recruitment and promotion.

LATERAL ENTRY TO MBA AND PhD PROGRAM

ISTD has signed an MOU with SRI SRI University, Cuttack, Odisha and Assam Kaziranaga University (KU), Jorhat, Assam, wherein a provision of lateral entry into 2nd year MBA program of the University has been made. There will be a transfer of credits from PG Diploma to MBA Program. Further provision has been made for lateral entry to integrated PhD Program of the University as per laid down eligibility criteria and guidelines.

ENDORSEMENT:
(INTERNATIONAL CERTIFICATION)

- NOCN is a UK charity (registered company number 03829217 and registered charity number 1079785) whose registered office is at the Acero Building, 1 Concourse Way, Sheaf Street, Sheffield $1 2BJ, UK ("NOCN"). **https://www.nocn.org.uk**)

FOR WHOM

- HRD/Training professionals/Consultants/ Practitioners and others who seek a strategic understanding of the Human Resources Management function.

- Line Manages / Professionals from other functions and disciplines to orient themselves as facilitators of learning processes or also to move into training field as faculty members.

- Those engaged or looking forward to engage themselves in the human resource development activity in any sector – government, public, private, NGO, service, manufacturing etc.

- Students pursuing post graduate course in any domain like medical, engineering, IT, marketing, finance & accounts, public relations etc.

ELIGIBILITY

- **Graduate or its equivalent Diploma from a recognized university. Students of final semester awaiting final result can also apply but their admission will be provisional subject to passing out the graduation examination.**

- **Post Graduate or equivalent PG Diploma in any discipline.**

- **Professional Degree holder like B.E./B.Tech., MBBS, CAIB, ACA, AICWA, M.Ed. etc.**

Admission to the PG Diploma Programme is done twice in a year in the months of JANUARY & JULY

DIPLOMA FEE STRUCTURE

COURSE FEE (INDIAN)		COURSE FEE (WITHOUT INSTALMENT)					COURSE FEE (IN INSTALMENT)*		
	Registration Fee	Course Fee	Total	GST 18%	Payable	1st	2nd	3rd
General Category	1500	50000	51500	9270	60770	21948	20178	20178
ISTD Life members & their spouse and dependents	1500	45000	46500	8370	54870	20060	18290	18290
Permanent institutional members	1500	45000	46500	8370	54870	(Not applicable)		
SC/ST/Divyang	1500	45000	46500	8370	54870	20060	18290	18290
Armed forces personnel & their spouse/Ex-servicemen/ Central & State Police, Para-Military, Personnel Senior Citizen Candidates.	1500	30000	31500	5670	37170	1st	2nd	
						20060	18290	
COURSE FEE (OVERSEAS)								
SAARC Countries					US$ 900	(Not applicable)		
Other Countries					US$ 1000	(Not applicable)		

*includes registration fee, GST etc.

IMPORTANT TIMELINE

LAST DATE FOR SUBMISSION OF ADMISSION FORM	FOR JANUARY 2023 (88th Batch)	FOR JULY 2023 (89th Batch)
	~~15th December, 2022~~ Last Date Extended upto 24th December 2022	30th May, 2023

PAYMENT OF FEE

Payment of Full Fee	(with submission of admission form)	(with submission of admission form)
Payment of 1st Instalment	(with submission of admission form)	(with submission of admission form)
Payment of 2nd instalment	31st March, 2023	30th September, 2023
Payment of 3rd instalment	30th June, 2023	31st December, 2023

ENROLMENT PROCESS & PAYMENT

Steps:

1. Go to the website **www.istd.in**
2. Register as Student and fill up details;
3. Select payment mode (debit card/creditcard/net banking) and make payment online.Payment can also be made through QR Code: **https://rzp.Io/I/ElB8Z88JB4**
4. Download the hard copy of Admission Form, take its print out, fill it up, attach self-attested highest qualification certificate and two passport photos and post it at the below mentioned address to:

> **Ms. Pragya Mathur, Deputy Manager**
> Indian Society for Training & Development,
> B-23, Qutab Institutional Area, New Delhi-110016
> Mobile: 9971300594, Landline: 011-41688772

COURSE CURRICULUM

There will be a total of 12 Compulsory papers including one Elective to be chosen from out of 3 papers XII(a), XII(b) and XII(c).

1st SEMESTER		
	PAPER	**MODULES**
I	Business Strategy & HRD	1. Role of HR in Business & Strategy 2. Introduction to Business Strategy 3. Analysis of Internal and External Environment 4. How HR Partners with Business Strategy 5. Building Training & OD Strategy 6. Training & HR Scorecards – Measuring & Assessing Impact of Training
II	Instructional Design	1. Introduction 2. Instructional Design Models 3. Needs Assessment 4. Design & Development 5. Implementation 6. Evaluation
III	Training Methods – Cognitive	1. Introduction 2. Cognitive Training Methods 3. Lecture Method 4. Group Discussion & Demonstration 5. Case Study Method & Problem Solving Techniques 6. Electronic Training and its Components
IV	Training Methods – Experiential	1. Motivational Aspect 2. Experiential Methods 3. Role Play 4. Simulation and Other Popular Methods 5. Sensitivity Training / T Group Training 6. Outbound Training

2nd SEMESTER

V	Facilitation Skills	1. Games, Laboratory Training, Brain Storming 2. Factors Influencing Choice of Training Method 3. Training Styles 4. Various Roles of Trainer 5. Effective Training Delivery
VI	Communication & Presentation Skills	1. Verbal Communication Skills 2. Written Communication Skills 3. Audience Engagement 4. Presentation Skills
VII	Training Measurement & Evaluation	1. Introduction 2. Stakeholder's Approach to Measurement and Evaluation 3. Steps In Training Evaluation and Models For Evaluation 4. Designing Tools for Evaluation and Data Collection 5. Achieving High Learning Outcome and Knowing Your Learners 6. Data Analysis and Report Writing 7. Training Process Audit & Report Writing
VIII	Managing Training Process	1. Preparation of Training Plan 2. Resource Planning 3. Budget Preparation 4. Event Management 5. Marketing of Training/Nominations

3rd SEMESTER

	PAPER	MODULES
IX	Data Analytics	1. Data and its importance 2. Introduction to Analytics 3. L&D Metrics 4. Data Analytics in L&D 5. Tools for Analysis 6. Evolution of analytics and its impact on business
X	Innovation & Change Management	1. Role of Innovation in Change Management 2. Anticipating Change and Understanding Culture 3. Understanding OD & Change Process and Overcoming Resistance to Change 4. Developing Excellence in Individual Interventions 5. Developing High Performance Team 6. Developing Successful Organisation
XI	Digital Transformation in L&D	1. Need and Purpose 2. Learning Disruptions and Risks 3. Up-skilling in an Organisation 4. Continuous Learning 5. Standards around e-learning 6. Digital Learning Platforms
XII (a)	Talent Management	1. Building Blocks for Talent Management 2. Talent Management Strategy and Models 3. Manpower Planning and Talent Acquisition 4. Talent Engagement 5. Attrition and Talent Retention 6. Various Approaches to Talent Management
XII (b)	Development Centre	1. Competency Mapping 2. Competency Framework 3. Leadership Competency Framework 4. Execution Strategy 5. Application of Development Centre 6. Learning by Doing Assignment
XII (c)	Research Methodology	1. Basic Concepts 2. Research Process 3. Literature Review and Sources of Information 4. Research Paper and Research Report 5. Research Proposal Formation 6. Research Design 7. Research Presentation Techniques 8. Case Studies

EXAMINATION

- Examinations are conducted in a proctored online mode twice in a year.
- Examination fee is Rs. 500/- plus 18% GST per paper which is payable in advance by the due date as intimated to the participants before the examination.
- Students are given assignments for each paper

INTERNSHIP PROJECT & VIVA

Students are supposed to undertake 3-month internship project only after completion of 1st & 2nd Semester of P G Diploma Course under the guidance of a Mentor and submit project report followed by presentation before a panel of experts.

Support & Facilities to Students

As a part of Diploma programme, students are provided with the following support/facilities:

- **Reading Material of all papers**
- **Conduct of online classes via zoom on weekends.**
- **Free quarterly ISTDs e-journal (IJTD)**
- **Issue of Books from ISTD Library at New Delhi**
- **Mentoring & Coaching by senior ISTD professionals**
- **1-year free Membership of ISTD on completion of course**
- **Discount in fee in programmes/workshops/conference etc. conducted by ISTD**
- **Validity of Diploma Registration for a period of 4 years.**

AWARD OF DIPLOMA & POST GRADUATE DIPLOMA

- Diploma in Training and Development shall be awarded after successful completion of 10 subjects.
- Post Graduate Diploma will be awarded after successful completion of 12 Subjects as well as the internship project where after the students can use the suffix 'PG Dip T&D'.

DIPLOMA PROGRAMME COORDINATORS

Ahmedabad Mr. Yogesh Chati M : 9428914078	**Chennai** Mr. T C Sivasankaran M : 9840717471	**Indore** Dr. Dhanashree Nagar M : 9893916929	**Mumbai** Mr. Matthew D'Cunha M : 9167591717	**Sahupuram** Mr. Vijay G M : 8870742277, 9843763388
Allahabad Dr. Rajesh Kumar Shastri M : 9919020401	**Chittorgarh** Mr. M. S. Gokhru M : 9460711904	**Islampur** Prof. Krishnaji S. Patil M : 8149250102	**Mysuru** Mr. Mohammed Zeeshan M : 9606100245	**Sambalpur** Ms. Shruti Sudha Mishra M : 8093879984
Anand Dr. Sarfaraj Isubbhai Mansuri M : 7383344881	**Dehradun** Mr. Amit Goswami M : 9634559780, 7983833702	**Jaipur** Mr. Vishnu Shrivastava M : 9001998020	**Nagpur** Dr. Pranali Lute M : 9850600481	**Shillong** Prof Bijay Singh Mipun M : 9436102075
Aurangabad Dr. Pradeep Kumar M.: 9404362962	**Delhi** Mr. Vivek Joshi M : 9712937207	**Jamshedpur** Mr. Sushant Tripathi M : 8797595434, 8987707724	**Nashik** Dr. Sarita Dhawle M : 7774032686	**Silvassa** Dr. Sanjay Kumar Pandya M : 7600022343, 9377022343
Bangalore Mr. Ashok Kumar V M : 8310953840	**Goa** Ms. Kiran Shah M : 9823837362	**Kochi** Dr. Rajeswary R M : 09846919863	**Navi Mumbai** Ms. Rachna Rajiv Nigam M : 9820866678	**Trivandrum** Dr. U. S. Paul Russel M : 9949022334
Behrampur Mr. G. S. Patnaik M : 8895959585	**Gurugram** Dr. Vidhu Gaur M : 9873677650	**Kolkata** Mr. M. K. Barman M : 9434777107, 9830311999	**Noida** Wing Commander K K Verma M : 9811560341	**Udaipur** Dr. Ira Bhatnagar M: 9414086499, 8094003301
Bhopal Prof. J. N. Chowdhary M : 9425014936	**Guwahati** Mr. Nishant Paharia M : 9207000900	**Kota** Shri Krishna Mohan Tandon M : 9829231013	**Pune** Dr. Rashmi Hebalkar M . 9822590354	**Vadodara** Dr. Rajiv Kurulkar M : 9825666633
Bhubaneswar Ms. Anita Mahapatra M : 9437119146	**Gawalior** Dr. Chanda Gulati M : 7879440096	**Lucknow** Mr. Sunny CA M : 9889034803, 9450600251	**Ranchi** Mr. Narendra Kumar Ojha M : 9437497280	**Visakhaptanam** Mr. G. Saraswati Rao M : 8008002869
Chandigarh Mr Arun Malhotra M : 9888007101	**Hyderabad** Mr. K. M. Dheer M : 9848989005	**Mangalore-Udupi** Dr. Malini Hebbar M : 9845517164		

About ISTD

The Indian Society for Training & Development (ISTD) is a premier institute devoted to the cause of human resource development through trainers, with international affiliations.

A founder member of the major T&D network chains in the world, namely: The International Federation of Training and Development organization (IFTDO), Geneva, it was established in April 1970 as a non-profit Society registered under the Societies Registration Act, 1860.

It has a large membership of organizations and professionals involved in the training and development of human resource from government, public and private sector organizations, institutions and other bodies. It has 51 chapters and around 10000 members spread throughout the country with the National Headquarters in New Delhi.

The Society publishes a quarterly Journal, Indian Journal of Training and Development (IJTD) with highly reputed Editorial Board.

ISTD has been designated as the National Nodal Agency for 'Testing and Certification' of skills for all sectors and for all states of skilled workers in the organized and unorganized sectors by the Ministry of Labour & Employment through DGE&T, Govt of India to meet the challenges of Training Certification System of Training Certification.

CONTACT US

For Admission related queries or any additional information please contact:

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Visit our website **www.istd.in** for a detailed information about the PG Diploma in Training & Development OR write to us at **diploma@istd.in**

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