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Trainers Development Programme
Sponsored by DoP&T
CONCEPT PAPER

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Training of Trainers:

Recognizing the importance of trainers in the training function, the Training Division started the Trainer Development Programme in the early 1990s. Initially faculty members of various training institutions were developed as Master Trainers and Recognized User of various training of trainers (ToT) packages in collaboration with the Thames Valley University of U.K. Over a period of time indigenous mechanisms were evolved for developing a cadre of professional trainers and resource persons in the country to create a cascading and multiplier effect. The programme has gone a long way in embedding the Systematic Approach to Training (SAT) into the process of designing and imparting effective training to government officials. Currently, the following programmes are sponsored under Trainer Development Programme at training institutions across the country: -

(1) Introduction to SAT Course:

This is a short, intensive Package with inputs from all the four packages consisting Systematic Approach to Training (SAT) Cycle namely, Training Needs Analysis (TNA), Design of Training (DoT), Direct Trainer Skills (DTS), Evaluation of Training (EoT) with scope for individual and team exercises/activities. The complete training material including visuals of all the four Courses will be provided to the participants in soft copy. The Target Group envisaged for the Combined Package consists of Heads of Training Institutions, senior officers joining in training institutions/departments, Heads of district-level training institutions, occasional trainers/guest faculty, etc.

(2) **Direct Trainer Skills (DTS) course**:

The aim of the Direct Trainer Skills (DTS) course is to provide an opportunity for the trainers to develop their basic instructional skills to enable them to make an effective contribution to their institution's training courses.

(3) Design of Training (DoT)

The DoT course is designed for people who have already completed the course in Direct Trainer Skills, and have some experience of direct training. We specifically intend the course for trainers who are required to undertake design and development of training for their institution or organisation.

(4) **Evaluation of Training (EoT)**:

The Evaluation of Training (EoT) course establishes a framework within which decisions can be made. Should a particular course continue to be run? How can it be improved? What response has been made to TNA consultancy report? How effective is distance learning in meeting government's intention to provide training for all? These are typical questions asked when carrying out EoT.

(5) **Experiential Learning Tools (ELT)**

Earlier DTS-II - Experiential Learning Tools course aims at equipping the participants with skills relevant to the learner-centered training-process through the mode of experiential learning; particularly in the application of identified training methodologies namely Case Study, Field Visit and Role Play; besides appropriately using Skill Development Exercises.

(6) **Mentoring Skills**:

The Mentoring Skills course is intended to help participants develop competencies to carry out mentoring tasks, commensurate with their role responsibilities and status in their respective organisations. This is not a 'taught' course. Rather, it is a series of practical learning activities - mostly simulated by means of a case study. Participants are there for expected to take active responsibility both for their own learning and by contributing to group activities. The aim of the Mentoring Skills Course is to help selected members of staff to acquire an understanding of the concept of mentoring, and the skills to carry out the duties of a mentor. The course provides an introduction to the concept and processes of mentoring; it also includes an intense opportunity to acquire essential skills.

(7) MT Deveopment Programme on Facilitation Skills:

Trainers/Recognised Trainer Development Programmes Trainers developed under the Trainer Development Programme are called Recognised Trainers (RTs), recognised by the Government to deliver ToT courses. RTs are those trained trainers who have the competency to deliver the courses. in which they have been certified as RT. RTs are developed through a detailed training programme and rigorous process. The courses to develop Recognised Trainers are run for the trainers who have undergone ToT programmes and have the experience of using such training techniques. For the RTs who have conducted a certain number of programmes, MT Development programme is organized for them in which they are developed and certified as MTs.

(8) Training Needs Analysis:

The aim of TNA course is to help the participants to develop TNA Consultancy Skills so that they can assist client organizations to improve performance through recommending appropriate training and non-training solutions. TNA course is based on experiential learning and as such is not a taught course having classroom lectures. It has a series of practical learning activities some simulated by the use of a case study and other actual field based situations.

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