TITI

The Flip Chart

NEWSLETTER

TITI Utilizes – A New Paradigm in Training Methodology

As a mark of new paradigm in training methodology with a focus on *Integrating Technology and Instruction for performance*, TITI offered new training course named Technology Based Instruction Delivery (TBID) for TITI trainers and others playing key role in Technical Education & Vocational Training (TEVT) instruction. The course lasted for 4 weeks beginning from January 22, 2007.

Integrating Technology and Instruction for Performance

Technology Based Instructional Delivery (TBID)

Mr. Rajendra Bahadur Shrestha and Mr. Anoj Bhattarai, the two trainers of TITI developed the course "Technology Based Instructional Delivery". The input received from Malayasia has given a tremendous help to develop this course. The course not only fulfills the gap of introducing new technologies in instruction but also supports the National Information and Technology Policy related to Human Resource Development. All the participants were professional instructors and training having experiences in instruction and curriculum development. As a product of the training, each of the thirteen participants developed one interactive CD during the training. These computer based courseware were related to their expertise.

The new course aims to equip the participants with the knowledge and skills to integrate technology and instruction for performance. The training covered instructional system design, e-learning, internet for instruction, media-rich training …

From the Executive Director's Desk

Instructor Training- An Important Factor

Ideas regarding natural resources (materials) and human resources need skills to transfer it to the real benefit of human beings. The established phenomenon in this connection is the creation of conducive environment for learning. The development efforts on teaching learning methodologies and practices have crossed many hills and valleys of human development. The scientific innovations have dragged the learning methodology along with its route to transfer of learning to mass population in the shortest time possible. William Blank rightly states that everyone is capable of learning everything, if opportunities and time are provided. But time is most precious thing. That is why we have to manage it appropriately in our task of teaching the learner who has to learn.

Learning is important to everybody but recognizing learning and focusing it from the unlimited wants and will of individual and organization, is the factor that should be taken into account. The trained teachers should perform differently from those who are not trained.

The often quoted notion that learning should be fun may be true for kindergarten children but for an adult an effective learning does not happen without tremendous effort. Learning for performance is the common guiding principle in TITI. This is the uniqueness of TITI, which has to be propelled for long time to create conducive environment for teaching learning activities.

Licensing of teaching profession has been initiated by Ministry of Education and Sports (MoES) and is being implemented in general education up to secondary level. Technical instruction also plays significant role on safety of health and protection of properties of general people as their graduates directly deal with health and properties of common people. Hence the provision of mandatory licensing for individuals engaged in this profession would make the people of this nation safer and their properties secure. The licensing should be tied with teacher training. Confirming their skills and knowledge which guarantees the safety and security of the people is the prime duty of any welfare government.

Lastly, I would like to pray for the peace in the departed soul of our best friend and teacher Dr. John Collum who kindled the light of modern teaching technology in Nepal.

Dhruba Prasad Dhungel, Executive Director, TITI

From the Project Manager's Desk

TITI is ready to deliver services for trainers working with "Special Needs Groups"

Until now TITI was not well prepared/experienced to address the needs of institutions and training providers which are working with "Special Needs Groups" (SNG). TITI was mainly focused towards the formal sector of TEVT. Training for SNG has different features. Design, instruction and training materials differ in many respects from traditional training projects.

Although TITI´s training courses are already based on the idea of competence-based education and training, the Project initiated and supported activities to strengthen existing capabilities to close the missing links. The main activities consisted of

1. Research in literature and Internet Observation of practices in existing SNG Skill Development projects and institutions in Nepal and Bangladesh.

2. DACUM workshop to identify core skills of trainers and instructors working in SNG Skill Development projects and institutions (incl. verification with two different groups of trainers).

3. Design of a ToT course on the basis of the results of the DACUM. The course design was discussed with specialists from PSS Central Institute of Vocational Education in Bhopal, India.

4. Exploratory pilot training with 12 participating trainers from different skill training schemes.

5. Program-Task analysis workshop.

During the second semester of 2006, TITI refined the acquired experiences and conducted a three-week pilot training for instructors working in the field. Based on these practical experiences, TITI is now able to offer customized training in this area. TITI is now ready to provide its services to trainers and instructors working with "Special Needs Groups". A few institutions have already shown interest to use the new services. It would be nice if TITI made further efforts to explore the possible training institutes and organizations working for SNG to utilize the new opportunity. Hopefully, the organizations working for SNG will benefit for the training programs at TITI, and be able to transfer ultimate benefit to the target groups.

Dr. Ignaz Rieser, Project Manager, Swisscontact/TITI

"When you (trainer) are presenting to any group of people, your image is at a stake".   **-Dr. John Collum**

TITI Customers' Column

Customer Profile

Name of the Organization: Urban Development through Local Efforts Programme (UDLE)
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Urban Development through Local Efforts (UDLE) programme was formulated in 1987 to provide advisory support to the Government of Nepal.

The advisory activities of UDLE focus on promoting the development of local responsibility or 'municipal self governance. It ensures that all the activities supported by UDLE, are initiated, organized and implemented by the towns themselves. Advisory services at the national and local levels aim at strengthening decentralized decision making for urban development and improving the utilization of local development potential.

Now, UDLE focuses on reducing urban poverty for a more socially inclusive urban development. It has expanded its support to organizational and financial issues regarding the Town Development Fund. Not only this, it has continued support to learning platforms and training on municipal planning, financing and management.

As mentioned above, one of the focus areas of UDLE is training. In course of fulfilling its responsibility in training, UDLE approached TITI in September 2003 for quality training to its people. Since then TITI has conducted different courses for UDLE staff. TITI has a very good professional relationship with UDLE since December 2003 when TITI conducted a 10- day course on Training of Trainers (ToT) during December 04 to 13. Training of Trainers (ToT), Conflict Management and Peace Building (CMPB), Basic Urban Community Mobilization (BUCM) and First Aid (FA) are some of the courses TITI conducted for UDLE so far. TITI hopes to work with UDLE and conduct more courses suitable for its HRD.

Customer speaks

Basic First Aid training course was organized at TITI for two days from February 17, 2007. It was the customized course organized for UDLE/GTZ. Mr. Basu Dev Sharma from UDLE/GTZ, one of the participants of the course, remarked that the course was very useful and practice-oriented. He was very much impressed by the human resources and physical resources available at TITI. He suggested that the course should be conducted at least for 5 days. He also suggested to add the general treatment component for the general diseases like fever, diarrhea etc. in the course.

TITI Training Standards

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

Performance standard 35

Instructor occasionally refers questions back to participants.

This standard means that instructors, when asked questions, should occasionally refer them to participants. Referring questions back to participants is a way to get people actively involved in the learning process. The instructor then reinforces the response by noting that abundant participation equals abundant learning.

Performance standard 36

Instructor occasionally guides participants to reach answers themselves.

When appropriate, instructors are expected to help participants answer questions or reach conclusions themselves. Too often, participants ask questions when they already know or could easily figure out the answers, but because they haven't thought through either the questions or the answers, they simply do not realize what they are capable of doing. Therefore, this is an important process in which an instructor just takes the learner through and facilitates to reach the answers themselves.

Performance standard 37

Instructor consistently provides ample time for guided practice.

Guided (or supervised) practice is a standard part of any skill based lesson. After observing a demonstration of a skill, the participants need the opportunity to practice under the close watch of the instructor. This is especially true for skills that could be dangerous to the participants or to expensive equipment. Enough guided practice must be provided so that the participant is comfortable with the skill before totally being left alone.

TITI Utilizes ...

material creation, computer based courseware development, storyboard development, photography, videography for instruction, development of animation, integration of audio video for instruction, development of video for instruction and evaluation of multimedia courseware. Various methods such as illustrated talk, individual work, group work, experience sharing, presentation, brainstorming, modeling, feedback, case studies, and project work were used to make the training more effective.

The training was conducted in participatory approach. Participants shared their training experience, training problem and different instructional delivery methods. They appreciated the introduction of the new paradigm in training delivery methodology.

TITI is looking forward to launch bunches of TBID training course for those who want to integrate the newest modern technology for better instruction, which results into better learning and performance among learners.

A Tribute to Late Dr. Collum

"Old trainers never die… they live on in the minds of their students and slowly just fade away".

~ Dr. John Collum

TITI staff and the Project had to say good-bye for ever to our beloved friend and expert Dr. John Meredith Collum. He suffered from a syndrome of Amyotrophical Lateral Sclerosis (ALS), an incurable disease, which became the cause of his death in Kathmandu on November 15, 2006.

Dr. Collum was born on August 13, 1945 in Woodstock, Georgia, USA. He received his professional education and Ph. D. (Educational Leadership, 1985) in the USA. In 1991, Dr. Collum was invited to Nepal by ADB Project to work in TEVT sector. He introduced the DACUM process and, trained numerous TEVT professionals during his service in Nepal.

After 1993, he worked for Swisscontact, mostly for TITI. Dr. Collum had been responsible for guiding TITI in educational matters and overall training program design, development of all instructional materials. The Skill Card approach developed by Dr. Collum, resulted in a new paradigm for training institution. Over 450 Skill Cards have been developed and being used by 16 countries and translated into eight languages. He developed a series of four "Training of Trainers (TOT)" modules (Skill, Knowledge, Visualization and Learner Assessment & Evaluation) which form the basic package for the internal staff development of the TITI trainers. During this time he provided technical assistance and training to Swisscontact Projects in Africa, Albania, Sri Lanka and Vietnam.

For us - Swisscontact and especially for TITI - John was a pillar for most of our activities. He was a mentor, a coach, a guide and above all an exemplary model. His positive influence is reflected today in almost all of our activities. We would like to appreciate his highly valued contributions to TEVT in Nepal.

Your Free Gift from TITI

Do you want to present yourself effectively? If so, read **Use Basic Platform Skills**. It is one of the 135 Skill and Concept cards TITI has translated in Nepali language and one of the 416 Skill and Concept cards TITI has developed so far. This card will let you to know about basic platform skills. At TITI, we use this card in Instructional skills, Management Skills training course. 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 2007 to June 2007

Activity Name	Start Date	Finish Date
Instruction		
Basic Computer Application	2 April 07	13 April 07
Instructional Media Development	9 April 07	27 April 07
Study Skills	7 May 07	11 May 07
Exam Documentation	14 May 07	18 May 07
Advanced Computer Application	21 May 07	1 June 07
Instructional Skills-1	28 May 07	22 June 07
Active Learner Methodology	4 June 07	22 June 07
Community Development		
Community Based Needs Assessment	14 May 07	25 May 07
Occupational Instructional Skill	2 April 07	27 April 07
Management		
Strategic and Operational Planning	19 March 07	23 March 07
Conflict Mgmt. and Peace Building	2 April 07	13 April 07
Supervision of Instruction	9 April 07	27 April 07
Training Monitoring and Evaluation	7 May 07	18 May 07
Entrepreneurship Development	4 June 07	15 June 07
Facilitation and Moderation	18 June 07	22 June 07
Curriculum		
Training Course Design	19 March 07	30 March 07
Training Needs Analysis (Org.&Ind.)	2 April 07	13 April 07
Training Design and Development	30 April 07	11 May 07
DACUM Training	21 May 07	8 June 07

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.

We would welcome your feedback on this issue.

– Editorial Board