

**TITI**



# The Flip Chart

## NEWSLETTER

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## Training and Consultancy Services Abroad

Training Institute for Technical Instruction (TITI) has been conducting training and consultancy services in Bangladesh and Bhutan. With the support of Ministry of Labour and Human Resources (MoLHR), Bhutan, TITI conducted DACUM Facilitators Training-Stage I in Thimpu, Bhutan, from April 6, 2015 to April 24, 2015. The course was of 3 weeks (15 days) duration. It was conducted for the potential DACUM Facilitators of Bhutan. There were 17 participants (2 female and 15 male) from different institutions. The training primarily aimed at imparting potential DACUM Facilitators with knowledge and skills needed to facilitate DACUM workshops. It aimed at improving the performance, professionalism and confidence level of the potential DACUM Facilitators and providing the public and private sector organizations with valid and reliable information for specific occupations by training individuals in the DACUM process. In this training, the participants need to complete all the three stages of DACUM Facilitators Training for qualifying them as certified DACUM Facilitators.

Likewise, as per the agreement between GRM International Limited and TITI, a team of consultants on behalf of TITI in association with Skills and Employment Program-Bangladesh (SEP-B) squad prepared curriculum guides for three occupations in Ready Made Garments (RMG) sector. The main assignment was to develop competency based training (CBT) curriculum guides for Sewing Machine Operator, Industrial Sweater Knitting Machine Operator, and Industrial Sweater Linking Machine Operator. TITI was also requested to build competency in curriculum development skills for a group of 15 instructional staff, experts from industry and SEP-B staff.

The training and consultancy services are successfully going on in both countries. TITI hopes that such mutual trust and cooperation will further enhance and continue in the days to come.



TITI consultants with participants in Bhutan

## From the Executive Director's Desk



### Professionalism and Personality

A professional always learns new things, prepares for work, appreciates feedback and performs better every next time. Personality is the typical pattern of thinking, feeling, and behaviors that make a person unique. When we say that someone has a "good personality" we mean that they are likeable, interesting and pleasant to be with. Everyone wants to be attractive to others. To that end, having a good personality is vital - probably even more so than good looks. In fact, approximately 85 percent of our success and happiness depends on how well we interact with others. Ultimately, it is our personality that determines whether people are attracted to, or shy away from us.

#### Here are some ways of developing professionalism for personality:

**Be a better listener.** Jacqueline Kennedy Onassis was considered one of the most charming women in the world because she cultivated the skill of being an exceptional listener. She was known for the way she would look a person in the eyes, hang on their every word, and make them feel important. There is nothing more appealing than having someone listen to you intently making you feel like you're the only person in the world.

**Read more and expand your interests.** The more you read and cultivate new interests, the more interesting you are to others. When you meet new people it gives you the opportunity to share what you know and to exchange your views with them.

**Be a good conversationalist.** This relates to how much you read and know. Once you have much to contribute, learn how to talk about it with others. No one can read about or know everything, so it's refreshing to learn from others those things we don't have the time to read about ourselves. If you happen to be shy, join a group like Toastmasters that encourages you to talk about what you know.

**Have an Opinion.** There is nothing more tiresome than trying to talk to someone who has no opinion on anything. A conversation has nowhere to go if you have nothing to expound on. If, however, you have an uncommon point of view or differing opinion, you are more interesting and stimulating to be with socially (unless you're a know-it-all, of course).

**Meet New People.** Make the effort to meet new people especially those who are unlike you. It not only exposes you to different cultures and alternative ways of doing things, it broadens your horizons.

**Be yourself.** The next most tiresome thing after having no opinions is trying to be something you're not. Molding yourself in order to fit in, or be accepted, usually backfires. Since each of us is unique, expressing that uniqueness is what makes us interesting. Attempting to be a carbon copy of someone else not only falls flat, but also reveals a lack of authenticity.

*(Cont. on 2<sup>nd</sup> column)*

## Innovative Practices in Training and Development

### Debriefing: A Participatory Method in Training

The word debriefing refers to the process of obtaining information at the end of an event. In other words, debriefing is questioning formally and systematically in order to obtain important and useful information at the end of any task performed.

The history of debriefing shows that it was started for the military purpose. At that time, the unit leader used to gather information from troops returning from operations and each soldier was encouraged to add his/her experiences to the discussion. Later on after knowing its psychological benefits, people started using it in other areas to gather information after performing some work.

In the present time this method is extensively used in training events. This method focuses on finding out facts, feelings and future of the event. The facts indicate what actually happened during the event. Such things can be contents, processes and activities. Likewise, feelings refer to what participants feel about the facts of the event. Future refers to what should be done to improve the intervention in the future. In this process the facilitator does not influence on information provided by the participants. He/she as a facilitator plays the role of non-participatory facilitation.

Debriefing is very important to gain the participants' reflection in each and every aspect of the program. In training events, this method is very important because it provides the opportunity to gain insight into the participant's reflection of the training. It could be used to identify the strengths and weaknesses of the event.

- Ms. Shiba Bagale, Trainer

### Professionalism and Personality...

**Have a positive outlook and attitude.** Who wants to be around people who are negative, complain a lot, or have nothing good to say? In fact, most of us run when we see them coming. Instead, be the kind of upbeat person who lights up a room with your energy when you enter it. Do it by looking for the best in people and things. Smile warmly, spread good cheer, and enliven others with your presence.

**Be fun and see the humorous side of life.** Everyone enjoys the company of someone who makes them laugh, or smile, so look for the humorous, quirky side in a situation - there always is one. Comic relief is a much welcome and needed diversion at times. When you can add fun and lightheartedness to an otherwise dull or gloomy setting, others will naturally be attracted to you, not to mention grateful.

**Be supportive of others.** Being supportive is probably the most endearing quality you can integrate into your personality. Just as you yourself welcome it, be the support for others when they need it. We all love a cheerleader in our corner; someone who is encouraging, believes in us and helps pick us up when we're down.

**Have Integrity and treat people with respect.** Being honest and true to your word will bring you the admiration, respect and gratitude of others. Nothing improves a person's personality more than integrity and respect - respect for others, as well as respect for yourself.

Source: <http://www.essentiallifefskills.net/improveyourpersonality>, accessed 23.06.2015

-Dr. Bhawani Shankar Subedi  
M. Phil. (Leadership Studies), Ph.D.(Education)

*"When you know something, say what you know. When you don't know something, say that you don't know. That is knowledge." – (Confucius)*

## TITI Customers' Column

**Name of the Organization:** Agro Enterprise Center (AEC), Federation of Nepalese Chambers of Commerce and Industry (FNCCI), Nepal.

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AEC, the agriculture wing of the Federation of Nepalese Chambers of Commerce and Industry (FNCCI) was established in September 1991 under Cooperative Agreement between FNCCI and USAID, Nepal.

The project "High Value Agriculture Project in Hill and Mountain Areas" (HVAP) is being carried out by FNCCI/AEC, which is a joint endeavor of the Government of Nepal (GoN) and the International Fund for Agricultural Development (IFAD) which is executed by the Ministry of Agricultural Development (MoAD) in partnership with the Netherlands Development Organization (SNV) and the AEC – FNCCI.

The purpose of this project is to integrate the rural poor, especially women and marginal groups in high value agriculture and Non-Timber Forestry Products (NTFPs)/Medicinal and Aromatic Plants (MAPs) value chains and markets, and improve income, employment opportunities and ability to respond to market demand and opportunities.

Recently, TITI conducted two training events namely "Business Creation and Management Skills" at Surkhet from 11 April to 17 April, 2015 and from 17 June to 23 June, 2015 respectively. The participants were government, NGO and INGO officers involved in agriculture business.

### **Customer's speak:**

Ms. Durga Koirala from Srijansil Katai Silai Training Centre and Ms. Lalita Poudel from Sip Prabidhik Talim Kendra attended Training of Trainers for Assistant Trainers (ToT – AT) sponsored by Enhanced Vocational Education and Training (EVENT) Project. The training was of 2 weeks duration and it was conducted from 1 to 11 June, 2015 at TITI. Both entrepreneurs expressed that the training was very useful and as per their requirements. They said that they would immediately apply the skills and knowledge learned in their training centers. According to them, there are remarkable differences between the training conducted at TITI and the ones they received from other institutions. They said that TITI training program was better in contents and the delivery modality especially on adult learning strategies, classroom management and friendly learning environment. They found that the content of the training was very relevant to their actual job situation. They also added that TITI trainers are very much confident enough in delivering the contents using different methods and media. When asked about any suggestions and recommendations for TITI for future improvements, they said that TITI is one of the well-known organizations for ToT and other TVET related training programs. They have strongly recommended to provide at least one ToT for all the entrepreneurs working in the TVET sector.

## Case Study as a Method of Instruction

A case study is a research outcome expressed in detailed account, or story, or event of what has really happened in a particular organization, institute, industry, imaginary institution or project over a certain duration. It is a form of problem-based discovery learning, where a student or a group of students are presented a situation in context and they are required to make an analysis of possible solutions or actions that are suitable to the situation.

The case study approach is one of the effective methods for adult learning. It keeps them engaged in student-centered learning activities. Case studies also increase students' motivation and interest in the subject matter. The depth of a case depends on the lesson being taught and the type of cases being used. A good case study makes the student think critically about the information presented, and then develop a thorough assessment of the situation, leading to a well-thought-out solution or recommendation.

TITI makes extensive uses of case studies. Most of the skills and concepts discussed during various training sessions have been supplemented with relevant cases. These cases provide a greater extent of knowledge on the given topic. The practices so far have shown that the use of case studies is very fruitful not only to the participants but also to the trainers. All trainers believe that the cases used during instruction make the learning/teaching environment more enjoyable and challenging. Recently, TITI has even provided opportunity for its trainers to develop cases. They were encouraged to design more relevant cases for future uses. Now TITI has a good number of interesting cases that can be used during instruction.

The modality of using cases is that a relevant case study is presented to the participants as an assignment in groups or individually. Some amount of time is allocated to find out solutions to the given problem. Further discussions and explanations are provided until all the participants become very clear about the intended solution.

Raju Bajracharya, .Sr. Trainer

## TITI's Contribution for Earthquake Victims

Nepal was hit by a 7.9 magnitude earthquake on 25<sup>th</sup> April 2015. It claimed nearly 9,000 human lives and injured thousands more. More than 10 million people were affected by the earthquake and at least 300,000 houses have been completely destroyed. This incident was followed by many aftershocks. Again on 12<sup>th</sup> May 2015, a 7.3 magnitude aftershock shook the nation and it damaged the situation further.

The staff of TITI were also affected by the earthquake. The houses seven staff were completely destroyed. In this difficult time, TITI tried to help at its best to the quake victims.

The TITI Extended Management Committee formed a team of three engineers and they were assigned to inspect the damaged houses of CTEVT/TITI staff. The team also provided consultant services in the surroundings of Bhaktapur. TITI staff also contributed 5 days salary to the Prime Minister Relief Fund. In addition, other 5 days salary was also contributed to the staff of TITI who were severely affected by the earthquake. The team of TITI and CTEVT helped the people of Sankhu and Nagarkot by cleaning the debris from the earthquake.

Although we have suffered a lot, we have not lost our hope; we are now more united and determined to rebuild our nation.

*"I never teach my pupils; I only attempt to provide the conditions in which they can learn." – (Albert Einstein)*

## Trainer's Profile



**Ms. Shiba Bagale**  
-Trainer

Ms. Shiba Bagale has been working as a Trainer at TITI since October 2014. Ms. Bagale is working in the Community

Development Program. She is responsible for designing, developing, delivering, assessing and evaluating the training programs.

Ms. Bagale is a Kathmandu University graduate. She has completed her Master's degree in Environment Education and Sustainable Development (EESD) with NOMA scholarship. Currently she is M.Phil. Scholar at Development Studies, Kathmandu University. Before joining TITI, she worked at SDI Nepal and BSP Nepal as Program Officer and Consultant respectively. She is also engaged in FFR Nepal and SDEF Nepal as a board member, monitoring and evaluation expert, consultant and proposal writer.

Ms. Bagale has a keen interest in research and publication. She has published two books from Lambert Academic Publishing, Germany. She has also published research articles in several national and international journals, newspapers addressing the issues of education (women, dalit dropouts), climate change, sustainable development and conflict. She has also participated in different seminars, workshops and conferences.

Ms. Bagale believes that learning is a lifelong process. So learning and training are directly linked with each other. According to her, the main focus of a trainer should be on quality of training delivered and work performed. The trainer should be a role model and he/she must fulfill the basic standards of the training for enhancing training quality. She opines that the participants' learning becomes meaningful only when they transfer the knowledge and skills learned from the training to their own workplace.



### Your Free Gift from TITI

**Have you as a trainer ever used a case study to clearly explain your topic?**

As a free gift, here is a case you can use to further clarify your topic on "Time Management". It is one of the 25 cases developed by the trainers of TITI as part of an assignment during the Special Master ToT for Supervisors and Evaluators Training.

This case can be used as an assignment for a session on "Time Management". It can help the trainees to better understand the value of time in their day to day life. This case clearly presents the advantages of effective time management and negative consequences of poor time management.

## Upcoming Events at TITI

July 2015 – October 2015

Activity Name	Start Date M/D/Y	Finish Date M/D/Y
<b>Instruction Program</b>		
Study Skills	08/31/2015	09/04/2015
Instructional Skills – I	09/07/2015	09/25/2015
Basic Computer Application	10/28/2015	11/10/2015
<b>Community Development Program</b>		
Occupational Instructional Skill (OIS)	07/16/2015	07/15/2016
Occupational Skills Upgrading (OSU)	07/16/2015	07/15/2016
Community Facilitation Skill	10/05/2015	10/16/2015
<b>Management Program</b>		
Project Planning	09/28/2015	10/09/2015
<b>Curriculum Program</b>		
DACUM Facilitators Training	08/24/2015	09/11/2015
Training Needs Assessment	09/21/2015	10/09/2015
<b>Packages (Intensive Trainings)</b>		
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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