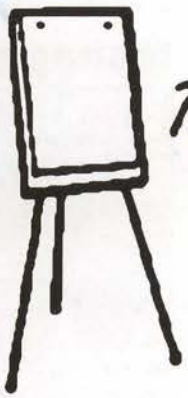
TITI



The Flip Chart

NEWSLETTER

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Massive Internal Staff Development at TITI

As TITI enters its forth phase of support from SDC/Swisscontact, staff development is a top priority. Beginning in August, a three-week training module on *Visualizing Instructional Messages* was offered to 14 TITI trainers and conducted by Drs. Rudolf Batliner and John Collum. This training enabled participants to:

- Analyze instructional content for visual opportunities
- Design and develop effective visual images using both art and technology approaches
- Visualize data, concepts, procedures, processes and principles
- Draw impromptu people, symbols and trade-related images on flip charts and chalkboards/whiteboards
- Evaluate visual messages in terms of purpose, medium, format, balance, style, level of abstraction, color harmony and effectiveness
- Begin to develop a personal style of visual expression

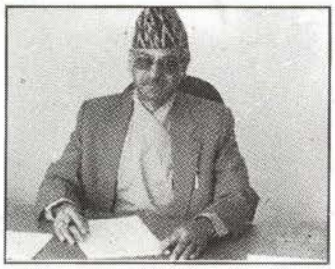
Less than a month later, Drs. Batliner and Collum again teamed up to offer TITI's first online, e-learning experience to participants from TITI, Nepal and various TEVT organizations in Sri Lanka. The six-week, individualized module on Evaluating Learning focused on all aspects of learner measurement and assessment. It enabled participants to:

- Analyze instructional content for critical knowledge, skills, and attitudes
- Write learning objectives in the cognitive, affective, and psychomotor domain
- Design authentic assessment strategies
- Develop valid, reliable and powerful test items of various types
- Use test item databank software
- Develop simple yet comprehensive marking schemes
- Evaluate tests and testing strategies
- Begin to develop a personal philosophy of testing and assessment
- Conduct thorough research on any given topic using internet search tools

The trainers involved in these experiences will now take what they have learned and apply their new knowledge and skills in trainings they deliver.

Dr. John Collum, Education Specialist, Swisscontact/TITI

From the Executive Director's Desk



It is indeed a great pride to have one the best Information Communication Technology (ICT) Classrooms in the SAARC region. I am pleased to inform to our valued customers that TITI now has a modern and fully equipped ICT Classroom. The ICT classroom has contributed quite a lot in:

- Training our trainers in courses using the latest technology;
- Facilitating our staff in doing research by using Internet;
- Preparing high quality instructional materials to be used in trainings;
- Generating more income by renting out the ICT classroom to selected clients;
- Offering any type of ICT courses to our customers;
- Providing opportunities to the respective training participants to use the services for designing and developing instructional materials.

The ICT classroom has 17 Pentium IV workstations fully networked with a server. High quality multi-media projector with video camera and high quality color printer are other facilities available in the classroom. The classroom has 24-hour high-speed Internet connection available. Fully air-conditioned ICT classroom has been connected with an uninterrupted electricity supply with a standby generator. Right Honorable Rajparishad Standing Committee Chairperson Mr. Parsu Narayan Chaudhary inaugurated the ICT classroom on August 29, 2003.

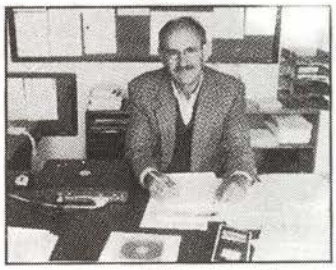
Thanks a lot to the Swiss government for 50% financial support to establish the ICT classroom. I thank the TITI Managing Board to authorize me to invest the remaining 50% of the cost from TITI.

Information is power in its true sense. Communication has become lifeblood of every person and all the organizations. Adding technology to the information communication gives a real insight into today's most desired necessity of every day work. Thus, why should the professionals, needed individuals and the organizations worry about acquiring the skills and knowledge on ICT where TITI is so well equipped with to provide the world-class services in Nepal?

In all endeavors of TITI services major emphasis is given on the improvement of performance. So, if you are looking for improved performance in management, curriculum development, instruction and information communication technology you need not look farther TITI.

Devi Prasad Dahal, Executive Director, TITI

From the Project Manager's Desk



August 11, 2003 was the start of ToT Visualization in TITI's new ICT-Lab. The establishment of this lab was supported by the project. Although the new support for infrastructure came to an end by 2001, the Steering Committee decided in January 2003 to fund the ICT part of the lab. Reason behind this decision was the fact that Information and Communication Technology is an essential part in almost every training (content and/or method of delivery). It's therefore, a must for an institution like TITI to provide adequate services to fulfill its mission.

In August 2003, I had the opportunity to visit 3 different institutions in TEVT sector in Indonesia and to share experience with the responsible managers. The visits were to VEDC Malang, ATMI Solo, and POLMAN Bandung in Java. All these institutions have once been supported by SDC. The main purpose of the visit was to:

- Get an overview of Management System in place;
- Assess their use for the management of the respective institutions and
- Derive conclusions for the development and implementation of management systems at TITI.

A look at the main focus of these institutions shows substantial differences vis-à-vis TITI: VEDC Malang, ATMI Solo, and POLMAN Bandung are training institutions which provide practical skills training for youth in order to develop them as professionals in a certain trade. The institutions dispose modern production facilities and serve the market e.g. with parts for motorcycle like gears and gearboxes. The participation of trainees as workers in the respective production processes is an essential part of the training. At TITI, the main focus is Training of Trainers in technical fields.

Regarding the Management Systems needed to run an institution efficiently and effectively and the system actually in use TITI and the 3 Indonesian Schools have many points in common. The visited institutions dispose Management Systems for planning in general, for financial planning and reporting and for costing and pricing decisions. In order to assure a just incentive system for employees, the institutions run systems of time recording and assess the performance of staff individually. Marketing is considered a most important function at top management level. The management of these institutions feels a strong need to have the autonomy, which allows becoming more market and performance oriented. Lessons learnt: In light of my experience in Indonesia, I am very confident about the priorities set for Phase IV of our Project for TITI. By the end of this Phase, TITI should have effective and efficient management systems in place to manage its operations independently.

Dr. Ignaz Rieser, Project Manager, Swisscontact/TITI

TITI Customers' Column

Customer Profile

Name of the Organization: World Vision/ Nepal
Address: Nag Pokhari, Naxal, Kathmandu, NEPAL
Phone #: +977 1 4434943, +977 1 4425516
Fax #: +977 1 4434620
E- mail:: Registry_Nepal@wvi.org

World Vision has been actively supporting development initiatives for Nepal since 1982. Its mission is to work with the poor and oppressed to promote human transformation, seek justice and bear witness. World Vision pursues the mission through integrated, holistic commitment to transformational development, public awareness, strategic initiatives and the promotion of justice and emergency relief.

World Vision, Nepal realized human resources of the organization to be efficient and effective on discharging their duties for the accomplishment of the mission of the organization. It approached TITI for the capacity building of its developmental workers. The relationship between World Vision, Nepal and TITI grew so strong that three different training courses were delivered to forty-nine personnel in three months, i.e. from July to September 2003. Now both TITI and World Vision are proud of their partnership to fulfill each other's need and look forward to working together in future too.

Customer Speaks

On behalf of the participants of the course on 'Training Design and Development' held at TITI, Mr. D. D. Wijesinghe of Sri Lanka and Mr. Shiva Sharan Neupane of Nepal said that the training has been very practical, useful and fruitful and was of international standard. Every body learned a lot from the training and enjoyed the training. The curriculum, presentation and methodologies used were modern and excellent. They said that they would apply the knowledge and skills learnt at TITI for enhancing the efficiency and productivity in their respective countries. They also said that both the training activities and the environment were very satisfying. Mr. Wijesinghe further added by saying that Sri Lankan participants have attended six different trainings on six different occassions.

Newsletter Editorial Board

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

TITI Training Standards

TITI follows 54 standards while delivering training. Below you will find four standards continued from the last issue.

Performance standard 4

Instructor consistently ensures in advance, that facilities are set up appropriately and checks environmental factors, safety, and room arrangement.

This standard refers to the room you will use to conduct training and everything that affects the comfort of the room, such as lighting, temperature, appearance, safety, and room extent possible, for controlling these variables so that they support learning rather than detract from it. Even if someone else does the actual setup, the instructor is ultimately responsible for the arrangement and comfort of the room.

Performance standard 5

Instructor consistently ensures that required instructional resources are available in time to meet class schedules.

This standard means that you need to have materials ready before the start of each class. Materials include such items as lesson plans, manuals, handouts, flip charts, overhead transparencies, slides, and so forth. As with many of the other preparation standards, the primary benefit of having the appropriate materials available in time to meet class schedules is that it enables the instructor to focus on participants rather than on materials.

Performance standard 6

Instructor consistently ensures that required supplies are set in place in time to meet class schedules.

This standard is basically the same as the preceding standard, with the focus on supplies rather than materials. Supplies include pens, pencils, pads of paper, markers, name-tags, and so on. Meeting this standard helps to ensure the smooth and efficient running of the program.

Performance standard 7

Instructor consistently ensures that the class starts at the time specified on the posted schedule.

Instructors are expected to begin the class according to the published schedule. Even if some participants are late, the class should be started on time. Training participants should be made to understand that all TITI classes start exactly at the scheduled time.

Trainer's Profile

Gobinda Raj Poudal - The Outstanding Trainer of the Year, 2002.

Mr. Gobinda Raj Paudal started his career in 1992 as an Agriculture Instructor in Uttarpani Technical School, Dhankuta and worked there for three years.

Since then Mr. Paudal has conducted many instructional training courses including Community Development, Participatory Rural Appraisal (PRA), Facilitation Skills and Training Needs Assessment for community mobilizers, facilitators and community trainers.

At TITI, as a Program Director, he is responsible for the Community Development program, one of the newest areas of training at TITI. His responsibilities include developing short-term customized training courses, planning, organizing, implementing and monitoring the community development training programs. In addition, Mr. Paudal is coordinating Bachelor of Technical Education (B. Tech. Ed.), a three-year academic program of TITI, which is affiliated with Kathmandu University.

Mr. Paudal has a Master degree in Agriculture Education from the University of the Philippines at Los Banos (UPLB).

When asked what made him win the award of the outstanding trainer of the year 2002, he said hard work, dedication towards both his work and the organization, his improved performance from the feedback of the colleagues and the participants of his training courses contributed him to be the outstanding trainer at TITI. Above all, fair performance evaluation of TITI management was equally crucial. Mr. Paudal added that at TITI he does not think himself an employee, rather a member of the institution. In his own words "I do not consider work as a burden, but I enjoy working at TITI."

Aslesha Sharma, Trainer, TITI

Your Free Gift from TITI

Do you want to know what training is?

If so, read *Overview of training*. It is one of the 370 Skill and Concept cards TITI has developed so far. This card enables you to understand what training is and when training is given. At TITI, we use this card while teaching Instructional Skill training and Training of Trainers. Let us know what you think of this.

Upcoming Events at TITI

November 2003 to February 2004

Activity Name	Start Date	Finish Date
Bachelor of Tech. Ed. (1st Batch)		
Information Technology	21July 03	18 Jan 04
TEVT Development & Planning	19 Jan 04	06 Feb 04
Instruction		
Instructional Skills (General)	03Nov 03	28 Nov 03
Occupational Instructional Skills	03Nov 03	28 Nov 03
Instructional Skills - 1	15 Dec o3	23 Jan 04
Instructional Media Development	29 Dec 03	23 Jan 04
Instructional Skills - 2	05 Jan 04	30 Jan 04
TOT – K	26 Jan 04	30 Jan 04
Community Based Needs Analysis	16 Feb 04	27 Feb 04
Curriculum		
Instruction Development	06Nov 03	12 Nov 03
DACUM	12 Jan 04	30 Jan 04
Training Design and Development	23 Feb 04	05 Mar 04
Management		
Conflict Management and Peace Building	15 Dec 03	26 Dec 03
Management Skills	05 Jan 04	16 Jan 04
Facilitation & Moderation	19 Jan 04	30 Jan 04
Finance Budget Accounting	02 Feb 04	13 Feb 04

Packages (Intensive Trainings)

Besides the above-mentioned training courses, 1-5 day intensive training packages on Instruction, Curriculum, Management, and Computer Application are also conducted. These 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

Editorial Board's request:
Please, send your feedback, comments etc. about the layout and contents of the Newsletter

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