

# Kawstov Singh

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## Training & Development • Content/ Curriculum Development • Instructional Design

### PROFILE

- **7 years of experience** in instructional designing with current focus on creating effective training based on adult learning principles.
- **Curriculum Design, Content Development,** and **Training & Development** by identifying skill gaps and coordinating with stake holders.
- **Skill Development** of the ID team.

### EXPERIENCE

#### Mar 2010 – Nov 2015:

Production Specialist at Finitatives Learning India Pvt. Ltd.

#### Nov 2015 – Present

Senior Instructional Designer at Integra Software Solutions, Chennai

#### My Key Responsibilities include-

- **Meeting the client** to discuss and analyze the client inputs and target audience
- **Creating the training plan** basis the assessment on the learning gaps and requirements
- **Finalising the content** and approach
- **Finalising and maintaining timelines** for projects
- **Reviewing and Mentoring** team's storyboarding
- **Implementing new technologies** to enhance training

### INTEREST

**Exploring Training and Development** approaches to enhance learning efficiency

**Exploring new applications** and **evaluating their usage** to improve productivity

**Blogging** tips and tricks that I gather around my work ([blog.kawstov.com](http://blog.kawstov.com))

### PERSONAL

#### Date of Birth

12 Nov 1985

#### Language Proficiency

Hindi, English, Bengali  
[Read, Write and Speak for all]

#### Marital Status

Married

### EDUCATION

#### MBA Finance [Major]+ IT

IBS Kolkata, 2010  
GPA: 7.1

#### B.Sc. Applied Sciences

University of Allahabad  
60%

#### BCA [Only till 2<sup>nd</sup> Year]

IGNOU

#### 10+2








ISC Board,  
Holy Cross School, Ballia  
74%

#### 10

ICSE Board,  
Holy Cross School, Ballia  
85%

### TECHNICAL SKILLS

#### E-learning Tools

Articulate Studio  5/5  
Articulate Storyline  5/5  
Ispring Suite  5/5  
Adobe Captivate  4/5  
Sparkol Videoscribe  3/5  
Adapt (Authoring Tool Only)  3/5  
Elucidat  3/5

#### Video Editing Tools

Sony Vegas  4/5  
BB Flashback  4/5  
Camtasia  3/5


#### Audio Editing Tools

Adobe Audition  3/5  
Audacity  4/5

#### Graphic Designing Tools

Photoshop  3/5

#### Desktop Applications

MS Word  5/5  
MS PowerPoint  4/5  
MS Excel  5/5

#### Working knowledge of

JavaScript, HTML and PHP

## PRIMARY ACTIVITIES:

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### Client Facing Roles:

- Creating proposal, understanding document and high level design document for the client

### Project Management Roles:

- Managing the project timelines
- Ensuring that the training quality meets the client expectations

### Instructional Designing Roles:

- Creating theme, learning objectives, treatment approach basis content and target audience
- Creating sound storyboards from ID/ IS perspective
- Creating audio script and incorporating audio, basis the screens produced
- Managing development once the storyboard is approved by the SME
- Creating and managing timelines for projects, and meeting them consistently
- Reviewing the work (storyboard/ screens) of the production team, and streamlining it to meet the final objective(s)

### Training Roles:

- **Basic level training** to new members in the team, for –
  - Understanding the production process.
  - Understanding basic learning principles.
  - Getting ready for production.
- **Advanced level training** to existing members, for
  - Maintaining the production standards.
  - Incorporating latest trends/techniques to increase the production quality/ efficiency.
  - Developing courses using rapid authoring tools.

## ADDITIONAL ROLES:

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### Production:

- Working in R&D mode to introduce new tools and technologies (HTML5/ Authoring tools/ video tools etc.) which will help in increasing the quality/ efficiency of the production.
- Taking proactive initiatives to keep the production technology current, and innovative (mobile compatibility, upgrading to latest trends, web accessibility etc.).
- Adding functional capabilities to the training in various ways (screen-casts/ video-infographics/ DIY tasks etc.) to provide engaging learning.