

# TITI



## The Flip Chart

# NEWSLETTER

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## TITI Wins the First “Knowledge Management Oscar” Award



On August 25, 2005, the Training Institute for Technical Instruction (TITI) and the supporting project were awarded the first ‘Knowledge Management Oscar’ by Swisscontact, a Swiss Foundation for Technical Cooperation. On the occasion of Project Managers’ Seminar in Switzerland, Peter Grueschow, the new president of Swisscontact, handed over the trophy and Swiss frank CHF 2000 to Dr. Ignaz Rieser, the Resident Representative of Swisscontact in Nepal.

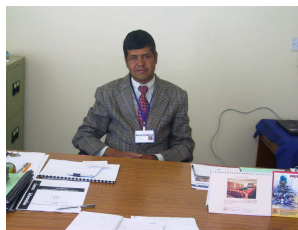
The award is a public recognition for the development and distribution of “Skill Card Concept” among training institutions in almost every part of the world.

TITI started the Skill Card system with one page in 1994. It has now reached a distribution of 500,000 + documents read by 37,000 people in 16 countries in seven different languages. Eighteen different development agencies have been using it in their own projects worldwide.

TITI has now over 400 Skill and Concept Cards developed by 40 authors with annually published CD-ROM, which is given free- of-charge to Swisscontact Projects globally.

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## From the Executive Director's Desk



### **TITI** Reputed as Knowledge Management Institute

Training Institute for Technical Instruction (TITI) is a fifteen year old organization committed to improve the quality of

Technical Education and Vocational Training in Nepal. It has crossed the national boundary for its quality service delivery covering thirteen nations all over the world. It has not only provided services on Technical Education and Vocational Training (TEVT) sector but also has been able to win Oscar Award provided by Swisscontact, Switzerland for its unique Skills and Concept Card system. Thanks go to all of them who have contributed to bring TITI at this stage.

As we are aware that the world's richest person Bill Gates virtually did not have gold, factories, or land, it was the intangibles (knowledge), which made him the richest person. According to United States Patent and Trademark Office (USPTO), the trend in patent registration of software is increasing significantly in recent years. Thus keeping the pace with technological advancement of the world, Knowledge Management as a TITI's main function will be given priority in future too. Incorporating Information and Communication Technology on teaching and learning process in TITI itself and TEVT schools will be the means to improve the quality TEVT adhered by TITI. The use of instructional technology would be further enhanced equipping TEVT instructors and managers with skills to handle learning environment more effectively.

The recent baseline survey's first impression suggests that TITI has been able to bring the changes in CTEVT school classrooms. Still there is a lot to do for significant changes. Supra system's commitment and dedication has been of greatest importance for the tangible effect of TITI's effort as ever before. Recognition of achievement of TITI training and remuneration according to training certificate are still important factors for the effectiveness of TITI training. It is hoped that favorable situation would develop in this regard in future.

Because of change in priority for increasing outreach delivery of TITI services, the challenge has emerged to increase the utilization of TITI center premises. It is sad that one of our strengths appears to be irrelevant. However, options and means would be sought for better utilization of the premises, which has to be one of the strengths of TITI in future too. Similarly human resource development as reorientation and going into new areas would be continued with the support of the project. Ample opportunities are available for TITI to become one of the shining organizations in the region if we in TITI are committed and united.

Finally, I would like to take an opportunity to congratulate Mr. Saurav Ram Joshi for being the outstanding trainer and Mr. Dipak Kumar Paudyal, the outstanding staff, of the year 2004 -05.

Dhruba Prasad Dhungel, Executive Director

## From the Project Manager's Desk

### Project's Focus and Efforts in the Changed Context

Since the start of the project in 1991, TITI has grown and, over time, developed competencies that do not depend on project support. Originally the Project and TITI expected to have a time horizon until 2010 for consolidation and final handover. In May 2005, the Swiss Agency for Development Cooperation (SDC) decided to phase out the sector of Occupational Skills and Enterprise Development and all its projects in Nepal by June 2007 due to financial reasons. The Project, which supports TITI, will, therefore, come to an end at this time.

According to the changed overall time perspective and due to the fact that the available funds and capacities are substantially reduced, the main focus of the support activities of the Project had to be shifted for the remainder of the time. Activities related to in-country support, capitalizations of achievements and preparation for the final handover have got higher priority than before. As a result of the joint planning activities, the Project's focus and efforts lie on the following directions:

- To finish the process of strengthening of the knowledge and expertise base of TITI
  - Support for the completion of a substantially reduced staff and course development.
  - Support activities for the development and marketing of courses, training programs and training materials for instructors/trainers in DAG programs/Skills development programs.
- To finish capacity building in management of the institute
  - Support for the development and/or consolidation of essential instruments to lead TITI as a semi-autonomous public institution.
  - Support for market expansion and extension for TITI's services.
- To bring forward the efforts to capitalize assets and achievements
  - Support activities to increase the outreach and the impact of TITI's services in the TEVT sector as a whole: broadening the customer base from public and private training providers and vocational training schemes.
  - Support for the enhancement of internal knowledge management and for knowledge sharing with training institutions in Nepal.
- To bring forward and conclude the handing over of physical and intellectual property of the Project to the institute.

The final program for the remaining time was approved by the Steering Committee on October 5, 2005. The resulting activities should ensure a decent phasing out of the support, which allows TITI to sustain in the future but at a lower level than originally foreseen.

Dr. Ignaz Rieser, Project Manager, Swisscontact/TITI



### Newsletter Editorial Board

Bhoj Raj Neupane  
Saurav Ram Joshi

Shalik Ram Dhakal  
Mohan Prasad Bhurtel

# TITI Customers' Column

## Customer Profile

**Name of the Organization:** Franchising Skill (F-Skill)

**Address:** Ekantakuna, Lalitpur, Nepal

**Phone #:** + 977-1-5548621/ 5555301,

**Fax #:** 977-1-5555301

**E- mail:** [fskill@helvetas.org.np](mailto:fskill@helvetas.org.np)

Franchising Skill (F-Skill) provides skill-oriented training. It designs and develops skill-oriented courses that lead to employment. It supports different training institutes for running such courses in a collaborative manner. Franchising is a new and important concept in the context of skill-oriented training in Nepal.

The main objective of F-Skill is to improve the living standard of school dropouts, women, poor and disadvantaged youths of the country by providing them the skill-oriented courses that directly lead to employment. The target groups of F-Skill are *Dalits*, *Janjati*, women, displaced youths due to war and conflict, financially very poor people and young boys and girls who have been compelled to leave school because of financial and social reasons.

Unlike other training institutes of the country, F-Skill has some features that are very special and different from those of other training institutes. These include assurance of employment, satellite training, employment based investment, different rates of post payments, regular labour market survey and inclusion of social subjects in the training.

F-Skill has more than 20 franchises in the country so far. It has been supporting the training activities through these franchises. To be a franchise of F-Skill, the following criteria should be met:

- professional company or organization
- local establishment with expertise
- main objective to conduct skill-oriented training
- committed to conduct more than ten training courses in a year

## Customer speaks

Training Institute for Technical Instruction (TITI) conducted **Training of Trainers (TOT)** at TITI from 22 August to 2 September 2005. There were 12 participants including 5 participants from Bangladesh. The Bangladeshi participants expressed the feeling that TITI provided an international standard training in terms of contents, methods, delivery and evaluation. They also said that they had learnt a lot in the training. The training approach of TITI was very practical and involved the participants to learn more. They said TITI had modern equipment, tools, and trained experienced and qualified trainers.

The environment and facilities were excellent and the people were very helpful and friendly, they commented. They further said that the price of the course was quite reasonable. They committed that they would be implementing the knowledge, skills and experience gained at TITI in their respective organizations to improve their performance. According to him, TITI is a place for quality training at reasonable price and the participants of other countries should also attend TITI training to enhance their performance.

# TITI Training Standards

TITI follows 55 standards while delivering training. Below, you will find three standards, continued from the last issue.

## Performance standard 23

*Instructor generally uses instructional resources so that they add to the learning experience*

Instructional resources are developed to enhance instruction not detract from it. They are not intended as a replacement for the instructor; they are intended to help the instructor reach learners. In order to meet this standard, instructors must use these aids as enhancements to learning.

## Performance standard 24

*Instructor consistently demonstrates proficiency in using instructional resources.*

There are a number of ground rules that can help make you proficient in using instructional resources. For tips on using each type of resource, see the appropriate Skill Card.

## Performance standard 25

*Instructor consistently follows prescribed instructions in caring for instructional resources.*

This performance standard is rather obvious. It asks that you take care when using and storing instructional resources and equipment. For example, most equipment (video and tape recorders, cameras, slide projectors, and so on) requires some cleaning and maintenance. When not in use, these items should be carefully stored and protected from dust, heat, cold, and other harm. Basically, instructors are expected to treat instructional resources and equipment just as they would their own personal equipment.

# TITI Wins the First .....

*(Continued from Page 1)*

Each Skill (or Concept) Card includes the 'must know' information needed by an individual to perform the stated skill or master the concept addressed. Each Card has been thought of as a brick - a very flexible unit-brick from which a short training of a four-week module or a long-term training programme can easily be constructed.

Each Skill Card is a combination of the recent literature on the skill or concept as well as the tacit knowledge of the developer and training institution - thereby making tacit knowledge explicit and focusing the content on 'what works' in developing nations. It has been said that knowledge management is not about technology - it is about culture change.

The Skill Card System, right from the very beginning, represented a complete paradigm shift in the way a training organization thinks about instructional content and materials. It also represented institutional agreement on content; instructional materials development as staff development; and a goal of always providing the learner with high-quality instructional materials.

The total cost of the Skill Card System to date is about \$400,000. This represents less than \$1 per card distributed - and that cost keeps going down.

"Seek to do well, and you will find that happiness will run after you. -James Freeman Clarke

## Trainer's Profile

Mr. Saurav Ram Joshi



Mr. Saurav Ram Joshi is an engineer by qualification, a trainer by profession, a coordinator (*follow-up and impact study; media and publication*) by job description, an extra curricular activity in-charge by necessity, a marketing officer by experience, consultant by demand, SMALL (*sport-music-art-literature lover*) man by hobby and a researcher by will.

Mr. Joshi has received Master of Science in Electrical Engineering from Byelorussian State Polytechnic Academy, Minsk, Byelorussia in 1994. Mr. Joshi started his career as an instructor in Bheri Technical School (BTS), Nepalgunj, Banke from 1995. He has also worked as instructor as well as Marketing Officer in Job Placement Unit of Balaju Technical Training Center (BTTC), Balaju, Kathmandu, Nepal.

He is currently working in Research & Development Department at TITI, as a Coordinator for follow up and impact study, media and publication. As a Coordinator, his major responsibilities include conducting research and development activities related to technical education systems; conducting follow-up & impact study of programs and involvement in media & publication activities and conducting training programs related to management, curriculum and instruction for technical teachers, technical institutes, GOs, NGOs, INGOs and other institutions. He has published few articles in engineering and quality education system. He has been involved in various research activities including *devising the academic audit system for quality improvement of technical education*. He has also been involved in the evaluation of various institutes of Mumbai, Indore, Mandasaur and Bhopal of India.

Mr. Joshi received a recognition certificate as an outstanding trainer of the year 2004/5 for his performance in TITI. The latter interest led him most recently to serve as a consultant in quality education systems and have educational voyage around the world.



### Your Free Gift from TITI

Do you want to use mnemonics?

If so, read **Use Mnemonics (Nepali Version)**. It is one of the 68 Skill and Concept cards TITI has translated in Nepali language and one of the 416 Skill and Concept cards TITI has developed so far. This card enables you to recall and facilitate learning. At TITI, we use this card in teaching Foundation of Education. Let us know what you think of this.

Note: If you need English version of this skill card, please contact TITI, Sanothimi, Bhaktapur, Nepal.

## Upcoming Events at TITI

November 2005 to February 2006

Activity Name	Start Date	Finish Date
<b>Instruction</b>		
Basic First Aid	21 Nov. '05	25 Nov. '05
Occupational Instructional Skills	19 Dec '05	13 Jan. '06
Intermediate Level English Skills (B.Tech.Ed.)	2 Jan '06	27 Jan '06
Instructional Skill -1	23 Jan '06	10 Feb '06
Foundations of Education and Learning (B.Tech.Ed.)	6 Feb. '06	3 March '06
Instructional Skill -2	27 Feb.'06	24 March '06
Training of Trainers for DAG	19 Dec.'06	30 Dec '06
<b>Curriculum</b>		
Training Needs Analysis (Organization/Industry)	28 Nov. '05	9 Dec.'05
Training Course Design	26 Dec. '05	6 Jan. '06
DACUM	23 Jan. '06	10 Feb.'06
<b>Management</b>		
Training Program Evaluation	5 Dec '05	16 Dec '05
Supervision of Instruction	19 Dec '05	6 Jan '06
Training Institute Management	16 Jan '06	27 Jan '06
Conflict Management and Peace building	20 Feb '06	3 March '06
<b>Packages (Intensive Trainings)</b>		
Design Power Point Presentation (3days)		
Creative Training Techniques (3 days)		
Develop Creative Visuals for Impact (3 days)		
Analyzing Performance Problems (3 days)		
Leadership and Leading (1 day)		
Supervise your Teachers, Trainers, Instructors (3 days)		
Presenting... You (1 day)		
Study Smart not Hard (1 day)		
Fast Track Schedule (3 days)		
Life Skills (3-5 days)		
Basic First Aid (3-5 days)		
Getting 70 minutes of 1 hour (1 day)		
Human Resource Management for Organizational Results (5 days)		
Managing a Project (3 - 5 days)		
Proposal Writing (4 days)		
Conflict Management & Peace Building (3 days)		
Community Facilitation Skills (5 days)		
Social Mobilization (5 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.

*Please, book for the courses and packages in which you would like to receive the training. Take the training, taste it and give us your feedback. If unsatisfied, we will gladly refund your fees.*



### Training Institute for Technical Instruction (TITI)

P.O. Box: 5694 (Kathmandu), Madhyapur Thimi -17, Sanothimi, Bhaktapur, Nepal

Tel.: 977-1-6630187 Fax: 977-1-6630289

Web page: <http://www.titi.org.np>

E-mail: [info@titi.org.np](mailto:info@titi.org.np)