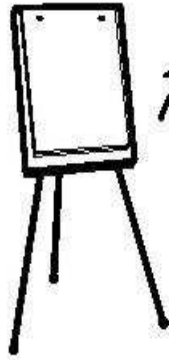


TITI



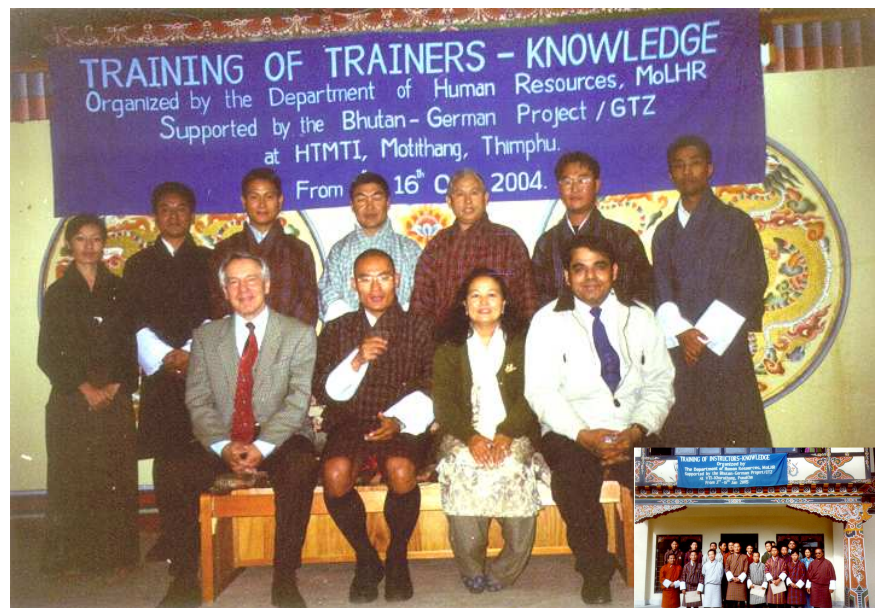
The Flip Chart

NEWSLETTER

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TITI's Expertise in Bhutan



Almost a decade has passed since TITI's training/consultancy services crossed Nepal's boarder. Now, TITI provides such services to more than 14 countries. Additionally, a memorandum of understanding has been signed with GTZ/Bhutan to provide training and consultancy services for the people of Department of Human Resources/ Ministry of Labour & Human Resources (DHR/MoLHR) and Bhutan Vocational Qualification Authority (BVQA). The agreement covers various customized training for trainers/instructors, skilled supervisors, test item developers and curriculum developers of Bhutan. In course of conducting the training as per the agreement, TITI has already conducted *Training of Trainers- Skill (TOT-S)* and *Training of Trainers -Knowledge (TOT-K)*. It has also provided consultancy in *TOT-K multiplier*. During December 2004 and January 2005, TITI conducted *Job and Task Analysis* training and provided consultancy on *TOT-K multiplier* in Bhutan.

(Continued on page 3)

From the Executive Director's Desk



Pro-activeness on Paradigm Shift

Training Institute for Technical Instruction (TITI) since its inception in early nineties has shown its uniqueness in the classrooms, workshops and laboratories. Imparting training technology/methodology to enhance the effective training process to the trainers of the Technical Education Vocational Training (TEVT) sector has been the effective step initiated by TITI. TITI's courses on *training institute management* (TIM) are also beginning to get recognition from the sector. The flip charts, skill cards, meta cards, group work/assignments and curricula are used in the institutions differently from the conventional approach because of TITI's contribution. However, it is still long way to notice the impact of TITI training. The intervention of TITI is so small compared to the huge size of the TEVT sector.

Swiss support in the evolution and development of TITI has become very significant without which TITI would not come to this stage. Project phases I, II, and III have been completed. Currently running phase IV focuses on consolidation of achievements through streamlining the areas of expertise, competing nationally and internationally. It is also updating and refining the courses as well as programs. The present phase is envisioned to make TITI a more sustainable and professionally sound institute sticking more closely to its prime functions.

The journey of TITI in an organizational developmental process has been smooth so far if we compare it with similar organizations in Nepal. However, both the challenges and opportunities are hovering around. As the general system theory indicates the threat continues even for its existence unless TITI plays dynamic roles to justify its purpose.

Our strong belief in training and development can make the difference in shaping the future activities of TITI. As long as there are more training activities in TITI, it will be less difficult to justify its purpose. If the training activities are need based and of high quality, there will be no question of the justification for its existence.

TITI needs to review its policy for the diversification of its training and activities. As economic sustainability comes in the front line, diversification on training areas is a compulsion. However, we should not forget that the mandate of TITI during its inception is a focus on TEVT sector.

Human Resource Development has been the TITI's priority most of the time since it began to operate. Internal and external human resource development interventions were carried out in the past. This aspect of organizational development deserves the same priority in the years to come to make TITI a dynamic and responsive organization in training and development.

Dhruba Prasad Dhungel, Executive Director*

[*Mr. Dhruba Prasad Dhungel has been working as an Executive Director from Jan 2005 as Mr. Devi Prasad Dahal left TITI.]

From the Project Manager's Desk



Progress of the Project and Outlook for the second part of FY 04/05

Two of the three approved key innovations of the project for this financial year are currently being implemented. The third innovation is yet to be

materialized.

- The creation of a leadership intern (ECCI: Executive Coordinator - Curriculum and Instruction) with a defined set of tasks at TITI, which was initiated and supported by the project led to substantial improvements especially in staff development planning and supervision of instruction. In addition, it provided an excellent on the job training opportunity for a female manager.
- The replication of the baseline study done in 1996 has been started (study design, training of data collectors). The study is planned to finish by the end of March 2005. The study will provide useful information about the impact of TITI training activities at the level of public technical schools.
- The person for the function of an Equity Officer at TITI has been appointed. The respective job description and specific assignments are yet to be developed.

The first experience with a sabbatical concept for course development proved to be very fruitful. Although the time factor needed to become familiar with a new subject was underestimated, the results of this pilot concept are very promising. The chosen approach seems to be a very effective model for staff and expertise development. Occupational Safety and Health, the course developed by this approach, is supposed to be offered to trainers from technical schools in 2005.

In addition to the above mentioned activities in the YPO and as a conclusion of the performance in the first semester, the following priorities have been set:

- Revision of the strategic plan of TITI (vision, mission, goals, strategic objectives, including the financial situation)
- Self-Evaluation (The theme will be the focus of TITI's activities, its sustainability and the project's influence and impact on TITI)
- Implementation of the concept of an Equity Officer at TITI
- Staff development (in-house, in-country and out of country).
- Course development (Occupational Safety & Health, Learner Assessment & Evaluation)
- Development of a performance-based incentive system for parts of the Fund-account.

Dr. Ignaz Rieser, Project Manager, Swisscontact/TITI

Newsletter Editorial Board

Bhoj Raj Neupane
Saurav Ram Joshi

Shalik Ram Dhakal
Mohan Prasad Bhurtel

"We have moved from an **economy of hands** to an **economy of heads**". – Gary Hamel, USA

TITI Customers' Column

Customer Profile

Name of the Organization: Maiti Nepal
Address: Pingalsthan. Gausala P.O. Box 9599
Kathmandu, Nepal
Phone #: 977-1-4494816, 4492904
Fax #: 977-1-4489978
E- mail: info@maitinepal.org or maiti@ccl.com.np

Maiti Nepal is a non-profit social organization established in 1993 aimed to fight against girls and women trafficking. It also works for the rights and welfare of women and children. It has Women's Rehabilitation Home, Child Protection Home and School & Primary Health Care Centre. It has branches and contact offices in different districts of Nepal and main cities of India.

The main objective of Maiti Nepal is to raise public awareness against girls and women trafficking, and conduct social awareness campaigns. It also provides opportunities to receive income generation oriented skill courses for girls and women at risk of being trafficked.

TITI, conducted a two-week course "Training of Trainers (ToT)" for Maiti Nepal in June 2004. In the August of the same year, it conducted one-week course called "Social Mobilizers' Training". A professional relation between TITI and Maiti Nepal has been developed since the above training events. TITI feels proud of getting such an opportunity to serve the girls and women whose life is at risk. TITI hopes that the relation and mutual cooperation between TITI and Maiti Nepal will be further strengthened in future. We, at TITI, assure that we will cooperate with Maiti Nepal by delivering training courses and consultancies whenever our expertise and services are needed.

Customer speaks

Training Institute for Technical Instruction (TITI) organized a vocational training from 8th to 14th February, 2005 for village women of Kavre district, which was sponsored by Adventist Development and Relief Agency (ADRA), Nepal under its Women Empowerment Program. This training was attended by 17 women. The skills like making mixed vegetable pickle, *dalmot*, potato chips, *methi* pickle, orange squash, and doughnut were covered in the training. In addition to fruit and vegetable preservation skills, marketing skills were also taught during the training.

On the concluding day of training, Ms. Sumitra Shrestha, speaking on behalf of the participants, expressed that the vocational training had been very fruitful and useful for them. It had provided knowledge and skill to enable the participants to prepare various edible items, which could earn their living. The training methods and environment were of high quality. The training methods were scientific too. She said that the skills were very practical and will be used back in their homes. She further said that their standard of living would increase, if the skills learnt at the training were utilized.

TITI Training Standards

TITI follows 55 standards while delivering training. Below, you will find three standards, continued from the last issue.

Performance standard 17

Instructor consistently provides clear and concise instructions (generally in writing) on test, exercises, group work and other activities.

Providing clear and concise instructions certainly seems easy enough; after all, we give instructions frequently in and out of the classroom, usually with no difficulty. As a result, we always expect giving instructions to be easy. That is when we get into trouble. At best, poor or inadequate instructions will cause a delay; at worst, they can prevent participants from meeting training objectives.

Performance standard 18

Instructor consistently uses creativity in selecting instructional methods.

Methods are the active ingredient of the teaching-learning process. As such the method should be selected to "spice up" the learning. Select methods that actively involve and challenge the learner. Don't fall into a predictable pattern of teaching activities. Surprise the participants (and yourself!) by using dynamic and even fun training methods.

Performance standard 19

Instructor consistently shows proficiency in using the selected instructional methods.

Before using a new teaching method, study the procedures from textbooks or from discussions with senior trainers. Sometimes, even a "dry run" is needed to make sure the method will proceed smoothly.

TITI 's Expertise in ...

(Continued from Page 1)

The following training/consultancy services are planned to be conducted in Bhutan as per the agreement.

- A. Training of Trainers (TOT)
 1. Four modules of TOT (Skill, Knowledge, Visualization and Assessment)
 2. Consultancy on multipliers of all four modules
- B. Training of Trainers (TOT) - Skilled Supervisors
- C. Training of curriculum developers
 1. Job and Task Analysis
 2. Training Design and Development
 3. Training Needs Analysis
- D. Training to Bhutan Vocational Qualification Authority (BVQA)
 1. Training in Test Item Development
 2. Assessors Training for Test Administration

In course of feedback, the Bhutanese participants said that the techniques and modeling used in the courses were very useful and could be replicated in the respective areas. They further said that the approaches of the training in courses were very systematic and effective. However, they felt that the training duration needed to be prolonged to make the training more effective.

Trainer's Profile



Mr. Ramesh Man Shakya

Mr. Ramesh Man Shakya has been working as a Coordinator of Applied Research and Consultancy Services at TITI. His main responsibilities include: preparing project proposals, providing consultancy services, delivering supervision, monitoring, preparing report on training, projects and maintaining

consultancy projects and maintaining research/consultancy documentation system. He is also involved in planning, developing, coordinating, delivering and evaluating training courses for the government and non-government organizations.

Mr. Shakya has completed Master's degree in Civil Engineering with honors from Odessa Civil Engineering Institute, Odessa, Ukraine (former USSR). He has specialized in Hydraulic Construction of River Structures and Hydroelectric Power Stations.

Mr. Shakya is known for his excellent presentation during delivery of different training programs. His areas of expertise in training include Training of Trainers, Supervision of Instruction, Project Management, Training Program Evaluation, Instructional Media Development, and Visualization of Instruction. Besides these, he worked in research team, which focused on "Impact of Technical Education and Vocational Training (TEVT) on Poverty Alleviation". He worked as a training coordinator for Solid Waste Management Training for UDLE/GTZ, "Human and Organizational Capacity Development Project" for SOS village, Nepal and Technical Auditor Training for National Vigilance Centre/ADB. He facilitated the development of the instructional guide for "Road Maintenance Training for Overseers" for Department of Roads. He also contributed as a resource person for the development of curriculum and instructional guide for Junior Biogas Technician and After Sales Service for Biogas Support Program BSP.

Mr. Shakya was recognized as an excellent performer at TITI for the year 1998.



Your Free Gift from TITI

Do you want other to be motivated?

If so, read *Motivation (Nepali Version)*. It is one of the 68 Skill and Concept cards TITI has translated in Nepali language and one of the 352 Skill and Concept cards TITI has developed so far. This card enables you to make other motivated. At TITI, we use this card in management and instruction training. Let us know what you think of this.

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

Upcoming Events at TITI

March 2005 to June 2005

Activity Name	Start Date	Finish Date
Instruction		
Training Of Trainers-Skill (TOT-S)	7 March '05	25 March '05
Instructional Skill (IS-3)	28 March '05	22 April '05
Training Of Trainers-Knowledge (TOT-K)	9 May '05	27 May '05
Active Learner Methodology	20 June '05	15 July '05
Intervention of Community Development (practicum)	21 Feb. '05	4 March '05
Community Based Needs Assessment (classroom implementation)	9 May '05	20 May '05
Community Based Needs Assessment (practicum)	6 June '05	17 June '05
Curriculum		
DACUM	11 April '05	29 April '05
Training Course Design	30 May '05	10 June '05
Management		
Store Management	7 March '05	18 March '05
Entrepreneurship Development	20 June '05	1 July '05
Training Program Evaluation	20 June '05	1 July '05
Packages (Intensive Trainings)		
Design Power Point 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.



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