

# TITI



## The Flip Chart

# NEWSLETTER

## IN THIS ISSUE

<b>TITI Provides Significant ...</b>	1
<b>From the Executive Director's Desk</b>	2
<b>Innovative Practices in ...</b>	2
<b>TITI Customers' Column</b>	3
<b>TITI Training Standards</b>	3
<b>Trainer's Profile</b>	4
<b>Upcoming Events at TITI</b>	4
<b>Your Free Gift from TITI (Attached)</b>	4

## TITI Provides Significant Training and Consulting Services

Apart from TITI's regular training program to Technical Schools of Council for Technical Education and Vocational Training (CTEVT), TITI has been providing significant training and consulting services to various organizations in different places within country and abroad. TITI has signed an agreement with F-SKILL for conducting ten events of 5-day training program on 'Training of Trainers (TOT)', which will be conducted within December 2008. Nine events of TOT in various places viz. Sunsari, Chitwan, Dhangadhi, Kathmandu districts have been conducted in the month of September-October 2008 for the participants selected by F-SKILL. All together 168 participants have already been benefited by the training programs.

TITI in association with Liechtenstein Development Services (LED), Liechtenstein (Europe) has conducted 'Training of Trainers-Knowledge' (TOT-K) in Moldova from 30<sup>th</sup> of September to 17<sup>th</sup> of October 2008. Ms. Usha Bhandari, as a trainer was involved in the training whereby the participants were the lecturers of Technical University of Moldova (TUM). The service will be continued up to 2010.



Fig: TITI Trainer at Technical University of Moldova

Training Institute for Technical Instruction (TITI) and Communication-Management-Training (COMAT) entered into a public-private partnership (PPP) project in May 2008 with a winning proposal for conducting job analyses and creating sample job-descriptions of the key positions under the Ministry of Health and Population (MOHP), Government of Nepal (GON). Conceptual framework of this study on job -

*(Continued on page 3)*

## From the Executive Director's Desk



### Instruction based on Ubiquitous Technology

Mostly modern technological development happened during nineteenth and twentieth centuries. Although modern science and technology have bred pollution and also at the same time it could be used as means to control degradation of environment if human greediness is reduced. Recovery of the state of overused natural resources and recycling of human and industrial wastes needs effective technology and training for its application.

Technology changes with time to meet the requirement of human beings. Human beings have been always superior to machines and tools, even though it has its limitation on physical abilities. According to Wiener, (1948) *cybernetics* is together man's senses, his motor abilities and nervous functions with the power and functions of machines, thereby to control and develop nature, society and economy effectively, following the ideals and goal of human race.

Present system of education and training must be made relevant to the context and time. The purpose and content; systems setup and the use of tools and technique must fulfill present and future requirements. Education should not simply satisfy the needs of present but support study and research in future. The prospects of change in instructional technologies are varied and many as the future seems to be promising but with full of challenges.

Interface with computer and audio visual application on teaching learning environment are mostly used instructional technologies at present. Audiovisual technique, a method of instruction, transmits ideas and feelings through the sensory faculties of both instructor and learner. The enactive mode of learning through audiovisuals contributes to concrete learning. The highly abstract mode of learning through listening the lectures has little value in occupational education.

Interface with the computer on self-pace and group learning has been popular in modern learning environment. The information gathering, processing (analyzing and synthesizing) but desired result has been quite effective and efficient for moderate computer user also. The designing interface program though hectic is the frequent activities of education facilitators now a day.

TITI is moderately equipped and experienced with technological instructional methods. Its popular courses like Technological Based Instructional Design (TBID) and Occupational Instructional Skills (OIS) consist significant portion of technology embedded materials. Besides those courses other courses in TITI constitutes significant instructional technologies.

Dhruba Prasad Dhungel, Executive Director

## Innovative Practices in Training and Development

### Integration of Technology in Instruction

The use of technologies from computing, electronics, and telecommunication to process and distribute information in digital and other forms is Information Technology (IT). In other word, the process of data via computer is IT. In the broadest sense, information technology refers to both the hardware and software that are used to store, retrieve, and manipulate information. We can have voice, video and data networks and the equipment in latest information technology.

In this modern age of information technology, it can help people to work smart rather than to work hard; allows work away from the office; informs updated data; get closer to the customers/clients; access easily; learn distantly and many more. The use of communication tools such as e-mail, fax, computer, and video conferencing overcomes barriers of space and time, and opens new possibilities for learning. The use of such technology is increasing, and it is now possible to deliver training to a widely dispersed audience by means of on demand two-way video over terrestrial broadband networks.

The pace of change brought about by new technologies has had a significant effect on the way people live, work, and play worldwide. New and emerging technologies challenge the traditional process of teaching and learning, and the way education and training is managed. IT, while an important area of study in its own right, is having a major impact across all curriculum areas. Easy worldwide communication provides instant access to a vast array of data, challenging assimilation and assessment skills. Rapid communication, plus increased access to IT in the home, at work, and educational establishments could mean that learning becomes a truly lifelong activity an activity in which the pace of technological change forces constant evaluation of the learning process itself.

In the context of Nepal there are some problems due to its accessibility, affordability and lack of proper education regarding IT. However, TITI has initiated to run the technology based instruction to achieve best performance. TITI has already commenced various courses like 'Advanced Computer Application', 'Technology Based Instructional Delivery' and Distance Learning course etc. The main objectives of these courses are to make people compatible with the updated technology and improve the performance, ultimately increase the efficiency and effectiveness of the technical institution.

Using the Information Technology, the life of anybody including trainer/instructor will be different than that of before which in return, will improve effectiveness and efficiency of the whole system. Hopefully, trainers will utilize information technology for their better performance and transfer of learning will happen in most of the technical institutes of Nepal.

Deva Kumar Shrestha, Trainer

### Editorial Board

Dr. Bhawani S. Subedi      Shalik Ram Dhakal  
Saurav Ram Joshi          Ramesh Man Shakya

"People who feel good about themselves produce good results". -K. Blanchard & S. Johnson

# TITI Customers' Column

## Customer Profile

**Name of the Organization:** Chilime Hydropower Company Limited (CHPCL)

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Chilime Hydropower Company Limited (CHPCL) as an autonomous company was formally registered at Nepal Government, Office of Company Register under Department of Industry on 14 Kartik 2052 B.S. Core objectives of CHPCL is to generate hydropower in low cost and make electricity reachable to every Nepali by mobilizing the national resources, skills and other sources under the leadership of Nepali people.

Main objectives of CHPCL are to:

- Generate hydropower, and carry out all the activities related with delivering, selling and distributing;
- Survey, construct, organize & manage small and medium hydropower projects;
- Work with person and/or organization for buying/selling electricity and also provide or assigned work in contract;
- Find out potential hydropower projects for itself or for others;
- Construct small and medium hydropower projects and self-operate projects, sell or assign work for others on the basis of agreement made, etc.

Water resources are one of the important natural resources available in the country. Having the huge potential, we can build new progressive Nepal if these resources are utilized and organized in proper way. In this context, CHPCL has the role in the development process.

TITI has a very good professional relationship with CHPCL. So far TITI has conducted two training programs on "Office Administration & Documentation" from 23 June to 28 June 2008 and from 6 July to 11 July 2008 for its total 20 staff. Participants of these courses have expressed their great satisfaction on their implementation modalities and contents chosen for the course. TITI expects the enhancement of the performance of individuals as well as organizational outcome and in the meantime, hopes to conduct more training programs for CHPCL staff in the days to come.

### Customer speaks

Mr. Hemant Pant, the participant of Training of Trainers (TOT) from Acme Engineering College has expressed that the training at TITI was really focused on performance. "The perspective of real trainer has changed after having TOT at TITI. More interactive and participatory way of training is highly appreciative however, due to the participants of different backgrounds and levels, they face little problem which has to be taken critically" he adds.

Ms Sangeeta Khadka, of Khopa Technical School participated in 'Training of Trainers' conducted at TITI. She says 'TOT is a must for all trainers. TITI's TOT training is really performance based and practicable. Time duration of the training program should be increased'. "There is difference in training conducted at TITI and other places" She adds.

# TITI Training Standards

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

## Performance standard 50

*Instructor generally keeps all learners "on-task".*

On-task behaviour is any behaviour leading to learning the skill or topic. Off-task behaviour is everything else that learners do in the class, lab or field. The instructor should make every effort to insure that, at the minimum, 70 to 80% of the time of each learner is spent doing things that lead to learning the skill or topic.

## Performance standard 51

*Instructor generally handles classrooms problems so that the effect on learning is minimal.*

There are hundreds of problems that can crop up in the classroom, and you the instructor, are expected to handle them in an appropriate manner. Handling classroom problems effectively will have a positive impact on learning as well as increase the instructor's confidence.

## Performance standard 52

*Instructor generally focuses all activities on stated learning objectives.*

It is very easy during instruction to "get off the track." Sometimes a question from a participant will lead the way off course. An occasional deviation in the path of the planned instruction hurts no one. But when deviations become the normal instructional approach, something is wrong. The instructor should stick to the lesson plan and make sure that the current activity is helping to learn a lesson objective.

# TITI Provides ....

*(Continued from Page 1)*

...analysis identified 40 key positions from 7 major categories of jobs under the MoHP system of health care services and associated programs in the public sector. Based on a cross-sectional descriptive design, this study reviewed about 100 jobs and included 27 of those in the detailed analysis of the jobs. Jobs were analyzed using the essence and structure of Position Analysis Questionnaire (PAQ). From TITI, Dr. Bhawani Shankar Subedi as Team Leader and Ms. Usha Bhandari as Team Member were involved in this consulting study. Again, Executive Directors of COMAT and TITI were both involved as process-facilitator and coordinator respectively for carrying out the entire study.

Similarly, TITI has entered into new assignment with National Skill Testing Board (NSTB) for conducting 6 events of 'Skill Test Assessors' Training' in different districts and providing consultancy services in conducting 4 events of Test Item Development workshop at Kathmandu. The events will be commenced from November and will end in the month of January 2009.

Again, six events of 'Training of Trainers (TOT)' for the participants selected by Employment Fund, Helvetas are coming up in the month of November and December 2008. The agreement has been made, which will benefit about 120 people.

Many new ventures with national and international agencies have increased competence and confidence of the trainer/staff as well as the recognition and reputation of TITI.

"It is the supreme art of the teacher to awaken joy in creative expression and knowledge." – Albert Einstein

## Trainer's Profile



**Mr. Deva Kumar Shrestha**  
Bachelor Degree in  
Management, Master Degree  
(on-going) at Tribhuvan  
University

Mr. Deva Kumar Shrestha has been providing his services to TITI since 1991. He has designed and maintained all computers networking system management of TITI. Currently, he is leading Learning Resource Centre (LRC) and Information Communication Technology (ICT) Lab activities as *Media Lab Specialist/LRC In-charge/Trainer* at TITI. He is responsible for all the IT related works at TITI.

As a trainer, his job includes analyzing, designing, developing, implementing and evaluating training programs related to information technology (IT). Mr. Shrestha operates controls and maintains all media and office equipments. He was involved in baseline study and follow-up study of various technical schools. Additional to this, he has to design and update TITI WebPages and intranet TITI document system.

He has provided services in training and development activities for KU, SDC, Department of Road, NCED, HLCIT and other government and non-governmental organizations. He has already designed, developed and implemented the courses for Telecenters of various districts. He has also been involved in the skill-testing of computer based occupations.

He has acquired the Information Technology and computer training specially designed for instructors and engineers from Polytechnic University (PTU), Japan; Media Lab Specialist Training form Technical Teacher Training Institute, Chennai, India; Cisco Certify Academic (CCA) course from Kathmandu College of Management, Kathmandu, Nepal.

Mr. Shrestha has got the 3 grades award on 22<sup>nd</sup> Education day. He is life member in JICA Alumni Association of Nepal, member of Nepal Red Cross Society and general member of Computer Association of Nepal (CAN).



### Your Free Gift from TITI

Do you want to use internet for better performance?

If so, read the skill card "Use Internet for Instruction". It is one of the 416 Skill and Concept cards TITI has developed so far. TITI has also translated 135 Skill and Concept cards into Nepali language. This skill card is very important in the present context when information technology has become a prime concern in all sectors. At TITI, we use this card in technology based instruction delivery (TBID) training. Kindly let us know your opinion about this.

## Upcoming Events at TITI

November 2008 to February 2009

Activity Name	Start Date	Finish Date
<b>Instruction Program</b>		
Study Skill	3 Nov '08	7 Nov.'08
Instructional Skills-1	3 Nov '08	28 Nov.'08
Basic First Aid	1 Dec '08	5 Dec.'08
Instructional Media Development	1 Dec '08	19 Dec.'08
Instructional Skills-2	15 Dec '08	9 Jan.'09
Instructional Skills-1	5 Jan.'09	30 Jan.'09
Advanced Computer Application	12 Jan.'09	23 Jan.'09
Instructional Skills-3	2 Feb.'09	27 Feb.'09
<b>Community Development Program</b>		
Community Based Needs Assessment	24 Nov. '08	5 Dec.'08
Intervention of Community Development	5 Jan.'09	16 Jan.'09
Occupational Instructional Skills	16 Feb.'09	13 March'09
<b>Management Program</b>		
Strategic Operational Planning	3 Nov '08	7 Nov.'08
Training Monitoring and Evaluation	17 Nov '08	28 Nov.'08
Project Monitoring and Evaluation	15 Dec. '08	19 Dec. '08
Project Planning	22 Dec. '08	26 Dec. '08
Supervision of Instruction	2 Feb.'09	20 Feb.'09
<b>Curriculum Development Program</b>		
Job and Task Analysis	10 Nov. '08	21 Nov.'08
Training Needs Analysis	12 Jan.'09	23 Jan.'09
Training Design and Development	9 Feb.'09	20 Feb.'09
<b>Packages (Intensive Trainings)</b>		
Analyzing Performance Problems (3 days)		
Basic First Aid (3-5 days)		
Community Facilitation Skills (5 days)		
Conflict Management & Peace Building (3 days)		
Creative Training Techniques (3 days)		
Design Power Point Presentation (3days)		
Develop Creative Visuals for Impact (3 days)		
Fast Track Schedule (3 days)		
Getting 70 minutes of 1 hour (1 day)		
Human Resource Management for Organizational Results (5 days)		
Leadership and Leading (1 day)		
Life Skills (3-5 days)		
Managing a Project (3 - 5 days)		
Presenting... You (1 day)		
Proposal Writing (4 days)		
Social Mobilization (5 days)		
Study Smart not Hard (1 day)		
Supervise your Teachers, Trainers, Instructors (3 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 welcome your feedback in this issue.*

*- Editorial Board*



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