

# TITI



Teaching |||> Learning |||> **PERFORMING!**

## NEWSLETTER

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### **ToT for Effective Instruction conducted for Private School**

As CTEVT allocated budget to provide 'training of trainers for effective instruction' training for private technical school instructors, TITI conducted the training in all the provinces. The forum for health and Technical Science was informally assigned by CTEVT for nominating the participants from all kinds of private TVET training providers. TITI conducted 7 events of ToT training for private schools in 6 different provinces. Although it was agreed to conduct one event in each province, it could not be conducted in province 6 due to the low number of technical training providers in the province. Due to this reason, two trainings were conducted at TITI. However the available trainers from province 6 were called to TITI. The training places were Biratnagar, Janakpur, TITI, Pokhara, Butwal, and Mahendranagar. A total of 139 participants successfully completed the training.

The training was of 10 day duration. The objectives of this training is to provide basic concepts of training and enable the participants to plan lessons, prepare for training, deliver training sessions and assess skills and knowledge gained by participants with professionalism. The professionalism of the participants was further developed by enabling them to give and receive feedback effectively. The participants were provided adequate practice opportunities to apply the learnt skills and knowledge. Microteaching, brainstorming, group and individual assignment, role play etc. were the major methodologies applied. The participants also exhibited high quality performance during the training. TITI would like to thank and congratulate all the participants for their hard work, dedication and for successfully completing the training. TITI provided the successful training completion certificate to all the participants. TITI expects change in training quality by the participants in their respective organizations through transfer of training.



Trainers and Participants of ToT for Private School conducted at Pokhara Technical School

## From the Executive Director's Desk



### Quality Aspect of TITI Trainings – Trainer Development Process

Quality is the totality of features and characteristics of a product or services that bears its ability to satisfy stated or implied needs. Quality management ensures that the products and services provided by an organization is consistent. The four main components of quality management are; quality planning, quality assurance, quality control, and quality improvement. So, quality management is not only focused in the quality of the products and services but also on the means to achieve it. TITI believes in “**Quality Breeds Quality**”. TITI stands for higher performance level of its trainers and provides quality delivery of services with new mind set to the clients.

To meet the vision of TITI, “TITI is a Center of Excellence to develop human resource capacity for technical and vocational education and training in Asia and beyond”, the trainers and staff of TITI are fully oriented to contribute to assure that the quality of TITI programs and services are maintained. TITI has trained over 26,000 instructional, managerial and curriculum developers from over seventeen countries including Nepal. TITI is also considered as one of the backbones of Nepal's TVET sector in providing quality TVET trainings. To maintain the quality of programs and services provided by TITI, different quality planning, quality assurance, quality control and quality improvement approaches are taken by TITI.

There are policies and procedures to ensure the quality of TITI programs and services. The newly recruited trainers, although they are well experienced and competent in their subject matter still have to go through “**Trainers Orientation Program – Individualized (TOPI)**”. This orientation program assures that attention is given from the beginning so that the quality requirement is fulfilled. TOPI is a self-learning module with 13 activities. From these activities they will learn about TITI programs and services, different departments, working culture, training quality standards and the learning resources used in TITI. This module also allows them to work closely with the mentor assigned and get ready to conduct different training programs. The assigned mentor helps in planning, preparing, organizing, conducting and evaluating the training programs by conducting a pre-conference meeting. After the delivery of the session, a post conference meeting is held where the feeling about the very first session is shared and affirmative and constructive feedback is given by the mentor.

This activity continues for about a month or till the mentor thinks that the newly recruited trainer is ready for more sessions to deliver independently. This way the newly recruited trainers are given real classroom experiences. With the series of supervision of instruction, the new trainers are made ready to conduct TITI trainings.

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## Innovative Practices in Training and Development

### Library Management Information System in Learning Resource Center of TITI

#### Information Literacy

There was a time when people who could sign their name was considered literate. If a person could read the religious books like Quran or Ramayana or Bible, then they were considered educated. With time, the definition of literate and educated has also been changed. The society considered those people are literate who are able to correspond with each other via letters and could calculate their household expenses. Lots have been changed since then. With the advancement of technology and increase in educated population, we have to compete in every area to be a successful person and for that we need information. Therefore, having sufficient information in a particular area is the key to success. Hence information is power as well.

#### Importance of Information

Today there is a massive explosion of information everywhere. We are being crushed by this massive flow of information. This information might be real or fake, important or not so important, suitable or unsuitable. It is said that in the last 30 years, we have produced more information compared to the information collected over the past 5000 years. In addition to this, every five years the information doubles. Information is not limited to papers now, there are a variety of information present in the internet where more and more information is being added every second. This causes a problem in finding relevant and authentic information when required. Therefore, we must have skills to sort the relevant and authentic information as per our need.

#### Learning Resource Center of TITI

The learning resource center of TITI was established along with the establishment of TITI. Initially, a library was established, later on a computer room was added to assist in training event and to develop different training materials. To conduct video critique session, a video room was also later added.

The main part of Learning Resource Center of TITI is the Library. In any training program, the trainers and the participants have to consult books, Journals or any related documents. The Library adopted **Dewey Decimal Classification Rule** to manage the books according to the subject. Each rack is used to store different subject area along with the list of books available in that particular rack.

Other information available in the LRC is the newspapers, magazines and journals. The magazines and journals are also similarly managed. The newspapers are collected overtime and bonded at the end of each month.

Another part of the LRC is the Video room. Training such as Training of Trainers (ToT) Instructional Skills (IS) series have video review sessions where the participants' presentation is recorded and later shown to the participant so that they can critique his/her own presentation by observing the recorded video. Although there is a video room in the LRC, nowadays most of the videos are shown in the classroom itself since the digital camera can easily be fitted in the multimedia projector for playback.

Computers along with internet facilities is also available in the LRC. Literacy in computer is a must for any individuals in this digital age. Searching the web for information, designing and preparing assignment, printing and finalizing the assignments and other related documents can be done in the computer room. Facilities available in the computer room are internet access, photocopy both color and black and white, printer (color or black and white), video camera, still camera etc

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*"Change is the end result." – Leo Buscaglia*

## TITI Costumer's Column

**Name of the Organization:** Forum for Health and Technical Science

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The central office of **Forum for Health and Technical Science** was established in 2063/64 B.S. It is the only National Occupational Association of Institutions in Nepal which provides certificate level and 3 years diploma level technical education. It helps in creating a common understanding, harmony, collaboration and unity among private, government and non- government institutions which provides certificate level and diploma level technical education programs. Mr. Kashyap Prasad Poudel is the President of this institution. At present, the working committee represents the technical and vocational education and training providers of 8 different regions. Currently, the central committee has been changed from regional committee into state committee as per nation need. Till date, Forum for Health and technical Science has 140 member technical schools in Nepal. This forum contributes to around 92% of the country's technical education sector. The members of this institution provides technical training and vocational education in 27 subjects affiliated to CTEVT, in the field of Health, Engineering, Agriculture and Forestry, Tourism and Hospitality among others. Following are the main objectives of this institution:

- develop work plan to conduct different study, research, consultancy services, training etc. related to health science and hospital management.
- organize different workshop, meeting, discussion and other awareness programs to remove the obstacles in the technical education sector.
- Coordinate with different institution and conduct different programs to improve the quality of the educational programs that are currently being conducted.
- prepare and manage different micro syllabus, books and curriculums, model questions, workshops and labs, tools and materials to improve the quality of training and to remove any problems associated with the education and training programs.
- advertise and conduct public awareness programs on the importance of technical education and vocational education for the development of the country
- conduct different Entrepreneurship trainings, self-employment and employment opportunities programs for the poor and disadvantage groups and society to make them self-reliable in terms of generating income to sustain oneself.

To fulfil these objectives, this institution has collaborated with TITI, ILO, CTEVT, DEAN and other institutions and have been conducting different related programs. Forum for Health and Technical Science has already coordinated with TITI to provide Training of Trainers (ToT) trainings and ToT for Effective instruction trainings of two week duration to the trainers of different private technical schools at different time and places. Forum for Health and Technical Science eager to continue working with TITI in the future to come.

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### Customers' speak:

Mr. Narayan Bhattarai, working at All Nepal College of Technical Education, Kathmandu, attended the training of Occupational ToT (2 weeks) at TITI. Mr. Bhattarai was quite happy about the training. Mr. Bhattarai said "I had only heard about TITI, but being here at TITI was a delightful experience". I liked punctuality and sincerity of the TITI staff the most" he added. Regarding the training, he was very fond of the teaching methods & process, and the presentation skills. He said, "The training being occupational specific, I had the opportunity to get a better understanding about the training method and processes." He wished us all the best for our future ahead.

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### Innovative Practices...

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Also, the training certificate along with the participants and trainers photo and Aide-mémoire are also printed in this room.

Skill and concept cards are also archived in the LRC. These skill and concept cards are used as reference materials and the combination of different skill/concept cards are used to prepare manuals for different training programs. Various forms and formats used in different trainings are also available in the LRC.

Lastly, there is a documentation section in the LRC where the old reports, trade wise curricula, CTEVT reports, TITI reports, information of various technical schools, reports of CTEVT management conference are properly managed and stored. The LRC also manages an e-documentation system, where most of the documents required by the trainers during a training event is easily available. All the staff, trainers and trainees of TITI uses this facilities as per their need. Variety of learning resources, books and materials consists of relevant, authentic and updated information present in the LRC helps in creating different training materials, assignments, reference materials etc. Thus we can conclude that for any training event to be conducted smoothly, a well-managed Learning Resource Center is crucial.

- Nirmala Shrestha (Ms.)

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### From the Executive...

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This process helps the new trainers to know and maintain the desired level of quality of TITI programs and services.

TITI has developed 55 performance standard for quality training delivery, which helps to assure that quality of its programs and services. The mentor or supervisor use this performance standard to evaluate the trainings of TITI. To assess the performance of the trainers, TITI have been using "TITI Instructional Assessment Form (IAF)". The outcome of this assessment is used as feedback for future development.

Furthermore, to continuously maintain the quality of TITI programs and services "Supervision of Instruction (SOI)" cycle is carried out every year by all the trainers of TITI. For this, trainers switch their roles as supervisor and supervisee to conduct at least one cycle of Supervision of Instruction (SOI) per year. The supervisor helps in planning, developing lesson plans, visuals and in other preparation during the pre-conference of SOI cycle. During post conference with the supervisee, both positive and developmental feedback are provided. Refresher trainings along with other capacity development programs are offered to the trainers and staff of TITI which helps them to be updated with recent technologies, market needs of the clients and on their related fields. Class observation, trainers meetings, continuous feedback and proper guidance as and when required helps the trainers to maintain the standard of the institution. Following the above guidelines, TITI ensures that the programs and services adheres to the defined set of quality criteria to meet the requirement of the clients and the demands of the TVET market.

- Akim Shrestha (Ms)

*"Develop a passion for leaning. If you do. You will never cease grow.– Carl Rogers*

## Staff's Profile



**Ms. Nirmala Shrestha**  
-Administration Officer

Ms. Nirmala Shrestha has been working as an Administration Officer at TITI for the last 22 years. Her main responsibility includes management of Learning Resource Center (LRC) of TITI. In addition to this, she is also responsible for managing TITI's library books, preparing the training manuals, training certificates and management of various multimedia equipment required for different trainings that are conducted at TITI.

Ms. Shrestha has a Bachelor Degree in Arts. Before joining TITI, she worked as a Ladies Hostel warden at Jiri Technical School (JTS) for 4 years. She also has the experience of working at the Center Bureau of Statistics for one year. She has designed TITI training calendar, ID card of Bachelor of Technical Instruction (B.Tech.Ed.) students and gives her input in any designing works at TITI.

She has taken various training related to management, instruction, technology, graphic designing, library management etc. Some of the trainings are Training of Trainers Refresher Training, Basic Computer Application, Graphic Design Training, Library E-Resources Training, Administrative Skills Training, Library Information Science Training at TU, Basic Library Management, Maintenance, Repair and Hardware Trouble Shooting from Technological University of Philippines, Manila, Philippines.

Ms. Shrestha believes that information is the key to success in any field. In this digital world there is abundance of information on any given topic, to manage those information and to differentiate the real ones from the fake is the challenge. Proper management of information is hence crucial for any institution.



### Your Free Gift from TITI

**How can you help your trainee/ student improve their performance?**

To know, read the skill card 'Provide Skill Developmental Feedback'. TITI has developed 416 skill/concept cards so far. Out of which 135 Skill and Concept Card has been translated into Nepali Language.

Read this skill card to understand how to give skill developmental feedback to your student or trainee. Providing feedback is the only way you can help your student/ trainee to improve their performance. This skill card will help you to know when to give feedback and feedforward Also, given in this card are the four types of feedback styles for different situation.

## Regular short term courses at TITI

Course Name	Duration (Weeks)	Min. Criteria
<b>Instruction Program</b>		
Advanced Computer Application	2	TSLC/SLC or above and working as instructional / Administrative staff
Active Learner Methodology	2	Instructional staff recommended to complete IS-1 and IS-2
Basic Computer Application	2	TSLC/SLC or above and working as Instructional/Adm staff
Basic First Aid	1	Working as instructional or administration staff
Distance Learning	4	Instructional Staff with computer skills
<b>Community Development Program</b>		
Community Based Needs Assessment	2+2	
Community Facilitation	2	
Foundation of Community	2+2	
Interventions of Community Development	2+2	
<b>Management Program</b>		
Management Skills (tools and techniques)	4	Bachelor's Degree
Finance, Budget & Accounts for Managers	2	Bachelor's Degree
Entrepreneurship Development	2	Bachelor's Degree
Presentation Skills for Managers	1	Bachelor's Degree
Supervision of Instruction	3	Bachelor Degree
<b>Curriculum Program</b>		
DACUM Facilitator Training	3+1+1	TNA/TCS completed
Job Task Analysis	2+2	Department Head, Instructors, Ass. Instructors
Occupational Safety and Health	2	Department Head, Instructors, Ass. Instructors
Technology Based Instructional Delivery	3	BCA or equivalent training completed
Training Course Design	2	Department Head, Instructors, Ass. Instructors

**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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