Administrative Training Institute
Government of West Bengal
www.atiwb.gov.in

Tutorial

for

Online Training

through

Webinar

&

Virtual Classroom

May ,2020

(For Office Use Only)

Check List

Checklist for the Course Director (CD):

1. CDs should always host live webinar/virtual classroom, even when the session will be conducted by faculty (Internal/Guest) for ensuring control and documentation.
2. CD is required to be present during the session along with the faculty.
3. Design of the Course should be made keeping in mind the availability of resource person, study material.
4. CD should check the contents (Text, PPT, Sequence, Example, Audio, Video, Still Images, Any other contents from web sources, YouTube) before finalizing the design.
5. Check the contents to avoid any prospective copy right violation.
6. Honorarium to the faculty should be paid online as per existing order.
7. CD should ensure that all the participants including Faculty have proper internet access and gadgets before the commencement of the course.

Check list for Design of Training

1. **Short term courses may be chosen for pilot runs**
2. **Design of the Course :** Online courses run on "Anytime Anywhere" basis as online courses are supposed to offer flexibility in terms of timing and one can connect from anywhere with internet connectivity and compatible device. Live Webinar/Virtual Classroom, though can be attended from remote places, but it should be on a prescheduled time to enable all the participants to join at the same time. Therefore, major part of the course should run on pre-course material, study materials, pre-recorded materials as per convenience of the participants with a few live webinar/ classroom session for doubt clearing /concept building and interaction:

Design may be done in the following manner:

Entry Behaviour

- Send Schedule along with the pre course materials: pdf, eBooks, pre-recorded Audio/Video with some questionnaire for checking the Entry Behaviour.

Objective
- Set Training Objective
- Set Enabling Objectives: break it into digestible chunks for the sessions

Learning Event

Select materials: Handouts & other reading materials

Select Media: White Board, PPT, Audio, Video etc.

Select Method: Lecture, Discussion, Demonstration, Coaching, Case Study etc.

Select Resource persons: Check his/her compatibility with the online training

Time: How much time should be given for each assignment including live sessions. Preferably not more than one hour for a live session and not more than two such sessions in a day. Number of live sessions should depend on the training objective.

Timing: Consider availability of trainees

Assessment: Online Form may be used for summative assessment, course evaluation and faculty feedback. Same may be provided to the participants before the commencement of the course or immediately after each assignments/session by email.

Certificate: A uniform template of certificate for all the online courses of ATI WB will be provided to the CDs and same may be sent to the successful participants by email.

3. **Pilot Run**: Once the course is designed and developed, a pilot run for the Live session i.e. Webinar/ Virtual Classroom may be conducted for feedback for further improvement.
4. **Target Group**: May cover more than 100 participants. But for better participation and individual interaction, number may be restricted to 15-30 trainees in each live session. However, the Course Director will be at liberty to restrict the number of participants as per the training objectives.

5. **How to select the Target Group**: Organizations send trainees either when approached by ATI regarding a specific course or the organisations themselves approach ATI to conduct training for their employees. We may follow the same approach, inform prospective organisations about our readiness of the online courses and request them to share the email / contact particulars of the prospective participants for creating user IDs and sending invitations for the online course.

6. **No. of live sessions can be done in a single course:** It depends on the training needs.

7. **Pre-Course Material:** Pre-Course Material can be sent to the participants in advance and they will be requested to go through the Pre-Course Material and note their observation/ query before joining the Webinar session.

8. **HRMS Training Sub-Module**: All the courses once approved by the Director General, should be uploaded in the HRMS as per existing norm.

9. **ATMIS**: All the courses once approved by the Director General, should be uploaded in the ATMIS as per existing norm.

10. **Course Directors' (CDR)**: After the completion of the Course, CDR to be prepared and submitted to the DG through the e-File. Once approved, CDR may be shared with the sponsoring organizations (Funding/ Non-funding).

11. **Honorarium**: as to be approved.

Checklist for the Faculty

1. Prepare the study material and design the session based on the guidelines provided and keeping the training objectives in mind. Rehearse before the actual online class. Instead of depending solely on the spontaneity, it is always better to be prepared. A faculty must have a script for every seconds.

2. Keep a process sheet having detailed planning of your entire session ready with you which will help you to conduct the session and track the progress of learning.

3. Use online white board after practising the same.

4. Prepare powerpoint slides following rule of 7x7: In every powerpoint, there shall not be more than seven words in a row and not more than seven rows in a powerpoint slide.

5. 10/20/30 Rule of PowerPoint Presentation may be followed which is quite simple: A PowerPoint presentation should have ten slides, last no more than twenty minutes, and contain no font smaller than thirty points.

6. Avoid using too many animations in powerpoint.

7. Use simple uniform design template for all the powerpoints.

8. Avoid too many colours in a single powerpoint slide: two basic colours, preferably Blue, Black, White, Green may be better.

9. Avoid using Red and Green colour in the same powerpoint slide, people with colour blindness or visionary difficulty may find it difficult to follow.

10. As eye contact will not be possible, try to keep watch on the screen/ chat box for better interactive session.

11. Attend every question but answer when you are confident or take time to provide the answer afterwards, if not already known.

12. Don't share any personal anecdotes which may not be relevant.

13. Don't share any official secret or share official file.

14. Use simple, lucid language in clear voice without any uncalled for repetition of same phrase/words etc.

15. Avoid mannerisms: Remember, not only the participant, others may also be watching you.

16. Be polite and smiling as the occasion may demand. Avoid altercation with the participants.

17. Clothing should be formal as we are supposed to wear in the traditional classroom sessions.

18. Avoid gender, caste, religious, regional biased questions, jokes, political issues, irrelevant examples, stories and inappropriate gestures.

19. Always take permission to end the session.

20. Choose a proper place with sufficient light and minimum noise to conduct the session.

21. The host may mute the participants whenever is needed for control.

22. Request participants to mute the audio during the presentation to minimize the noise

23. You may also mute the participants if necessary and participants may unmute for the interaction.

24. No participants should be allowed to stop video.

25. May also block the entry of a participant (Host has this right) if necessary.

Checklist for the Participants

1. Always remember "Learning is the joint responsibility". Only the faculty cannot ensure that learning should take place. She/he can only facilitate and prepare environment conductive to the learning.

2. So always be attentive in following the instructions given in course of the online course.

3. Ask questions which are relevant to the session/assignment.

4. Clothing should be formal as we are supposed to wear in the traditional classroom sessions.

5. Avoid gender, caste, religious, regional biased questions, political issues irrelevant jokes, examples, stories and gestures.

6. Choose a proper place with sufficient light and least amount of noise to conduct the session.

7. Check Audio and Video of your system.

8. Keep mobile or any other sound emitting interfering devices away from your connecting device while on the session.

9. Avoid taking phone calls during the session .Keep it in silent mode if it is not your connecting device.

10. Always take permission to leave the session.

Study Material and learning resources for online training

- **Books, PDF:** Some books related service rules, office procedure, financial procedure, case study and various aspects of administration are available in the ATI Website. Same may be shared with the participants (http://atiwb.gov.in/publications.htm).

- **eBook:** eBook on eOffice may be shared. (http://atiwb.gov.in/atieoffice/)

- **eLearning Materials :** Developed by ATI with the financial support from DoPT, GoI on Office Procedure, Service Rules, Financial Rules may be shared as study materials. (http://atiwb.gov.in/publications.htm)

- **Presentation Skills:** A 27 minute video on Presentation Skills has been developed which may be shared according to the needs (3- 5 minutes clips are available).

- **Development of further Study Material**: as may be required.