

TITI



The Flip Chart

NEWSLETTER

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UNICEF-NEPAL JOINS HANDS WITH TITI FOR TRAINING AND CONSULTANCY SERVICES



On August 23, 2002 at 11 a.m. Mr. Ashok Vaidya and a host of UNICEF officials were marching together on the stone paves of TITI heading toward the reception area. Very curious, Mr. Nareswor Jung Gurung, Ms. Anjali Pradhan, Mr. Som Raj Acharya and Mr. Vaidya, all UNICEF officials, had lot of questions to ask about the program TITI

has been conducting. I led the group to Learning Resource Centre, classrooms and other facilities of our campus. Skill and Concept Cards caught their attention. They had few queries about the Skill Card development and delivery approach. Finally, we headed to the meeting room to further orient them to TITI programs and activities. The group posed me questions very diplomatically to probe if we conducted facilitators training besides trainers' training. I said we had conducted many such trainings in the past and will continue to do the same in future.

Few days later, on a phone conversation, Mr. Vaidya asked me to send a proposal to conduct one village facilitators training, two training of trainers and to develop terms of reference for Decentralized Action for Children and Women (DACAW) training module development. Finally, an agreement between UNICEF and TITI to conduct three training courses and to develop terms of references for module development was signed on November 8, 2002.

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From the Executive Director's Desk



I am happy that TITI is implementing Training of Trainers- Knowledge (TOT-K) in Albania, a high quality 3 weeks training, to 15 trainers of Albania and Kosovo

from 27 January 2003. This is the third time that TITI is providing training in Albania.

The message to you, of our most valued customer is that, "TITI is already qualified and is competent at providing internationally accepted high quality training to training professionals around the continent."

TITI, in its 10 years of existence, has been able to provide services to over 4000 forward thinking professionals in the field of training and education in 14 different countries in Asia, Europe and Africa.

We design, develop and provide high quality training and give quality service to our customers at most competitive prices. *For similar quality training (quality, duration etc.) in any training institute in a developed nation, TITI's price is about five times less.* This is our greatest success and represents a potential catalytic growth opportunity for further development and expansion.

What is the secret of our success?

In our own view and in the view of our customers it is:

- The competency of our trainers.
- The high quality instructional materials developed by TITI in the patent name of Skill and Concept cards.
- The motivation and recognition given to high performing trainers and staff.
- The working environment of the institute, and
- The state-of-the-art just in-time training our own people receive.

TITI believes that *'Investing on the development of human resources is like planting fruit bearing trees of an everlasting nature.'* In other words, for the development of a nation, empowering people through timely training and education should be a major focus of every organization. So, if you are looking for improved performance in management, curriculum development, and instruction you need not look farther than TITI.

Devi Prasad Dahal, Executive Director, TITI

External Evaluation of TITI



The external evaluation of the TITI and the project was conducted between 11 and 29 November 2002. The evaluation had two main objectives. One

was to measure the value or worth of TITI, and other was to recommend measures that would assist future development and decision-making.

The three focus areas of the evaluation were:

- i. customer and learner satisfaction
- ii. the internal organization, and
- iii. the institutional and socio-economic context within which TITI operates.

Two internationally renowned experts conducted the Evaluation, Gehard Kohn from Germany and Kapil Dev Ghimire from Nepal.

The overall result of the external evaluation in November 2002 is to be considered very positive. The development of TITI during the current project phase was judged by the evaluators to be very successful. "In general, TITI has reached a level of quality of products developed and services provided that is appreciated highly by its customers and learners from both public and private sectors. TITI services and products enjoy a high reputation. Several staff of TITI are even competent to deliver services, that are appreciated for their quality, in TEVT projects beyond Nepal". Despite the very remarkable development of TITI and the Project in phase III (1999-2003) the evaluators identified some internal weaknesses and potentially severe external risks.

Accordingly, the Evaluators recommended that "the TITI support project continues to operate with essentially the same policies and procedures currently in use, and with the same Swiss project staff current in place, but that incremental changes and refinements - addressing the issues- be introduced, as necessary and with due regard to possible consequences, during a fourth project phase (July 2003 to July 2007)."

From a personal perspective the process of the external evaluation has been very fruitful for all the participating parties, including myself. The Evaluators challenged existing assumptions, the intensive discussions generated new ideas and last but not least the process led to a closer relationship with our major stakeholders.

Dr. Ignaz Rieser, Project Manager, Swisscontact/TITI

Upcoming Events at TITI

March 2003 to June 2003

Activity Name	Start Date	Finish Date
Management		
Supervision of Instruction	24 Mar 03	10 Apr 03
Facilitation and Moderation	26 May 03	20 Jun 03
Analyzing Performance Problems	2 Jun 03	13 June 03
Strategic and Operational Planning	30 Jun 03	11 Jul 03
Curriculum		
DACUM Facilitators' Training	31 Mar 03	18 Apr 03
Training Course Design	28 Apr 03	9 May 03
Training Design and Development	12 May 03	23 May 03
Instruction		
Instructional Skills-2	3 Mar 03	28 Mar 03
Community Development-1	21 Apr 03	16 May 03
Computer Applications	7 Apr 03	18 Apr 03
Rural Technology	28 Apr 03	23 May 03
Training of Trainers	5 May 03	30 May 03
Participatory Rural Appraisal	5 May 03	16 May 03
Instructional Skills-3	5 May 03	30 May 03
Environmental Protection	2 Jun 03	27 Jun 03
Basic First Aid	2 Jun 03	6 Jun 03
Occupational Instructional Skills	16 Jun 03	11 Jul 03
In House Staff Development		
Advisement Training (Staff)	5 May 03	6 May 03
Power Point Presentation	25 Jun 03	27 Jun 03
Packages (Intensive Trainings)		
Developing Creative Visuals for Impact (4 days)		
Analyzing Performance Problems (3 days)		
Creative Training Techniques (3 days)		
Leadership and Leading (1 day)		
Supervise your Teachers, Trainers, Instructors (3 days)		
Design PowerPoint Presentation (3 days)		
Develop Quality Vision and Mission Statements (1 day)		
Facilitation Skills for Team Leaders (3 days)		
Getting 70 minutes of 1 hour (1 day)		
Presenting... You (1 day)		
Study Smart not Hard (1 day)		
Human Resource Management for Organizational Results (5 days)		
Training Program Evaluation and Monitoring (5 days)		
Managing a Project (3 days)		
Managing a Project (5 days)		
Fast Track Schedule (3 days)		

Note: Training Packages can be conducted at any time during weekends, working days, public holidays depending on the request of the customers for which 12-15 participants are required. The Training can also be conducted at customers' premises with minimum requirement of training facilities.

Please, book for the courses and packages in which you would like to receive the training. Take the training, taste it and give us your feedback. If unsatisfied, we will gladly refund your fees.

Trainer's Profile



Interview with Mrs. Prativa Joshi - The TITI Dynamic Trainer of the Year, 2001

Q: How did you feel to get the title/reward of Dynamic trainer of the year?

A: I felt that the institution recognized me. It was very motivating to me. It brought me a feeling of satisfaction with the job. I found that it was a reward for my hard work.

Q: How do you describe yourself as dynamic trainer?

A: I am a hard-working person. I put interest in different types of works. I don't hesitate to do any challenging work and I like challenging work. I never said 'No' to any assignment that was given to me.

Q: Is dynamism a born characteristic or you can learn it?

A: 50/50. 50% characteristic is in-born and the other 50% can be acquired or learned according to the environment - family and official environment support 50 % to a person to be dynamic.

Q: What do you suggest to other trainers about being dynamic?

A: Take risk. Take challenge. Do not hesitate to do any new work aggressively to achieve the goal.

Q: What is your strategy to serve TITI as a Dynamic Trainer?

A: As a trainer, I'll achieve expertise in my professional area to conduct training efficiently and effectively. I like to do some research that could be extra knowledge to me as well as a support to TITI. Innovate and design new training program that is highly salable in the market and help generate income for TITI.

UNICEF-Nepal...(continued from Page 1)

As an assistance to our trainers, UNICEF invited seven TITI trainers in a life skills training workshop at Shangri-la Hotel, Kathmandu from December 8-10, 2002. The training was very well run by a young and energetic lady, Miss Cai Cai who was herself a life-skills model.

As agreed, TITI conducted the trainings from December 17, 2002 to January 9, 2003. TITI campus was flooded with trainers and village facilitators from hills and the terai of the DACAW program in Nepal. Everyone seemed to have had some fun and rich learning experiences from each other in the campus. Even trainers said they did not only teach but also learnt a lot from the trainees and trainer-consultants from UNICEF.

It was quite a big challenge for TITI to venture in the area of little experience. However, the challenge was well received by everyone at TITI. As a result, TITI certified 35 persons as trainers and 19 as village facilitators. We are sure they are busy now in transferring their skills and knowledge learnt here at TITI to achieve the vision of UNICEF Nepal to safeguard the health and education rights of Nepalese women and children. Thanks to UNICEF for the opportunity offered to TITI. We feel honoured to say that UNICEF is our new working partner.

Bhoj Raj Neupane, HOD-Training, TITI

TITI Customers' Profile

Name of the Organization: SOS Children's Village, Nepal

Address: Madhyapur-17 Sanothimi, Bhaktapur, Nepal

Phone #: 630391, 630091

Fax #: 630191

E-mail: sos@kinder.mos.com.np

SOS Children's Village and its objective:

Dedicated to orphan, abandoned and destitute children all around the world, SOS (Save Our Soul) has been serving in 131 countries in the world. In about 400 children's villages and 1123 associated facilities, hundreds of thousands of such children are provided family like environment and necessary education and training to integrate them into the societies as self-reliant and useful citizens. SOS began to serve in Nepal in 1970 by establishing a children's village at Sanothimi and schools of different levels. Now it has expanded its service to Pokhara, Jorpati, Itahari, Kavre and Surkhet.

Relationship with TITI

TITI has had a cordial relationship with SOS Children's Village for the past four years. TITI conducted 'Primary Teachers' Training in June/July 2002 for 14 teachers of SOS run schools from Pokhara, Itahari, Kavre, Surkhet and Sanothimi. In addition to that, trainees from SOS have participated in TITI training courses such as training course design, project management, supervision of instruction, training needs analysis. In February 2003, TITI and SOS Children's Village signed a one-year agreement on Human and Organizational Capacity Development Project for SOS Mothers' Training Centre at Panauti, Kavre. Till date TITI has trained 24 SOS staff with total output of 51 person weeks.

Newsletter Editorial Board

Dr. Aslesha Sharma Shalik Ram Dhakal
Bhoj Raj Neupane Suresh Prasad Mahto



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A Customer Speaks



Two weeks Management Skills training conducted by TITI was very fruitful and relevant to my job. I have had an opportunity to participate in similar kind of training conducted by Development Training and Communication Planning (DTCP) in the Philippines. That training was tailor-made and was planned as per our need for one month. The total cost of the training for six persons was US\$ 10000.00 i.e. about US\$ 1700 per person. That training was almost the same as TITI training in terms of quality, its delivery and training aids used, but was 14 times cheaper if we compare with the cost of the training in the Philippines. I am very much impressed with TITI trainers who were involved in the training program and at the same time I am very proud that our Nepali trainer can easily compete with any foreign trainer. The skill cards developed by TITI are actually very nice. The knowledge and skills acquired in the training, if applied, I am confident that any organization will be able to achieve its goals and objectives.

Basanta C. Marahatta, Principal, Acme Engineering College, Kathmandu

(Mr. Marahatta was a participant of Management Skills training, which was conducted from 22 January to 3 February, 2003 at TITI)

Your Free Gift from TITI



Do you have trouble in generating new creative ideas?

If so, read *Use Brainstorming*. It is one of the 317 Skill and Concept cards TITI has developed so far. This card enables you to generate many fresh ideas. Brainstorming is one of the most useful teaching and learning techniques. At TITI, we use this card while teaching Instructional skills, Facilitation skills, and Managerial skills. Let us know what you think of this.