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TITI Launches 12 Month "Diploma in Technical Instruction" for Bhutan

TITI has signed a Memorandum of Understanding (MoU) with Department of Human Resources (DHR), Ministry of Labor and Human Resources, Thimpu, Bhutan to provide training on Diploma in Technical Instruction (DTI). The agreement covers 10 months intensive training in TITI and 2 months internship in the workplaces of the participants in Bhutan. There are 10 participants from different technical and vocational training institutions under the Department of Human Resources of Bhutan. Among them, 9 are male and 1 is female.



Fig: Bhutanese Participants and TITI Trainers for DTI training.

The training program consists of 10 different modules. They are Instructional Skill-I, Instructional Skill-II, Instructional Skill-III, Instructional Media Development, Technology Based Instructional Delivery, Applied Science, Basic Technology, Training Needs Analysis, Supervision of Instruction and Training Course Design. The purpose of DTI course is to develop competent instructors required for the technical education and vocational training institutions operating under the Department of Human Resources, Bhutan. The training started from 20 April 2009 and ends on 26 March 2010.

From the Executive Director's Desk



Training and Learning

Learning leading to performance is the goal of training as far as human resource development is concerned. Learning could be haphazard but providing training is sequential and

planned, and also people learn skills and knowledge in various styles. It depends upon the individuals, and a good trainer can analyze it and adopts the best process to suit individual styles of learning.

Learning, learning styles and apply it according to the learning styles of learners are the skills a trainer should have. We are always stuck to the value that learning should contribute to performance and any training event which does not contribute to performance is a wastage.

Human beings are keen to learn as William Blank clearly stated that anybody can learn anything provided opportunities. But the world is so cruel that everybody does not get opportunities to learn everything. The trainer should be able to create an environment from the given condition that learner will learn to perform as desired.

Hence playing with limitation and conditions is the skills for trainer to be effective. What are the probable barriers and obstacles that hover the training and learning environment and how these obstacles can be made irrelevant are the skills a professional trainer should have. Training Institute for Technical Instruction (TITI) enables every trainer to take care of the following:

- How do I keep the participants interested throughout the training programme/sessions?
- How do I ensure that participants go back and implement what they learn during the training sessions?
- How do I evaluate the quality of the training programme?
- How do I make the subject interesting – particularly, if it's a 'dull' technical one?
- How do I decide when to use the workshop or a seminar format for training?
- How do I balance between serious learning and fun?
- How do I match trainer's style with that of the participants?
- How do I choose what/how much of the subject to cover in a session?

TITI also has contributed not only in Nepal but also in abroad with creative ideas like skills-card system and modeling in curriculum. Because of these innovations, practices, and credibility of the institute, TITI has been able to draw the attention of international communities working on human resource development and is getting closer to its vision.

The development and practice on instructional technologies to suit Nepalese context has been always the *modus operandi* in TITI for last fifteen years and would be continued in future too.

- Dhruba Prasad Dhungel, Executive Director

Editorial Board

Yam Bhandari

Dr. Bhawani S. Subedi

Shalik Ram Dhakal

Ramesh Man Shakya

Kamal Thapa

Innovative Practices in Training and Development

Are all teachers/instructors innovative?

The term **innovation** means a new way of doing something. The goal of innovation is positive change, to make someone or something better. Innovation is an important thing in the teaching learning process. Every teacher has opportunity to innovate new methods, media and techniques in the class room based on the context of schools/colleges. It helps to improve the student's performance and organization result. According to General Teaching Council for England (GTCE) survey of teachers in 2006, Teachers as Innovative Professionals, many teachers are too modest to share their success or don't realize that what they are doing is innovative or successful. (<http://www.innovation-unit.co.uk>) accessed in June 17, 2009).

Innovative practice is equally important in training and education for sustainable development of Technical Education and Vocational Training (TEVT) System. In the context of TEVT system many instructors are not trained for innovative practices. Most of the time they follow the conventional activities. Majority of them only know what to teach but they don't know how to teach effectively. **Training of Trainers (TOT)** could be very helpful training for innovative practices especially in TEVT system. To innovate new things, first of all every teacher/instructor has to be qualified in the subject matter as well as teaching methods, media, and techniques. William Blank Said "Human competency is the ability to perform; knowledge alone is of little value." To improve the competency in teaching, there is no alternative solution of **Training of Trainers (TOT)**. We believe that without TOT no one can be a professional trainer/instructor.

TITI has been providing different types of training in the field of instruction, curriculum, management and community development. In the field of instruction, there are four TOT modules (TOT-Knowledge, TOT-Skills, TOT-Visualization and TOT-Learners Assessment). These series are more suitable for developing professional instructors/teachers. TOT-K focuses on how to conduct knowledge base lesson effectively. TOT-S focuses on how to impart skill effectively and how to evaluate performance of learners in the workshop, field, and lab. TOT-A is focused on how to analyze instructional contents for critical knowledge, skill, attitudes and how to develop valid reliable and powerful test items. Similarly TOT-V is focused on how to analyze instructional content for visual opportunities, It helps instructors to design and develop effective visual images using both art and technology and to evaluate visual images using standard criteria.

Every instructor/teacher has to have plenty of opportunities to be innovative but it needs more than just a willingness to do something different; it needs a positive ethos in the school. Innovative schools tend to have a very high level of commitment to continuing professional development. To improve your performance always be creative and focus on learners activities and performance of learners basically promoting participatory and interactive learning approaches and using new technologies such as internet, websites, electronic communication etc.

TOT could be helpful to improve the presentation skills, develop effective visuals, select suitable methods for instruction and to prepare assessment tools.

- Meena Kharel, Senior Trainer

"Genius is one percent inspiration and ninety-nine percent perspiration" – Thomas Alva Edison

TITI Customers' Column

Customer Profile

Name of the Organization: German Technical Cooperation (GTZ), Sanepa, Lalitpur
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German International Development Cooperation has considered Nepal as a priority country. GTZ has been working in Nepal on behalf of the Federal Ministry for Economic Cooperation and Development (BMZ) since 1974. A country office of GTZ was established in Kathmandu in 1978 and since then it has been contributing to different developmental activities. The German and Nepalese governments have agreed that GTZ's activities should focus on the following priority areas at present.

- Local Self-governance and Civil Society
- Renewable Energy
- Health and Family Planning

The following projects are ongoing under the priority area 'Local Self-governance and Civil Society':

- Urban Development through Local Efforts (UDLE)
- Poverty Alleviation in Selected Rural Areas in Nepal (PASRA)
- Rural Finance Nepal (RUFIN)

Likewise, a project 'Small Hydropower Promotion (SHPP)' is underway under the priority area 'Renewable Energy'. GTZ is investigating the reasons why Health Centres are so poorly frequented under the priority area 'Health and Family Planning'. TITI first-time started to work with GTZ, when it conducted a course on First Aid for participants from GTZ/Nepal in June and September, 1998. Likewise, TITI conducted a course on 'Training of Trainers' for couple of times since then again and again. TITI has not been only conducting courses for Nepalese participants from GTZ but also it has been conducting courses for Zimbabwean, Ugandan and Bhutanese participants with special collaboration with GTZ. TITI trainers went there in the respective countries and conducted courses in different events. So far, TITI has conducted 52 p/w of training for Nepalese participants and 468 p/w for the participants in the abroad with mutual collaboration of GTZ. Over 300 participants from different projects of GTZ have been benefited from TITI trainings. It is a great pride for TITI. Both organizations, TITI and GTZ have been exploring new areas of mutual interest and cooperation.

Consequently, this year the following activities have been performed for GTZ/Nepal

- 1) Pilot pre-assessment of the skill level in Mason, Carpenter and Tailor of the PLA members in one main and 3 satellite cantonments in Sindhuli. All together 91 members were assessed.
- 2) Curriculum development on Mason, Carpenter and Tailor based on the recommendation of pre-assessment.
- 3) The contract paper for conducting pre-assessment in Rolpa and in Surkhet is signed.

TITI feels great pride that participants from GTZ are very happy with TITI courses and at the same time, TITI hopes that other more courses will be conducted for GTZ in a collaborative manner not only in the country but also in the abroad.

Customer Speaks

Mr. Mohammad Amam Laskar, one of the participants of Instructional Skill Development (ISD) Training, who came from Underprivileged Children's Educational Programs (UCEP), Bangladesh has expressed that the training at TITI was very effective and useful. The trainers are very experienced and helping in learning process. "The more participatory and more interactive methodologies used are very impressive. We commit to transfer skills learned in TITI back to our job and we are sure it will definitely change our performance leading to good results in teaching learning." He also mentioned that the TITI management and the hospitality provided did not make them feel that they were away from home.

TITI Training Standards

TITI follows 55 performance standards while delivering training. Below, you will find first three performance standards.

Performance standard 1

Instructor consistently completes preparation activities in time to meet class schedules.

This standard means that when you walk into the classroom you are ready to begin instructing; in other words, there is nothing for which you are unprepared.

Performance standard 2

Instructor consistently reviews session content, including course objectives, before the start of each class.

Simply put this standard means that you prepare yourself in such a way that you have a solid grasp of the content and concepts of the session you are going to teach. There is a wonderful saying: "If you don't know where you're going, any road will take you there." In the classroom, it matters which road you take. By reviewing session content you become a knowledgeable and ultimately credible guide on the road to learning.

Performance standard 3

Instructor consistently ensures that required training equipment and instructional resources are set up in advance and are in proper working order.

Training equipment and instructional resources must be set up in advance and checked to ensure that they are in good working order. They can help participants to meet objectives, but if they are out of order, they are virtually useless and can even have a negative effect on participant learning.

Key Events of TITI

On 10th March 2009, Training Institute for Technical Instruction (TITI) entered into an agreement with National Centre for Educational Development (NCED) to carry out a project titled 'Contribution of Teacher Training Programs to Primary Education Development in Nepal'. In addition to a core team of 9 professional researchers and educationists, 27 of our well oriented field researchers and ETC focal persons are now operating in 25 districts. This comprehensive study on teacher education is likely to be completed by August 2009. Dr. Bhawani Shankar Subedi, Director of Training Department, has been assigned to lead this ADB supported large scale study project undertaken by TITI.

"Your goals are the road maps that guide you and show you what is possible for your life." – Les Brown

Trainer's Profile



Mrs. Meena Kharel
Bachelor Degree in Technical
Education, Kathmandu
University (KU), Nepal

Mrs. Meena Kharel started her job as an instructor in 1995 in TEVT system and has been working in Training Institute for Technical Instruction (TITI) since 2006. She is currently working as a Senior Trainer at the TITI. She received Bachelor Degree in Technical Education from Kathmandu University (KU) with distinction. Before joining the TEVT System she has served as a professional nurse in TU Teaching Hospital and Birganj Regional Hospital for 5 years. She has also been honored with Gold Medals (Mahendra Bidhya Bhusan and Aishwarya Bidhya Padak) from former King Gayanendra Bir Bikram Shah Dev and Queen Kamal Rajya Laxmi Shah Dev respectively.

As a trainer her job includes analyzing, designing, developing, implementing and evaluating training program and courses for the government and non-governmental organizations. Her area of expertise in training includes Training of Trainers (TOT), Instructional Skills (IS) series, Foundation of Education and Learning (FEL), Study Skills and Community Development. In addition, she has provided health related training to various private and public agencies. So far she has conducted training programs for CTEVT technical schools, GTZ, Biogas Support Service (SNV/Nepal), Vertical Shaft Brick Kiln (VSBK), F-Skill, Employment Fund HELVETAS, Save our Soul (SOS), Nepal Netra Jyoti Sangh (NNJS), Private Technical Schools, etc.

Mrs. Kharel has traveled many parts of Nepal, Philippines, Pakistan and India. To maintain her professionalism, she received more than 10 short-term training (TOT series, Institutional Management skill and Occupational skills) from different organization of Nepal and Colombo Plan Staff College (CPSC), Manila. Her aim to be a renowned trainer/consultant in training and development nationally and internationally.

Your Free Gift from TITI

Do you want to match visual to objective?



If so, read the skill card "Match Visual to Objective". It is one of the 416 Skill/Concept cards TITI has developed so far. This card will let you to know on how to match visual to objective in teaching learning situation. At TITI, to maintain the quality, all trainers refer this card.

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

Upcoming Events at TITI

July 2009 – October 2009

Activity Name	Start Date	Finish Date
Instruction Program		
Basic First Aid	7/20/09	7/24/09
Instructional Skills-1	8/10/09	9/4/09
Basic Computer Application	10/5/09	10/16/09
Instructional Skills-2	10/26/09	11/20/09
Community Development Program		
Foundation of Community Development	9/7/09	9/18/09
Management Program		
Management Skills	8/31/09	9/25/09
Finance, Budget & Accounting	10/26/09	11/6/09
Curriculum Program		
DACUM Facilitator	8/17/09	9/4/09
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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