

## ONE WEEK TRAINING-CUM-WORKSHOP MODULE

ON

# ‘TRAINING OF TRAINERS’

### INTRODUCTION :

The forest frontline staff are trained in the State Forest Training Institutes(SFTIs) under the control of the State/UT Forest Department. These institutes train Forest Guards, Foresters and Deputy Rangers who work as the frontline staff in the field. They have to be given proper training as the success or failure of the various Schemes/Programmes/activities undertaken by the Department is directly linked with the efficiency of these frontline staff. The trainers of these frontline staff are generally State Forest Service officers who serve as Instructors/Faculty in the SFTIs.

There is an ever-emerging challenge of capacity building of the trainers who join the State Forest Training Institutes from other organizational postings. It is proposed to respond to this need of *Training of Trainers* with a *Systematic Approach to Training* which has been spearheaded by the Department of Personnel & Training of the Government of India for more than two decades now.

The success of training depends upon identification of training needs to make it demand-driven, scientifically designed suitable training interventions in keeping with the continuous improvement and demands of change, deliver effectively with learner-centered approach and monitor/evaluate for further value-addition. In addition, Mentoring and Facilitation has become an integral part of functioning. All these aspects and latest trends in training have been kept in view while preparing this Course

The module on Training of Trainers is an effort to give the best available training to the trainers of these SFTIs.

## **OBJECTIVE :**

1. To train the trainers in designing a target oriented training module according to the need assessed.
2. To develop trainers for State Forest Training Institutes as per Systematic Approach to Training and using an appropriate methodology.
3. To familiarize the trainers with Mentoring and Facilitation Skills
4. To improve the presentation and delivery skills of Instructors/Faculty in State Forest Training Institutions.

## **DESIGNED FOR:**

The Training of Trainers is designed for the in-service SFS officers who are heading and /or working as Instructors/Faculty in State Forest Training Institutions (SFTIs) and other SFS officers who are willing/likely to serve in SFTIs.

## **METHODOLOGY :**

- Training-cum-workshop
- Course kit may include-
  - Relevant reading material.
  - PowerPoint presentations.
  - Few important standard formats
- Role play by participants, group discussions & presentation by participants will be ensured to achieve greater participation & better reception.
- Some session may be combined with field visit where simple participatory games will be conducted.

## **MAJOR TOPICS TO BE COVERED:**

1. Systematic approach to learning
2. Training needs analysis
3. Design of training
4. Direct Trainer Skills
5. Evaluation of Training
6. Mentoring
7. Facilitation

## **DURATION :**

The duration of the training-cum-workshop module is 6 days.

## **EXPECTED OUTCOME:**

1. The participants would be able to analyze training needs.
2. The participants would be able to design their training course to suite their condition.
3. The participants would be sensitized to Facilitation and Mentoring skills.
4. The participants would improve their delivery skills in training.
5. The participants would be able to develop better team building.
6. The participants would be able to evaluate their training courses.
7. The participants' level of job satisfaction would increase.
8. The forest frontline staff would improve their performance after attending training at SFTIs.

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Day	Session – I	Session – II	Lunch Break 13.10 - 14.30	Session – III	Session – IV
	0915 – 1105 hrs	1120 – 1310 hrs		1430 – 1600 hrs	1615 – 1730 hrs
Mon	Registration formalities & Inaugural session and ice breaking, expectations	Meaning and concept of training		Systematic approach to Training	Training Needs Analysis (TNA tools, Three factors contributing to performance, Consultancy behaviour)
Tue	Design of Training (Training design brief, Task, Objectives, Learning Unit, Course and Programme)			Design of Training (Andragogy, Knowledge & skill, Transfer of Learning, Performance Aids, Learning Event)	
Wed	Direct Trainer Skills (Education, Training & Learning, Four ways of learning, Giving & receiving feedback)			Direct Trainer Skills (Micro-practise session, Conduct coaching, Lesson Plan & Process sheet)	
Thu	Direct Trainer Skills (Lecture method, Group discussion & Group Exercise)			Field Trip : Games & experiential learning, Team building & synergy	
Fri	Evaluation of Training (Meaning of EoT, Assessment, Internal & External Validation, effective & Efficient training)			Mentoring Skills (Role of Mentor, Mentoring model, Counselling & Mentoring; Hearing, Listening and Active listening)	
Sat	Facilitation (Purpose, process & benefits of Facilitation, Key phases, Facilitating group problem solving)	VALEDICTION		Relieving	