

# TITI



## The Flip Chart

## NEWSLETTER

### IN THIS ISSUE

- 1 TITI's Collaboraion.....
- 2 From the Executive Director's Desk
- 2 From the Project Manger's Desk
- 3 TITI Customers' Column
- 3 TITI Training Standards
- 4 Trainer's Profile
- 4 Upcoming Events at TITI
- 4 Your Free Gift from TITI (Attached)

### TITI'S COLLABORATION WITH SRI-LANKA, INDIA AND WEST AFRICA

This year, TITI had three important visitors from Sri Lanka, India and South Africa. TITI is very proud to say that their visits have increased TITI's international collaboration.

#### Dr. Manomi Perera's visit:

Dr. Manomi Perera, the Director General of the National Institute of Technical Education of Sri Lanka (NITESL) visited TITI, Nepal during the period of 19 to 23 May 2003. The objectives of her visit were to study the general programs conducted at TITI and other similar institutions; study the modules, duration of training, and methods of evaluation etc. of the certificate, diploma, or degree teacher training programs conducted; and to prepare an action plan to revise the teacher-training curriculum of NITESL.

An interaction between Dr. Parera and the Executive Director of TITI, Mr. Devi Prasad Dahal, for further collaboration between NITESL and TITI concluded that NITESL and TITI will sign a Memorandum of Understanding (MOU) and will enter for the following:

- TITI will provide trainers training for Sri Lankan trainers;
- TITI-NITE will jointly develop some training modules;
- TITI-NITE will implement faculty exchange programs;
- Both TITI-NITE will share learning resources/instructional materials developed;

Both institutions agreed to market products and services in a mutual manner.

#### Dr. Dasarath Singh Karaulia's visit:

Dr. Dasarath Singh Karaulia, Professor of Technical Teachers' Training Institute (TTTI), Bhopal, India visited TITI, Nepal from 16 to 21 March 2003. The objective of the visit was to explore dimensions of mutual cooperation in offering TEVT skills development programs.

TITI and TTTI have signed MOU in 2001 for further collaboration. The avenues identified for further collaboration between TITI and TTTI include assigning contact persons, organizing faculty exchange, sharing network profiles of customer and institutions, having access to trainers/faculty profiles, establishing an information cell and organizing exchange of educational and marketing visits. They also agreed to use instructional materials developed by both institutions, organize joint presentations and develop distance/on-line courses.

*(Continued on page 3)*

## From the Executive Director's Desk



I am happy that TITI has gained 12 years of remarkable work experience with Swisscontact. I am equally pleased to mention that we are entering into

the next four years of cooperation with the Swiss Government. The next four years will be very useful as well as challenging for TITI. TITI has now its second Strategic Plan 2007. TITI is enthusiastic and striving for providing better customer services with all kinds of possible efforts from its trainers and staff.

By virtue of our competency and quality services, we are getting training requests from Tashkent a new country to add to our present inventory of 13 countries.

The message to you, of our most valued customers is that, "TITI is already qualified and is competent at providing internationally accepted high quality training to training professionals around the continent". Moreover, training courses and programs offered by TITI are cheaper than any international standard training available in other developed countries.

TITI is always willing to address new and most important issues in the area of training and management. All our most valuable present and future customers, please be informed that recently we have developed a 4-week full course on "Conflict Management and Peace Building". This course has been field tested with one group of Nepali national customers. We are ready to implement the course any time anywhere. The course can be broken down to 2 to 5 day packages to suit different target groups.

TITI, in its 12 years of existence, has been able to provide services to over 4500 forward thinking professionals in the field of training and education in 14 different countries in Asia, Europe and Africa.

In all endeavors of TITI services, major emphasis is given on the improvement of performance. Tools, techniques and approaches are most practical and dealt by qualified and trained professional trainers. 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*

## From the Project Manager's Desk



Swiss involvement in technical education in Nepal started in the sixties with the setting up and running of vocational centers. Swiss Development Cooperation's (SDC) involvement in TITI began

with the first appraisal of the vocational training project of the Asian Development Bank in 1985. Technical instructors' training was planned to be a component of that project. Having been requested to co-finance that project, SDC subsequently made a re-assessment of the project in 1988, and decided to enter into this field.

The implementation of the project was given to Swisscontact. From the project's perspective the development of TITI can be traced through the following phases:

Phase I: Preparation phase: Conceptualization, legal framework, infrastructure development and physical setup. SDC's support was of a "turn key" type (1991-1995).

Phase II: Take-off phase: Getting started, becoming operational, implementation of developed concepts, construction of facilities and resources including staffing and staff development. Continued technical and financial support was provided (1995-1999).

Phase III: Development-Consolidation-Repositioning phase: Institutional sustainability and development of strong Nepali leadership at TITI became important issues. Phase III consisted also of consolidation (infrastructure & equipment) and repositioning elements (orientation towards more fee-paying customers). Donor support was provided for the professional and institutional development (1999-2003). Phase III has been terminated by the end of June 2003. The project now enters a new phase of support.

The support activities of the project in Phase IV are directed to:

- Strengthening of TITI's knowledge and expertise base.
- Continue and finish its support for TITI's management system.
- Support TITI in the establishment of a research & development system in its main fields of activities.
- Implement a special provision for gender and equity as per the overall goal of SDC's activities and HMG's tenth five-year plan in making TITI able to become more accessible to disadvantaged groups (DAG).
- Support CTEVT, the apex body of the TEVT sector in Nepal on request in developing Strategic & Operational Planning and Human Resource Development Planning. These activities should strengthen CTEVT and increase the impact of TITI's services on the TEVT Sector as a whole.

*Dr. Ignaz Rieser, Project Manager, Swisscontact/TITI*

## TITI Customers' Column

### Customer Profile

**Name of the Organization:** Department of Roads  
(DoR)- Strengthened Maintenance Divisions  
Programme (SMDP)

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TITI has a very good relationship with DoR- SMD for more than three years. TITI has conducted courses on Training of Trainers (ToT), Training Course Design (TCD), Training Needs Assessment (TNA), Human Resource Management (HRM), Design Power Point Presentation for the employees of DoR- SMD. Likewise, TITI has developed Curriculum Guide and Instructional Guide for the Project. It has facilitated for the review of the overseer course and for YPO preparation.

TITI also has conducted the Workshop on "Strengthening the Periodic Road Maintenance Activities of DoR". It has also followed up DoR training activities. In this way, TITI has run many programmes specifically in the field of human resource capability building. TITI has been constantly giving due attention to the request of DoR-SMD as one of the permanent and most reliable customers. DoR- SMD is also very much enthusiastic and confident in receiving services from TITI in the days to come. To date, TITI has trained 34 DoR- SMD staff with total output of 36 person weeks.

TITI expresses its heart- felt thanks to DoR- SMD for accepting TITI as its mutual collaborator.

### Customer Speaks

"Thank you TITI for conducting the very helpful ToT course. My professional background is in Medical Laboratory. In the training courses that we run across Nepal we emphasize on many different lab skills. This course has given me the right tools for planning and preparing our classes as well as a way of evaluating our students' performance at the end of each class. Surely, I will be able to make good use of the course content and the new skills that I learned during the ToT. A special thank goes to our trainers for their patience and enthusiasm and to the canteen team for always preparing tasty food during the course."

*Heike Priebe, INF, Nepalgunj*

(Ms. Heike Priebe, originally from Germany, was a participant of Training of Trainers at TITI. The training was conducted from June 09 to 20, 2003)

## TITI Training Standards

TITI follows 54 standards while delivering training. This newsletter covers three of them. We will continue to publish the rest of the standards in the next issues.

### Performance standard 1.

*Instructor consistently completes preparation activities in time to meet class schedules.*

This standard means that when you walk into the classroom you are ready to begin instructing; in other words, there is nothing for which you are unprepared.

### Performance standard 2.

*Instructor generally presents all material in proper sequence, as outlined in the lesson plan.*

This standard tells you to follow the training plan. Present your material in the sequence outlined in the lesson plan. As with the previous standard, the only exceptions to this general rule occur when changing the sequence is necessary to meet time schedules or training objectives. The reason for following a planned sequence of events is an important or even essential step to achieving training objectives. For example, imagine what would happen if we failed to train pilots in the sequence of steps to follow in landing an airplane, or picture the frustration of small children who have been trained to tie their shoes before putting them on their feet. By presenting all material in the proper sequence, you increase the likelihood that participants will meet course objectives.

### Performance standard 3.

*Instructor consistently ensures that required training equipment and instructional resources are set up in advance and are in proper working order.*

Training equipment and instructional resources must be set up in advance and checked to ensure that they are in good working order. They can help participants to meet objectives, but if they are out of order, they are virtually useless and can even have a negative effect on participant learning.

## TITI's Collaboration (continued from Page 1)

### Mr. Jean-Michel Limat's visit:

Mr. Jean-Michel Limat, expert for the West Africa (Burkina Faso, Mali & Benin) programmes of Swisscontact, visited TITI from 11 to 21 March, 2003. The objective of the visit was to exchange ideas and techniques on the approach, the methods and materials developed and implemented in TITI and West Africa. Mr. Limat conveyed that the approaches and instruments of TITI were most appropriate and relevant in the context of West African programme and will be implemented there.

TITI feels honoured to extend its new areas of work with NITESL, TITI and West Africa.

### Newsletter Editorial Board

Dr. Aslesha Sharma  
Bhoj Raj Neupane

Shalik Ram Dhakal  
Suresh Prasad Mahto

## Trainer's Profile



*Interview with Mrs. Akim Shrestha - The Most Dedicated Trainer of the Year, 2001.*

*Q: What was your reaction or feeling when you got this*

*title or award?*

A: It was unexpected and surprising. I did not expect this, because whatever work I do in the office, I do it without expecting reward. It was a great feeling to get this reward. I felt the institution recognizes people's work.

Q: *In your opinion, what is dedication and how can it be measured?*

A: In my opinion dedication is the work done without selfish motive for the institution or organization. I don't know the instrument to measure dedication; it solely depends on the conscience of the management.

Q: *How do you describe a dedicated person?*

A: A dedicated person is one who works hard and performs his/her task efficiently and effectively to achieve the goals/objectives of the organization. A dedicated person is always self-disciplined and works for the fulfillment of the organizational as well as personal objectives. A person needs to be self-disciplined even to fulfill his/her personal objectives.

Q: *What would you like to suggest your colleagues at TITI?*

A: Always be self-disciplined, take responsibility and do your job unconditionally, so that you could be a part in fulfilling the goals of organization.

Q: *How will you work now as the most dedicated trainer?*

A: I will work towards making TITI a renowned training center at national and international level. My main concentration would be to fulfill the mission of TITI.

*Aslesha Sharma, Trainer, TITI*



### Your Free Gift from TITI

**Do you have trouble in managing your stress?**

If so, read *Manage Stress*. It is one of the 370 Skill and Concept cards TITI has developed so far. This card enables you to find out the sources of stress and managing your personal and classroom stress. At TITI, we use this card while teaching Management Skills and Facilitation skills. Let us know what you think of this.

## Upcoming Events at TITI

July 2003 to October 2003

Activity Name	Start Date	Finish Date
<b>Bachelor of Tec. Ed. (1st Batch)</b>		
IV Semester Exam	14 July 03	18 July 03
Information Technology	21 July 03	16 Jan 04
<b>Instruction</b>		
Instructional Skills (General)	25 Aug 03	19 Sep 03
Youth Director's and Educators Workshop (SOS)	27 Jul 03	01 Aug 03
Office Secretaries Training (SOS)	17 Aug 03	22 Aug 03
Workshop of Directors (SOS)	14 Sep 03	19 Sep 03
Nepali & Science Teacher Refresher Course (SOS)	26 Oct 03	24 Nov 03
<b>Curriculum</b>		
Performance Based Needs Analysis	18 Aug 03	29 Aug 03
Job Task Analysis	13 Oct 03	24 Oct 03
<b>Management</b>		
Conflict Management and Peace Building	01 Sep 03	12 Sep 03
Conflict Management and Peace Building	20 Oct 03	03 Nov 03
<b>Packages (Intensive Trainings)</b>		
Design PowerPoint Presentation (3days)		
Creative Training Techniques (3 days)		
Develop Creative Visuals for Impact (3 days)		
Analyzing Performance Problems (3 days)		
Leadership and Leading (1 day)		
Supervise your Teachers, Trainers, Instructors (3 days)		
Presenting... You (1 day)		
Study Smart not Hard (1 day)		
Fast Track Schedule (3 days)		
Life Skills (3-5 days)		
Basic First Aid (3-5 days)		
Getting 70 minutes of 1 hour (1 day)		
Human Resource Management for Organizational Results (5 days)		

Managing a Project (3 days)

Managing a Project (5 days)

Proposal Writing (4 days)

Training Program Evaluation and Monitoring (5 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.*



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