

TITI



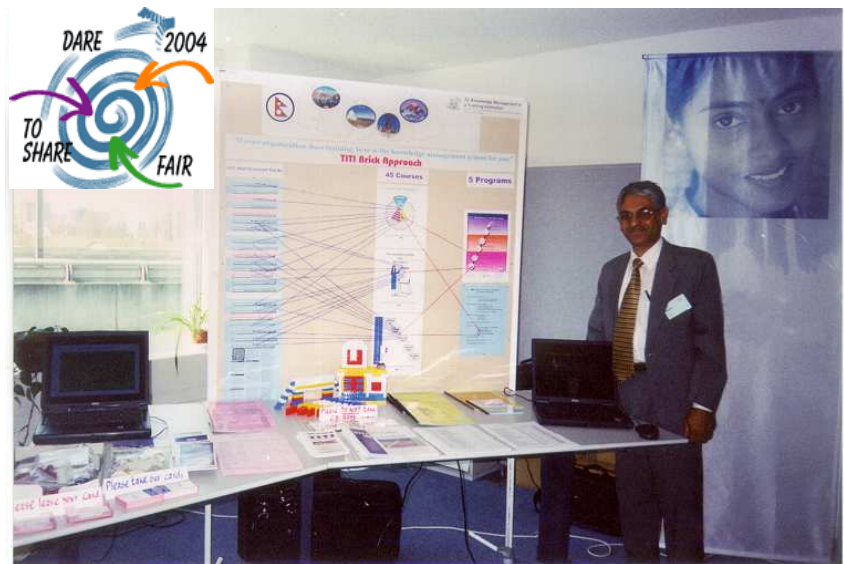
The Flip Chart

NEWSLETTER

IN THIS ISSUE

- 1 TITI participated in Dare.....
- 2 From the Executive Director's Desk
- 2 From the Project Manager'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 Participated in "Dare to Share Fair 2004", SDC Headquarters, Bern, Switzerland



Mr. Devi Prasad Dahal, the Executive Director and Ms. Pratiba Joshi, a trainer participated in Dare to Share Fair representing TITI. The fair was held in SDC Headquarters, Bern, Switzerland from March 29 to April 2, 2004. One hundred and fifty five organizations from 29 countries participated in the fair. The theme of the fair was "Managing Knowledge and Skills for Development". Activities such as workshop, presentations, video corner, exhibition board display, and information market stall were carried out in the fair.

The presentation of every organization was based on the following questions:

- How does an institution manage knowledge and knowledgeable people in order to increase its competency to cope with the emerging challenges?
- What skills are essential? What instruments and processes are most effective?
- What values and what attitudes are prerequisites for effective knowledge management?

The Dare to Share Fair offered plenty of opportunities to all the participants for reflecting on the best practices in capitalizing and valorizing experience, designing and experimenting with new forms of sharing experience, knotting links and network for future collaboration, and developing ideas for best knowledge and skills management within the institution. *(Continued on page 3)*

From the Executive Director's Desk



Three successful projects completed. Two interesting projects are approved.

I am very happy to inform to our most valued customers that TITI has been proved equally competent and qualified to avail its services in areas other than TEVT. Recently, the following important projects have been successfully completed.

1. Computer Based Teacher Management Information System (CBTIMS) Training Project was conducted from October 2003 to April 2004. The purpose of this project was to develop and implement the CBTIMS course. MOES, NCED Nepal sponsored the project.
2. Human and Organizational Capacity Development project, was conducted from March 2003 to April 2004 with a view to provide consultancy to establish Mothers' Training Centre (MTC) at Panauti, Kavre and to implement one year Training Calendar of SOS MTC. SOS Children's Village, Nepal sponsored this project.
3. Institutional Development and Organizational Strengthening (IDOS) Tool Kit Development Project was conducted from January to April 2004. The purpose of this project was to Develop Tool Kit on IDOS together with SNV/N and Lotus Intellect. SNV/Nepal sponsored the project.

Besides these, TITI has got an approval of a project titled "Train the Technical Auditors" from Asian Development Bank. This is quite interesting and challenging for TITI. Project cost is above NRs. 1.0 Million. Duration of the project is about 5 months from starting date. The project is sponsored by ADB through ND LEA Consultants.

The project objectives are:

- Develop course and instructional materials for Technical Auditors' Training.
- Train 60 persons.
- Assess the trained persons' performance.

TITI has also got a small project to develop Instructional Manual on "Good Governance". This is a four month duration project and is sponsored by SDC through Pro-public.

TITI always strives for three things. They are: satisfaction of its customers, quality services & products, and higher value for invested resources. What can one expect more for the growth and development in any work environment? TITI qualifies for these three things. So, if you are definitely looking for higher customer satisfaction and quality of products & services in the areas of training you need not look farther than **TITI**

Devi Prasad Dahal, Executive Director

From the Project Manager's Desk



A Key Innovation to be supported by the Project in the coming Financial Year

The purpose of the SDC funded Swisscontact/TITI Project is to enable TITI to further develop and sustain its human and institutional capacity. One important aspect in this direction is to strengthen TITI's actual and future management capacity. The objective for Phase IV is to have at least 3 capable managers to lead the institute by the end of the phase. The availability of a number of capable managers allows the management team to share burden and responsibility at the top level of the institute, and is a guarantee for succession and continuity.

To become a capable manager is not only a question of training. Successful management requires also practical experience in the core business of an institution and in handling operational as well as strategic issues. The project supports TITI in this endeavour over the next years. A first step is the creation of the function of a "Leadership Intern, Curriculum & Instruction" who is responsible for the quality, relevance, customer satisfaction of all TITI course and program offerings. This person leads TITI into new areas of expertise, oversees the appropriate faculty development and is involved in faculty evaluations. From the Project's side the support for this function is considered as an intensive two-year staff development activity designed to add competencies of an "Academic Dean" to a competent, senior trainer.

These additional competencies will be developed through a combination of formal coursework (national and/or international), shadowing experiences with similar Deans (national and international), guided self-study, on-the-job training, and local modeling and mentoring by expatriate advisors.

The Project will provide support in the form of guidance, advice and coaching and will cover the cost of necessary formal training.

Besides the strengthening of TITI's overall management capacity, the support of such a function enables the institute to address urgent and important issues in program and staff development and monitoring activities in an appropriate way.

Dr. Ignaz Rieser, Project Manager, Swisscontact/TITI

Newsletter Editorial Board

Dr. Aslesha Sharma
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TITI Customers' Column

Customer Profile

Name of the Organization: National Centre for Educational Development (NCED)

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E- mail: nced@ntc.net.np

NCED was established under the umbrella of Ministry of Education and Sports in 1993. The central office of NCED is located in Sanothimi, Bhaktapur. It supervises nine regional Primary Teacher Training Centres (PTTCs) in different parts of the country.

Major Programs:

- Certification Teacher Training Program.
- Management and Professional Development Training Program.
- Special Training Program.
- Educational Research Program.

NCED started to send its staff to TITI for training in 1999. Since then, TITI has been receiving the participants in some of the training from NCED. The main purpose of sending the participants to TITI for training is to make them perform efficiently and effectively back in their job. NCED is one of the repeated and reliable customers from government sector. Recently TITI conducted a very useful and relevant course on computer based "Teacher Management Information System". There were 20 participants from NCED and the training centres under it. Both TITI and NCED are constantly looking ahead for the areas of mutual interests and benefits and they have good professional relations for going together. Many times, participants from NCED have expressed their great satisfaction for the training courses they have received from TITI. TITI is proud of its professional relationship with a government institute like NCED, which has a broad scope and field of work.

Customer Speaks

1. Mr. Sudath Liyanage, a participant in Training Course Design (TCD), from Sri Lanka, speaking on behalf of the participants in the closing of the training said, "This training has been very useful, practical- oriented and of international quality standard. We have learnt many skills, knowledge, which will be applied in our real work situation. Also we have become more capable and efficient in designing training course, which will be result- oriented and productive."
2. Few months back, GTZ/ UDLE sponsored 2- week Training of Trainers (ToT) for the officers of different municipalities of Nepal. On the opening day of the course, Mr. Arun Shrestha of GTZ/ UDLE expressed his confidence that the training would highly enhance the performance, productivity and efficiency of various municipalities. He also appreciated the quality of training events in TITI. Moreover, he pleaded that such training have been felt essential, and they should be conducted regularly at TITI.

TITI Training Standards

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

Performance standard 11

Instructor consistently presents all content accurately, as detailed in the Skill Card and lesson plans.

This standard advises you to use the material you have accurately; don't make stuff up. Its value is obvious. Accurate information is required to meet course objectives; inaccurate information can prevent course objectives from being met.

Performance standard 12

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 13

Instructor consistently gives many examples and non-examples when teaching concepts.

This standard reminds you that the best way to teach concepts is to do so by examples. The more examples and non-examples of a concept you can provide, the greater the chance that all participants will grasp the new concept.

TITI participated.....

(continued from Page 1)

Following are few learnings from the Dare to Share Fair:

- Knowledge enables you to do something; information alone does not take you anywhere.
- Knowledge management can be one of the least investing and high return business, if its importance is realized by the people. It can be as simple as having a lively discussion during tea, lunch, travel etc.
- Managing knowledge is about managing people with their ideas around you.
- Talking about our position does not take us anywhere. In knowledge management, we have to be at the same level for good communication and its effectiveness.
- Knowledge management should be 'local community' based first, then extended further by culturally accepted communication means.

Trainer's Profile



Mr. Kabir Kumar Chitrakar

Mr. Chitrakar started his job as an instructor in 1983 in TEVT system and has been working in TITI since 1996. At TITI, he worked as head of department OSU

(Occupational Skill Upgrading) and Training for some years. For the last 2 years, he has been working as the Program Director in Curriculum Program of TITI.

In the leadership of Mr. Chitrakar, the Curriculum Program has been providing training courses in order to develop trained human resource in the area of instructional system development. At present, the curriculum program offers training on Training Needs Assessment, DACUM Facilitator, Training Course Design, Training Design and Development, and Job and Task Analysis. A total of 378 participants from Nepal and abroad have been trained from TITI in Curriculum program. It has also conducted curriculum related training to participants in Sri Lanka, Zimbabwe and Albania.

In addition to training delivery, Mr Chitrakar leads consultancy services in the areas of instructional system development for private and public agencies also. The major customers are Biogas Support Service (SNV/Nepal), UNICEF, Training for Employment (TfE) project, Department of Road, District Road Support Program, National Centre for Educational Development, Vertical Shaft Brick Kiln (VSBK) program, Save our Soul (SOS), etc.

Upcoming Events at TITI

July 2004 to October 2004

Activity Name	Start Date	Finish Date
Instruction		
Computer Application	19 July 04	30 July 04
Instructional Skills (IS – 1)	19 July 04	13 August 04
Instructional Skills (IS – 2)	08 August 04	17 Sept. 04
Foundation of Education & Learning	20 Sept. 04	15 Oct. 04
Curriculum		
Training Need Analysis	23 August 04	03 Sept. 04
Job & Task Analysis	13 Sept. 04	24 Sept. 04
Management		
Organization Management Training (for TBSSP)	16 August 04	24 August 04
Organization Management Training (for TBSSP)	30 August 04	07 Sept. 04
Project Management	16 August 04	27 August 04
Packages (Intensive Trainings)		
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 - 5 days)		
Proposal Writing (4 days)		
Conflict management & Peace Building (3 days)		
Community Facilitation Skills (5 days)		
Social Mobilization (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.



Your Free Gift from TITI

Do you want to be creative?

If so, read *Be Creative (Nepali Version)*. It is one of the 50 Skill and Concept cards TITI has translated in Nepali language and one of the 351 Skill and Concept cards TITI has developed so far. This card enables you to be creative, to improve your creative thinking and be familiar with the creative act cycle. At TITI, we use this card in teaching Creative Training Techniques. Let us know what you think of this.

Note: If you need English version of this skill card, please contact TITI, Sanothimi, Bhaktapur.



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