

DIRECT TRAINER SKILLS COURSE

COURSE GUIDE

© *Department of Personnel and Training*
Government of India

INTRODUCTION

Organisations need to continuously grow and develop. Moreover, they must be prepared to face the challenges of entering into the 21st century.

Training is an instrument to help the organisation meet the twin challenges of continuous improvement and demands of change. It is therefore essential that we deliver it effectively. Thus, it is necessary to recognise the changing role of the trainer - from being a provider to a facilitator, where the training need of the learner is the focus of attention. We have followed this principle throughout this course.

AIMS

The aims of the course are:

1. To provide opportunities for the development of basic instructional skills.
2. To create and manage a learning environment.

DESIGNED FOR

1. Individuals who as part of their duties have some training functions and responsibilities.
2. Trainers who wish to review their instructional skills.
3. Individuals who undertake training duties.

FACILITATORS

The facilitators certificated as competent by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field.

STYLE OF THE COURSE

This is a short, intensive course with plenty of activity. Emphasis is on practice within small groups, where there will be a maximum of 6 participants to one facilitator. Participants will be encouraged to share their learning experiences with others, and to give and receive support and feedback.

We will give a comprehensive range of reading material to participants to support their course activities. This material will also provide a long term source of information and guidance. Video films are used to illustrate and review aspects of direct training.

Because the course is intensive and includes evening preparation, it is residential. To obtain maximum benefit from the course, we require that participants devote their full attention and time to course activities.

They require that participants use equipment or materials brought with them, which will be used for their coaching session. They need to do no other preparation and we will provide resource materials.

OBJECTIVES

By the end of the course participants will be able to:

1. Distinguish between education, training and learning.
2. Describe the four stages in Systematic Approach to Training.
3. Review the role of a trainer within Systematic Approach to Training.
4. Apply the concept of Learning Unit to training activities.
5. Write training objectives.
6. Plan training activities, using the four ways of learning.
7. Explain the process and importance of feedback in training.
8. Describe the use of the coaching method in helping people to learn.
9. Plan and implement a coaching session for a practical task.
10. Assess coaching.
11. Describe the use of the lecture method in helping people to learn.
12. Describe the steps required to plan a lecture.
13. Prepare and deliver a lecture.
14. Describe the use and benefits of visual aids.
15. Devise visual aids.
16. Assess a lecture.
17. Describe the use of discussions in helping people to learn.
18. Describe the influence of various behaviours during a discussion.

19. Describe the importance of questions in a discussion.
20. Lead a discussion.
21. Assess a discussion session.
22. Describe how group exercises can be used to help people learn
23. Plan and run a group exercise
24. Plan acquisition of evidence of competence for Certification purposes.

ASSESSMENT

The priority during the course is to help participants to develop their instructional skills. Assessment is therefore concerned with informal feedback and advice to individual participants.

FURTHER DEVELOPMENT

The course is an essential foundation for the professional development of trainers. Other courses are available covering the Design of Training (DoT) and the Management of Training (MoT). Details can be obtained from DoPT, Training Division, GOI, or from Regional Training Centres.

TIMETABLE

On the following is an indication of how we will schedule a variety of learning activities in to the 5 days of the course. Participants can expect some additional evening work.

DAY AND TIME	CONTENT	OBJECTIVES
Monday 9.00 - 18.00	Introduction Systematic Approach to Training Role as a Trainer Planning Training Feedback Introduction to Coaching	1. 2. 3. 4.- 6. 7. 8.
Tuesday 09.00 - 18.00	Coaching Practice Review Coaching Introduction to the Lecture Method Preparation of a Lecture Visual Aids	9. 10. 11. 12.- 13. 14.- 15.
Wednesday 09.00 - 18.00	Lecture Practice Review a Lecture Introduction to the Discussion Method Preparing a Discussion	13. 16. 17. 18.- 19.
Thursday 09.00 - 18.00	Lead a Discussion Review Discussion Leading Introduction to Group Exercises Plan a group exercise	20. 21. 22. 23.
Friday 09.00 - 16.00	Group Exercise Practice Review Group Exercises Plan development and assessment Review Course Immediate Reaction Questionnaire	23. 24.