

TITI



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

NEWSLETTER

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Occupational Training of Trainers (O-ToT)

O-ToT (Occupational Training of Trainers) training is a new concept which was endorsed in TITI since 2018 with the support from EVENT project. TITI started O-ToT training for the instructors and assistant instructors from the agriculture sector working in different TVET training institutes. With the increase in demand, TITI developed O-ToT training for other sectors namely construction, mechanical, hospitality, health, electrical and livestock.

O-ToT is a 2 weeks training course that focuses mainly on designing, developing, conducting and evaluating sessions. This structure is similar to that of general ToT training, however the target group for each O-ToT training are the instructors and assistant instructors from the same occupation who have at least one year teaching experience in any TVET institution. For example, O-ToT for construction will have participants who are working as instructors or assistant instructors in different TVET institution in the field of construction. Although the pedagogy part is the same, the O-ToT training focuses on the different skills from a particular occupation. Hence both the content and process is integrated into one training. This helps the participants to learn and develop skills and knowledge from their own occupation during the training period. Also, since all the participants are from the same occupation, they can share ideas regarding their technical knowledge and skills.

During the training, 20 different skills are pre-selected for the given occupation. Each participant is given one skill for which they must develop performance guide, lesson plan, assignments and other related teaching materials to conduct a 70 minutes micro teaching session using all the learnt skills to deliver that session. This gives all the participants an opportunity to observe 20 different skills from their own occupation. Both positive and developmental feedback are given after each performance. Discussion on different problems and topics with other participants with similar background and subject matter expert helps the participant to learn more clearly.

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Group Photo of Trainers and Participants of 'Occupational ToT'

From the Executive Director's Desk



Training needs of an organization and its evaluation

Skills development has become an important agenda for the employment and productivity of any organization. It is obvious that skilled and developed human resource are key asset of any organization's success. In recent years, organizations have realized the importance of training and development. They are focusing on continuous improvement and learning through training and development. Organizations are encouraging employees to participate in training and development programs to learn the in-depth knowledge needed in the competitive world. Employees in the organization also find that trainings are opportunities for skills development and thus increases job engagement.

Further, organizations are willing to recruit skilled and talented human resources to gain more productivity. However, this could be a short-sighted approach for long term success. Organizations need to choose people who have potential to learn and grow professionally. The training interventions will develop them enhance their knowledge and skills needed in the organization.

While planning a training for the staff of any organization to enhance their knowledge, skills and behavior required for their job, the first thing we need to know is how the training will be evaluated and whether the training fulfills the organizational needs. The information from needs assessment, the characteristics of the learning environment, and the steps taken to ensure transfer of training should all be used to develop an evaluation plan. In order to identify appropriate training outcomes, an organization needs to look at its business strategy. Once the organization has identified that training intervention is the solution to performance improvement of the organization, the organizational analysis (Why are we conducting the training? How is it related to the business?), personnel analysis (Who needs training?), task analysis (What is the training content?), the learning objectives of the training, and plan for training transfer. Training evaluation is given utmost importance as it gives information as whether or not the training gives expected results. It also helps to make any appropriate changes when and where required. Once the result that they are doing a good job is given to the trainers, their confidence also increases. Training evaluation provides a way to understand the investments made in training, the information that is provided and the product that are developed during the training and the improvement needed in the future.

Hence, training evaluation is defined as a systematic process of collecting information for and about training activity which can then be used for guiding the decision making process and for assessing the relevance and effectiveness of various training components.

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Innovative Practices in Training and Development

Using Icebreakers in Training

Training and development is an experience that helps people grow. Every time a trainer enters a class he/she has to at least meet a certain bar if not surpass it. As most training and events require full interaction and participation from the participants, the trainer must be able to break the discomfort and the awkward silence in the classroom. It is never fun to sit in a room full of people you do not know. So we fidget uncomfortably and look around until the presentation begin. Even after the presentation begins, people will still take a long time to know one another. So how can you make every one inside the training hall known to each other without losing your grip on the training? The magic answer that comes to mind is ICEBREAKERS.

Icebreaker is an activity, game or event that is used to welcome and warm up the group by helping them get to know each other. When participants don't know each other, the icebreaker will help them introduce themselves to the other participants. Even when participants do know each other or are participating in a regularly scheduled meeting, an icebreaker is still effective to warm up the conversation. Icebreaker are interactive and often fun sessions that run before the main proceeding which helps people get to know each other and buy into the purpose of the event. These events often require people to comfortably interact with each other. Facilitator use icebreaker to fill the awkward silence or discomfort in the room.

As individuals are more likely to talk to someone they know or have something in common with then they would with strangers. Icebreaker helps to ensure that all the attendees are equal participants. Icebreaker opens the door for the individuals to get to know one another and results in interaction between people and also helps one to step out of their comfort zone. An icebreaker warms up the group prior to more serious discussion of the topic. When the participants are diverse in terms of age, ethnic groups, organizations, and have unknown areas of commonality and shared interests, an icebreaker is essential to get people talking, generate laughter and start with an initial level of warmth within the room.

As the importance of icebreaker activity cannot be neglected, but how to design and develop the icebreaker activity is a challenge for the trainer. Over the years there have been many different practices and activities that have been used as icebreakers and they have been pretty good in their respective events but as we talk about innovation we cannot go on and on with a same icebreaker session there should also be an innovative approach to icebreaking. To address the innovation in training and development with innovative icebreaking sessions below are different icebreaking activities that can be used.

- Snowball Fight
- Two Truths and a Lie
- Icebreaking Polls
- The little known fact
- Find things in common
- Speed meeting
- Introduce your friend
- Ask different questions (Eg. If you could go back 10 years in your life, would you? Why or why not? Or What is the best thing you have ever done?)

As we know not everyone is good at making conversation on their own. They need a little pick me up game or event that is going to help them open up. The different icebreaking activities are designed to do just that.

"An investment in knowledge pays the best interest." – Benjamin Franklin

-Bikash Marasini (Mr)

TITI Costumer's Column

Name of the Organization: Sustainable Tourism Education Development Project (STED)

Address: Lombok, Indonesia

STED Project Office

Address: Jl. Raden Puguh Desa Puyung | Jonggat | Lombok Tengah

West Nusa Tenggara 83561 | Indonesia

Phone: +628 5 904 268600

Project Duration: 2018-2022

Budget: 3.7 Mio CHF

Partner: Politeknit, Pariwisata, Lombok/PPL

Donor Agency: Swiss State Secretariat for Economic Affairs/SECO

Sustainable Tourism Education Development Project was officially launched on October 16th 2018 in Lombok Tengah District of West Nusa Tenggara Province, Indonesia. The assistance channeled through the Swiss State Secretariat for Economic Affairs (SECO) will support the Lombok Tourism Polytechnic in building up a better-qualified workforce with relevant skills for the tourism sector.

Just a few months ago, the STED Project and TITI signed an agreement to conduct Develop a Curriculum (DACUM) training at Lombok, Indonesia. TITI completed the first stage of DACUM from 26th November to 14th December, 2018 and the second phase started from 11 to 22 February, 2019.

The Sustainable Tourism Pariwisata Education Development project is a response to the Indonesian government's call to improve its tourism vocational education. The project aims to assist the Lombok Tourism Polytechnic in developing better-qualified graduates with relevant skills for the tourism industry in Eastern Indonesia. It will do so by supporting the Polytechnic in improving the curricula and teachers'

The project will promote a dual-track vocational education system. "Dual track" is a key characteristic of vocational education in Switzerland. It allows students to combine learning at school and workplace in a complementary way; as such schools will have close links with the labor market and the role of private sector in education is indispensable.

The project strategy will focus on three things: School Development, Industry Relations and School networks and policy development. The outcome for the school development is to strengthen school management, revision of old curriculum and development of new curricula and the capacity building of teachers. The outcome for industry relations is expected to be inclusion of private sector in school policy and decision making. And strengthening of school-private sector understanding through joint events. Finally, the school networks and policy development will create opportunities for knowledge exchange between MoT education institutions and strengthen the school – private sector understanding through network of MoT education institutions.

Switzerland has had a long history of supporting vocational education in Indonesia. Politeknik Mekanik Swiss, or POLMAN Bandung, and the National Hotel Institute, or STP Bandung, were established with Swiss

assistance in the 1970s. Since their establishment, the schools have become models for many other Polytechnics in Indonesia. STED is an integral part of the larger Indonesia-Swiss tourism engagement called Sustainable Tourism Development in Indonesia (STDI).

Indonesia is a priority country for Swiss cooperation. Its cooperation program supports inclusive and sustainable economic development, focusing on two strategic objectives, improving public service delivery and contributing to a more competitive and job-creating private sector.

Customers' speak:

Mr. Anil Khadka, working at Uniglobal International Educational Foundation, attended the Educational Counselor Training (ECT), from 11th to 20th February, 2019. There were all together 24 participants in the training.

Mr. Khadka, being a fresher, who just completed his Bachelor's degree, was quite amazed with the work performance at TITI. According to Mr. Khadka, "I never expected such punctuality, sincerity, and discipline." "Also, the training was quite useful and being a fresher I was lucky to participate in this training which I think took me a step ahead of my competitors", he added.

The two-way communication during the training was a new experience for him. Since, during his college days, the communication was one way, here at TITI, two-way communication between the trainer and the participants and between the participants themselves helped him to learn and understand the different topics more easily. "At TITI, even an introvert person will become an extrovert, you can take me as an example, he said."

Occupational Training of Trainer...

However, the lack of 5 min and 20 min presentation can be felt during the training. Also for complex skills, experts have to be hired or TITI has to update all their trainer in related occupation for effective delivery. Proper tools and equipment for demonstration and practice have to be properly managed. Finally as more O-ToT courses are being developed, it would be better to specify the course and develop the curriculum accordingly, like for example, health itself is a massive sector. So it would be better to differentiate areas like nursing, pharmacy, lab, public health, radiography etc.

According to TITI Managing Information System (MIS), 14 O-ToT training (Agriculture, construction, Mechanical, Hospitality, Health, Electrical and Livestock) has been conducted at Lahan, Butwal, Dhangadhi, Dang, Itahari, Nepalgunj, Surkhet, Pokhara and at TITI. A total of 271 (191 male and 80 female) participants has successfully completed the training.

From the Executive...

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The training evaluation is classified as formative evaluation and summative evaluation on the basis of the time dimension. Generally, most of the organizations use the Kirk Patrick model for training evaluations which evaluates training at four levels - reactions, learning, behavior and results.

Training is an expensive intervention where resources like time, money and other efforts are employed for better results and every training function wants to show devotion to training which actually make a difference. Supportive working environment always influence for positive results to the training intervention and makes it more efficient in practice back on the job. Carefully designed training and its evaluation are helpful and beneficial for any organizations where the employees can improve their performance through training.

Akim Shrestha (Ms)

"A mind when stretched by a new idea never regains its original dimensions." – Anonymous

Trainer's Profile



Mr. Bikash Marasini
-Trainer

Mr. Bikash Marasini has been working as a trainer at TITI since March, 2018. He is responsible for planning, coordinating, designing, assessing and evaluating different training programs at TITI.

Mr. Marasini has a Bachelor's Degree in Mechanical Engineering from Maulana Azad National Institute of Technology, Bhopal India and is currently doing his Masters of Science in Engineering Management from Purbanchal University. Mr. Marasini started as a Mechanical Instructor at Korea Nepal Institute of Technology (KNIT) for more than 2 years during which he was rewarded the best staff of the year in 2073 B.S. He has also worked as a part time Mechanical Instructor at Balaju School of Engineering and technology (BSET). Mr. Marasini has taken Surveyor training from Bima Samiti Nepal, 2 months advanced computer numeric control (CNC) training organized by KOICA, Assessor training from NSTB and different trainings related to robotics and automobile organized by TVS motors industry. For his professional development as a trainer, he has taken Instructional Skills 1 and 2 training, Master Training of Trainers (MTOT) and Training of Trainers (ToT) from TITI.

Mr. Marasini firmly believes that training should be innovative, should be accessible to all and evolve according to time. As it is said change is the only constant thing in the world thus training should also catch up with the changing time and changing tools. Thus training providers should carry out different research activities to find out the different training needs and the latest technology to use in those training.



Your Free Gift from TITI

How can you welcome and warm up the conversation among participants for a meeting or training or any other events?

To know, read the skill card 'Use Icebreaker'. This is one of the 416 skill/concept cards that TITI has developed so far. TITI has translated 135 skill and concept card into Nepali language as well.

This skill card will help you use different ice breakers which are designed to break the ice between strangers. This card will help you to choose and conduct different ice breaking activities according to your participants and events. The advantages of using ice breaker before any event is also mentioned in this skill card.

Upcoming Events at TITI

Activity Name	Start Date M/D/Y	Finish Date M/D/Y
Instruction Program		
Instructional Skills – I	03/11/2019	03/29/2019
Community Development Program		
GESI	3/18/2019	3/22/2019
Management Program		
Training Monitoring and Evaluation	4/22/2019	5/3/2019
Curriculum Program		
Occupational Health and Safety	4/1/2019	4/12/2019
Training Course Design	4/22/2019	5/3/2019
Training Needs Analysis	5/20/2019	5/31/2019
Technology Based Instructional Delivery	6/17/2019	7/12/2019
Packages (Intensive Trainings)		
Analyzing Performance Problems (3 days)		
Basic First Aid (3-5 days)		
Career Counseling		
Community Facilitation Skills (5 days)		
Conflict Management & Peace Building (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)		
Occupational Instructional Skills		
Occupational Skill Upgrading		
Performance Appraisal		
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

Kalpa. K. Basnet
Sarita Regmi

Pramila Malakar
Bishwas Gurung



Training Institute for Technical Instruction (TITI)

Madhyapur Thimi -17, Sanothimi, Bhaktapur, Nepal
Tel.: 977-1-6630187 Fax: 977-1-6630289 P.O. Box: 5694 (Kathmandu)
Web page: <http://www.titi.org.np>
E-mail: info@titi.org.np