



The Flip Chart

TITI

NEWSLETTER

IN THIS ISSUE

A reputed long term program in TITI 1

From the Executive Director's Desk 2

Innovative practices in Training and Development 2

TITI Customers' Column 3

ToT for Effective Instruction 3

Trainer's Profile 4

Upcoming Events at TITI 4

A reputed long term program in TITI

TITI offers several long and short term training courses. Amongst the programs, Bachelor of Technical Education (B. Tech. Ed) is one of the long term programs (48 months) of TITI conducted in affiliated with Kathmandu University. The main purpose of this program is to upgrade the career of individuals working in public and private sectors as instructors, teachers or trainers in technical subjects and extension workers in community.

A total of three batches completed this course in 2001, 2008 and 2011 respectively. Currently, there are two batches which started in 2015 and 2016. These two batches are running in the second and the third year and the extension is in Agriculture and Livestock. In the third-year-batch, there are 21 students, among them 14 are in the Livestock extension group and 7 are in the Agriculture group. Similarly, in the second-year-batch, there are 14 students where 8 are in the Agriculture group and 6 are in the Livestock group.

All the students enrolled in the B.Tech.Ed program are in-service students from Nepal Government's Department of Livestock Services and Department of Agriculture, Nepal Agriculture Research Council (NARC) and CTEVT. Students who want to join this program have to pass the entrance exam from Kathmandu University. The minimum pre-requisite for this program is a two-year Technical Certificate, Intermediate or Diploma in related technical subjects with at least second division in the intermediate level or 70% in TSLC.

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B. Tech. Ed Students with their coordinator

From the Executive Director's Desk



Trainer Orientation Practice at TITI

New employee orientation is an important step of human resource management of an organization because it lays the foundation for the

new employee's entire career in that organization. The way in which the work environment has been prepared creates a powerful first impression. Paying careful attention to details and making sure the new employee has everything he or she needs to be a well-developed member of the team is critical to create a positive work environment. Employee orientation benefits the organization by providing an opportunity to introduce employees to the fundamentals of the organization and their jobs from an administrative perspective as well. In the absence of orientation, the new employee may feel uncomfortable in his/her new position and may take longer time to reach his/her full potential. Using the proper employee orientation procedures can ensure a smooth relation between the employee and the organization. TITI has been practicing the new trainer orientation program as discussed below:

Meeting with Executives and Staff

In TITI, a new employee is welcomed by the Extended Management Team including the Executive Director and other staff. When the executives take time to introduce themselves to the new employee, it gives the new employee a feeling that the organization is accessible. The new employee induction begins with an in-person meeting that creates a strong and positive way of introducing him/her to the organization.

Office Tour

As part of the new employee induction, a person from the Administration Department takes him/her on a tour of the office. It is a chance for the new employee to learn where to find the classrooms, preparation space, cafeteria, library, etc. It also gives him/her a chance to meet co-workers, who may have otherwise not come into contact with. For example, the newly recruited trainer may not meet people from the Finance Unit for long if there is no such induction office tour.

Employee Manual: Trainer Orientation Program-Individualized (TOPI)

Trainer Orientation Program – Individualized (TOPI) manual is very important for trainer orientation at TITI. The purpose of the manual is to provide the new employee/trainer with an overview of TITI beliefs about quality training delivery and to ensure that the new employee/trainer is prepared to enter into the classroom or workshop with a probability of excellent delivery of training.

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Innovative Practices in Training and Development

Importance of Computer Training at Workplace

Computer training is important in 21st century workplaces. The importance of computer training can be viewed in two ways. First, it is necessary for job applicants to obtain computer training to make themselves more liable to obtain jobs. Second, it is important for companies to utilize computer technology in their operations and services to enhance the efficiency and effectiveness of their work. For this, they need to train their human resources.

Job Skills

Computer skills have become a basic requirement for a large number of jobs. Almost any office job you apply for will require you to possess basic typing and data entry skills as well as a basic understanding of how to use an operating system. Most office work requires job applicants to be familiar with office productivity software as well, such as word processors and spreadsheet programs. Even non-office jobs can require a bit of computer training. Required knowledge and skills vary from one context to another. For example, retail cashier positions require employees to operate complex point-of-sale (POS) kiosks. Factory positions may require employees to use computers to login their working hours or to enter production information each day.

Learning on the Job

Basic computer training provides a foundation on which employees can build new skills on the job. Employees may need to learn how to use a proprietary software program for a new job, for example, or learn how to use an upgraded POS system at work. Learning how to operate a new software that you've never worked with before can be much easier if you already have a solid foundation of computer experience on which to build. Without that, picking up new skills becomes more challenging.

Productivity

Aside from the importance of job seekers obtaining computer training, small businesses have now realized the important benefits from leveraging computer technology in their training programs. Using computers to facilitate training exercises may avoid the loss of productivity that usually comes with new employees learning computer systems on the job. Retail operations, for example, traditionally train new employees on POS software operation on the job, which can cause line queues to back up while customers grow annoyed. Using a simulated POS system to provide new hires with computer training in a controlled setting, on the other hand, can give employees the skills and confidence they need to serve customers effectively from their first day on the job.

Employee Development

Computer technology can be used for a wide variety of applications, not just for software simulations. Anything that can be taught in a classroom can conceivably be taught via computer. Employees can take ethics courses, job skills training courses, leadership training courses, safety courses and anything else on a computer. Using computer technology to provide continual training opportunities for your workers can steadily increase employees' professional competencies and experience, while accruing the benefits of a comprehensive employee development program to your business.

- Ms. Srijana Acharya

"The roots of education are bitter, but the fruit is sweet." - Aristotle

TITI Costumer's Column

Name of the Organization: Autism Care Nepal

Phone and Fax #: 977-01-4419010/4410045

Website: www.autismnepal.org

Autism Care Nepal society (ACNS) was founded on 2nd April, 2008 on the occasion of World Autism Awareness Day. This is the only Active Autism organization in Nepal that is run by passionate parents that care for children with autism. It is a non-governmental, non-profit making, non-political NGO registered in District Administration Office (Regd.No.1067/2065) and affiliated to Social Welfare Council (SWC. No. 25314)

TITI recently provided a five days consultancy program to the organization from 31st October to 3rd November, 2017. The consultancy was focused on different Methods and Media. These different skills and knowledge can later be used in the training conducted by Autism Care Nepal. To facilitate their learning TITI had planned many simulated activities to increase their learning. Few years ago, Autism Care also provided an orientation about autism at TITI. After the training the participants had to transfer the learned skills and knowledge for their Master training of trainers (M-ToT).

Customers' speak:

Dr. Bijay Khanal, working in Shree Janata Secondary School, Amuwa, Runpandehi, as veterinary Instructor, attended the training of Instructional Skills- I of three (3) weeks duration. The training was conducted from 30th October, 2017 to 15 November, 2017. According to Dr. Khanal, the training was very useful, as per their needs. The skills, knowledge, and experience, gained here is very useful in their daily classroom activities.

Furthermore, he added, he was very much impressed by the punctuation and timeliness work performance, at TITI. Moreover, he said, "TITI's trainers are very confident and competent in their subject matter". He also promised that he will use all the knowledge he gained at TITI in his school and if possible in his personal life too. He also thanked TECS Program, CTEVT for providing him with the opportunity to visit the renowned institute TITI.

When we asked him about the necessary improvement he sees at TITI, he said "There is nothing to change, however improvements and maintenance has to be done regularly and TITI seems to be doing it very well." And wished us for more success in the days to come.

From the Executive...

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The manual includes meeting with administrative personnel and other relevant personnel to get information on organization's policies and procedures on organizational benefits, the organizational philosophy and the quality standards. It serves as a valuable reference tool for the newly recruited trainer.

The newly recruited trainer is then assigned to work with another experienced TITI trainer, who works as a mentor. This new employee/trainer will work closely with the

experienced trainer during the TOPI. The mentor acts as a guide and a friend. Any question about any aspect of training should first be addressed to be the mentor. This program is highly individualized. Using the activities given in the manual, the new employee/trainer proceeds with each activity as quickly as possible. There are different types of activities such as observation of sessions, meeting with co-works and series of review meeting with the mentor. Instructions to these activities are clearly mentioned in the TOPI manual.

Shadowing

A general orientation program follows a departmental / program-wise orientation. Rather than placing new employees in their position without any preparation, TITI keeps the new employees/trainer in shadow for about three months. During this period of time, the new trainer/employee works with existing employees/trainers and becomes more familiar with his/her job duties. The assigned mentor checks that the new employee/trainer can perform the duties as well as the experienced employee. The new employee can also go for the Supervision of Instruction (SOI) cycle for effective instruction. Shadowing thus builds on competence and confidence in the new trainer.

The new employee orientation process is important for both the organization and the employee himself/herself. The employee gets the opportunity to become familiar with his/her new surroundings and his/her duties and responsibilities.

The organization can also prepare motivated human resource within a short period of time. It creates an environment for the employee to adapt faster in the new place and promotes communication between the employee and others in the organization.

- Ms Akim Shrestah

A reputed long term...

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Students can enroll in this program twice a year, either in the February session or in the August session. The program is divided into eight semesters and the total credit hours of the program is 148 (research/teaching internship – 17 credit hours, occupation related 65 credit hours, core course – 42 credit hours, information technology competence- 9 credit hours). At the end of each semester, there will be a semester exam. At the end of the program, every student is required to take a comprehensive examination administered by Kathmandu University. Graduates of this program are eligible to join the Master programs in related areas. Since 2016, TITI has been running this program by establishing a separate Education Department to make it more effective.

ToT for Effective Instruction

As per the agreement between TITI and Forum for Health and Technical Science, TITI conducted Training of Trainers (ToT) training for private schools. A total of 13 training events was conducted by TITI. The trainings were held at Dhangadhi, Nepalgunj, Pokhara, Butwal, Chitwan, Birgunj, Janakpur, Itahari, Jhapa and TITI. A total of 277 participants, 80 male and 197 female successfully completed the training



"Education is not preparation for life, education is life itself" – John Dewey

Trainer's Profile



Ms. Srijana Acharya
- *Management Secretary*

Ms. Srijana Acharya has been working in TITI as a Management Secretary since 2015. She also delivers sessions in instruction and computer related training programs. Ms. Acharya has been working in the Technical and Vocational Education and Training (TVET) sector for the last 7 years.

Ms. Acharya has a Bachelor's degree in Computer Science from Odessa State Polytechnic University, Odessa, Ukraine. Before joining the CTEVT system, she worked as a computer engineer and computer instructor in different institutions for about ten years. It was only in 2009 when she joined Bheri Technical School (BTS), Nepalgunj as a computer instructor. At that time, she taught the students of diploma in electrical engineering and TSLC in different faculties. She also took the responsibility of being an in-charge of computer laboratory. Besides this, she worked as a counselor at the Job Placement and Counseling Unit in BTS, Nepalgunj. In addition, she has got the experience of working as a technical officer at the Office of the Controller of Examination and Polytechnic Division, CTEVT, Sanothimi.

As a management secretary at TITI, she is responsible for keeping records in TITI MIS system, helping the Executive Director and delivering sessions as a trainer. She is a registered engineer at Nepal Engineering Council and a member of Nepal Engineering Association. Ms. Acharya believes that learning is a lifelong process. The learning environment must be supportive and productive as it promotes independence, interdependence and self-motivation..

Your Free Gift from TITI



Do you want to involve your participants in learning using technology?

If so, read the skill card 'Present Information using Interactive Whiteboard'. It is one of the 416 skill/concept cards TITI has developed so far.

If you have basic computer skills then you can easily use the Interactive Whiteboard also known as Interactive Presentation Board. This skill card will help you to know how the Interactive Whiteboard works. The types, components, function and limitation of the Interactive Whiteboard is clearly described in this skill card. The procedure to install and use the IWB is also given in this skill card.

Upcoming Events at TITI

December 2017 – February 2018

Activity Name	Start Date M/D/Y	Finish Date M/D/Y
Instruction Program		
Instructional Skills - II	12/18/2017	12/29/2017
Instructional Skills - I	01/01/2018	01/19/2018
Basic First Aid	01/22/2018	01/26/2018
Advanced Computer Application	01/15/2018	02/26/2018
Community Development Program		
Foundation of Community Development	12/18/2017	12/29/2017
Community Based Needs Assessment	01/29/2018	02/09/2018
Management Program		
Project Management	11/27/17	12/15/17
Management Skills	01/22/18	02/09/18
Curriculum Program		
DACUM (Stage I)	12/04/2017	12/22/2017
Job and Task Analysis	12/25/2017	01/05/2018
Training Course Design	01/22/2018	02/02/2018
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 out 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. **TITI** also provides free of cost training for one DAG person in each regular training program.

Please, book for the courses and packages in which you would like to receive the training. Participate in the training, experience it and give us your feedback.

We welcome your feedback on this issue. – Editorial Board

Editorial Board

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