

TITI



The Flip Chart

NEWSLETTER

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TITI Stretches its Wings

In addition to TITI's regular training programs, more organizations have been receiving training services from TITI. Recently, "Training of Trainers (TOT)" program was conducted for private technical schools, Child Welfare Scheme (CWS) and Dhulikhel Medical Institute (DMI), Kathmandu University. Similarly, capacity building training was conducted for rural telecentres and the staff of High Level Commission for Information Technology (HLCIT).

TITI has initiated professional relationship with private technical schools since few years. Two TOTs have been conducted for private technical schools in Biratnagar and Butwal during 2008/2009. The main focus of the TOT training is to improve presentation skills, develop effective visuals and to prepare assessment tools.



Fig: TITI's Training of Capacity Building for Rural Telecentres

Child Welfare Scheme (CWS) is committed to working in partnership with organizations supporting frontline work with disadvantaged and vulnerable children, young people and their communities thereby transforming their lives and providing them with a productive future. CWS has been supporting Jyoti Vocational Training Center (JVCT), Pokhara. Its teachers received 5 days TOT from TITI.

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From the Executive Director's Desk



Vocationalizing education and preparation of trainers

Vocationalization education is complex phenomenon requiring more research and experiments to make it more productive. Youth

unemployment may provide the political momentum behind the vocationalization trend. It seems very difficult for educationist and government to answer the simple question by the parents of school children that what their children would be able to do after finishing ten years of schooling. This is much talked during economic recession but least effective during these times.

The juxtaposition of general education and vocational education is the need of the hour so that better model will evolve out and can be implanted effectively according to the need of the national human resource development. Among the many important facets of vocational education two of them are prominent namely finance and trainers. The cost per student would be several times higher than that of education because of mastery on dexterous skills needed by the education.

The vocational education trainers must have added dexterous demonstration skills which can be attained only after a lot of experiences. Presenting the intended concepts, principles, process and procedure needs specific concentration and methodology adhered to be efficient and effective. TITI has developed precise methodology to impart concepts, principles, process and procedures through its trainers after going a long and tedious way. Now TITI is recognized as a leading institute regarding innovative training methodology in TEVT sector.

The preparation of trainers takes a long time. Starting from just delivering a training session and to attain highest level in instruction profession requires analyzing designing developing evaluating of training system and coaching peer instructors, needs many years of devotion for a person. Unique mechanism in TITI regarding development of trainers in TEVT and its own trainer development strategies have been a proven model for developing human resource required for TEVT sector.

Nevertheless TITI is committed to provide services through the world-class TEVT trainers and managers training programs which have been developed and implemented with great success not only in Nepal but also international arena. TITI is a learning organization and will remain so for many years to come.

Dhruba Prasad Dhungel, Executive Director

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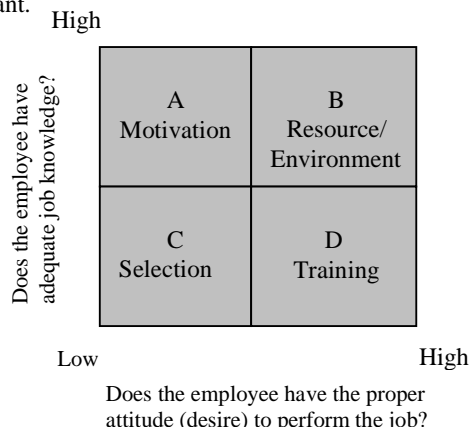
Innovative Practices in Training and Development

Is training solution to every performance problem?

Huge amount of resources in terms of money, time and people are invested in training each year in the world. Are they all able to solve the human performance problem?

Abraham Maslow said, "If the only tool you have is a hammer, every problem looks like a nail". When Managers, leaders want to improve organizational performance, they often jump into training "solution" without closely analyzing the root causes and how to best address those situations.

A performance problem occurs when an employee failed to obtain the results expected of him or her. There are two main causes of performance problems. The first has to do with employee characteristics and the second with the system in which work is done. The performance analysis quadrant as shown below is a useful tool to pin-point deficiencies. It basically requires asking two questions, "Does the employee have adequate job knowledge and skill"?, "Does the employee have proper attitude (desire) to perform the job" and placing the employee in 1 of 4 possible performance analysis quadrant.



Quadrant A: If the employee has sufficient job knowledge but has an improper attitude, this may be classed as motivational problem. The consequences (rewards) of the person's behavior will have to be adjusted.

Quadrant B: If the employee has both job knowledge and a favorable attitude, but performance is unsatisfactory, then the problem may be out of control of the employee. There may be lack of resources, time pressures etc. In such a case, environmental analysis is called for.

Quadrant C (Selection): If the employee lacks both job knowledge and a favorable attitude, that person may be improperly placed in the position. This may imply a problem with employee selection or promotion, and suggest that a transfer or discharge be considered.

Quadrant D (Training): If the employee desires to perform, but lacks the requisite job knowledge or skills, then additional training or development may be the answer.

From the above quadrant it is crystal clear that training is fruitful only in the case if the employee desires to perform but lacks the requisite job knowledge or skills and both. In other situations, the training for the employee is just the case of pouring water in the sand and loss of resources only.

Chuman Babu Shrestha, Senior Trainer

"Good teaching is more a giving of right questions than a giving right answers" – Josef Albers

TITI Customers' Column

Customer Profile

Name of the Organization: Forum for Health and Technical Science (FHTS), Shankhamul, Kathmandu

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Forum for Health and Technical Science (FHTS) is a professional association of privately run technical training institutes conducting Diploma Level courses in Agriculture, Engineering and Health in affiliation with CTEVT. Having 15 Executive Members in the Centre, FHTS has now 63 member institutes and 87 different programs run by them. The main objective of FHTS is to coordinate with CTEVT, concerned ministries, different universities, hospitals, professional councils etc for the promotion and development of technical education and vocational training of Diploma Level. In line with aforementioned objectives, FHTS has had the following endeavors:

- Written and verbal approaches to Tribhuvan University were made to get accreditation to the certificates of Diploma Level of TEVT.
- Suggestions and recommendations have been submitted for the regular follow up and inspection of member institutes to bring about quality in Diploma Level of TEVT.
- Helped to CTEVT, Examination Controller Office to develop examination schedule of annual examinations and made collaborative effort to mend the CTEVT Act.
- Facilitated for establishing good professional relationship between CTEVT and training institutes.

TITI has a very good meaningful and professional relationship with FHTS since 2063 when TITI had conducted a course on 'Training of Trainers (ToT)' for the teaching staffs recommended by FHTS. Since then both TITI and the FHTS are sharing information on their programmes and activities each other. Participants are very happy with TITI courses and TITI is also very proud of running the programmes in collaboration with the FHTS as well.

Customer speaks

Mr. Prakash Aryal, the participant of Training of Trainers training from Child Welfare Scheme (CWS) supported Jyoti Vocational Training Centre, has expressed that the TOT was very effective and useful. A live environment & adequate facilities and the quality of trainers made the training more effective. The course was designed systematically and so that participants did not feel any problems to catch up the ideas.

Mr. Rajan Khattri, the chairman of the Forum for Health & Technical Science, highly appreciated the effectiveness of TOT training for the lecturers/teachers of private technical schools. Khattri believes that TOT training is necessary to every lecturer of private technical schools. According to Mr. Khattri, Forum will insist all private technical schools to send more lecturers to TOT training.

TITI Training Standards

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

Concluding

Performance standard 53

Instructor consistently reviews the lesson content and objectives.

No lesson should end without a complete and well planned review of what has been learned. Now is the time to go back to the beginning and review all lesson objectives to insure that all participants have learned them. If an advance organizer was used at the beginning of the lesson, bring it back and use it to show what actually took place. Oral questioning can be used to selectively test for retention of key information. A last look at the products of the lesson can also be an effective way to review the content.

Performance standard 54

Instructor consistently provides previews of the next lesson.

The end of a lesson presents an excellent opportunity to prepare the learners for what is to come next. The instructor should not only tell the name of the next lesson, but should show how the next lesson builds on what has just been learned.

Performance standard 55

Instructor consistently ends all class sessions on time according to the established schedule.

Running a class overtime presents both the learners and the next instructor with real problems. Every class must be considered equally important. Even if a class starts late for any reason, the scheduled end time must be adhered to.

TITI Stretches...

(Continued from Page 1)

Training of Trainers (TOT) customized of one week duration was provided to lecturers/teachers of school of Medical Science, Dhulikhel Medical Institute, Karve, Dhulikhel. Dhulikhel Medical Institute is an autonomous, independent training institution established to train different faculties of health human resource. It is currently offering courses in Nursing, General Medicine, Clinical Health Laboratory, Ophthalmology and Physiotherapy.

TITI also has conducted capacity building training for telecentres and the staff of High Level Commission for Information Technology. The purpose of the training is to provide skilled and creative human resources for telecenters. The training aims at providing conceptual clarity on ICT (information and communication technology), various operating systems, application programs, internet and intranet, computer hardware, networking and virus problem handling skills.

"One must learn by doing the thing; for though you think you know it, you have no certainty, until you try. - Sophocles

Trainer's Profile



Mr. Chuman Babu Shrestha M. Tech. Ed. (NITTTR, Affiliated with Barkatullah University Bhopal, India), B.E. - Civil, (I.O.E. Pulchowk Campus, TU, Kathmandu, Nepal)

Mr. Chuman Babu Shrestha has been in the profession of training and development over 12 years. He is currently working as a senior trainer for Training Institute for Technical Instruction (TITI) in Curriculum Program.

The key areas of expertise Mr. Shrestha possesses are analyzing, designing, developing, implementing and evaluating training programs and courses for the government and non-governmental sector organization. His area of expertise in training includes Training of Trainers Training, Needs Assessment (TNA), Training Course Design (TCD), Training Design and Development (TDD), DACUM Facilitator and AutoCAD.

As a facilitator, he has been engaged in developing training manuals and curriculum guides for Training for Employment Project (TfE), development of Education Briefs for Banepa Polytechnic (Polytechnic Division). He has recently coordinated consultancy service on "Test Items Development" and "Skill Test Assessors' Training" for National Skill Testing Board. Mr. Shrestha involved himself as a facilitator for Test Items Development of more than 16 occupations and as a trainer to 10 Skill Test Assessors' Training in different parts of the country.

He worked as a Construction Trade Head, Civil Engineering Department Head, Vice-Principal and Principal in various technical schools under CTEVT. He received 18 months duration "TEVT Management Leadership Training" from TITI and other short term training courses in Nepal and abroad to maintain his professionalism. He aims to be a renowned trainer and consultant in the area of training and development nationally as well as internationally.

Your Free Gift from TITI



Do you want to apply adult learning strategies?

If so, read the skill card "Teach Problem Solving". It is one of the 135 Skill/Concept cards that TITI has translated into Nepali language and one of the 416 Skill/Concept cards TITI has developed so far. This card will let you to know on how to apply adult learning strategies in teaching learning situation. At TITI, we use this card in Instructional and Management training courses.

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

Upcoming Events at TITI

March 2009 to June 2009

Activity Name	Start Date	Finish Date
Instruction Program		
Active Learner's Methodology	4 May '09	22 May '09
Instructional Skills-2	18 May '09	12 Jun '09
Learners Assessment & Evaluation	25 May '09	12 Jun '09
Distance Learning Course	1 Jun '09	10 Jul '09
Community Development Program		
Community Facilitation	27 Apr '09	8 May '09
Management Program		
Facilitation and Moderation	30 Mar '09	3 Apr '09
Presentation Skills for Managers	13 Apr '09	17 Apr '09
Training Institute Management	11 May '09	22 May '09
Curriculum Program		
Training Course Design	6 Apr '09	17 Apr '09
Occupational Safety and Health	11 May '09	22 May '09
Packages (Intensive Trainings)		
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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