

TWENTIETH TRAINING OF TRAINERS COURSE

NOVEMBER 1 - 15, 1998

Course Adviser

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Course Director

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Background

Training is recognised as an essential means to develop professionalism of employees and enhance institutional capability of the corporate bodies. "Professionalise or perish" -- is a common slogan for organisation development in both the public and private agencies. Growth of professionalism and quality of training are however linked to the competence of trainers. Trainers themselves, therefore, need to be trained in the same way healers need to be healed.

To help the trainers acquire competence and to assist the government in creating a vast pool of efficient trainers, Bangladesh Public Administration Training Centre (BPATC/the Centre) has been offering "Training of Trainers" (TOT) course once a year since its inception in 1984. Initially, TOT course were designed to upgrade the instructional quality of the existing in-house faculty and the newly appointed officers of the Centre. But in response to the continuous demands placed by various training institutes of country, BPATC has extended its TOT jurisdiction to all the management and public administration-based training institutes of Bangladesh.

The Twentieth Training of Trainers' Course has been specifically designed for the trainers and training managers who are working at various training institutes or government agencies and management development agencies. This is a two-week course.

Objectives of the Course

Improving the methodological and managerial aspects aiming at enhancing training efficacy is the thrust of the course. The specific objectives of the Course are -

- a) to enable the participants to conceptualise the most recent available concepts, principles, and methods of training;
- b) to enable the participants to improve their instructional skills and training management capability and to apply them to their respective job situations; and
- c) to provide opportunity to the participants to share their individual experiences and exchange views or ideas for the promotion of quality training aimed at development of skilled manpower in Bangladesh.

It is expected that the present course will be able to create scope and opportunity for the participants to share freely their views, ideas, perceptions and experiences on training and on the techniques of managing training. It will also be possible for them to identify the gaps or deficiencies that inhere in their role as trainers in the light of the theoretical discussions and practical group exercises to be conducted during the period of the course.

Training Methodology

This course characterized by a balanced mix of theory and practice. The entire curriculum is divided into 3 interdependent modules. These are shown at page 8. Practical experiences of participants are maximally utilised by way of linking theories with practices. Mostly the members of the BPATC's in-house faculty will be utilised to conduct instructional sessions.

The following methods will be employed to conduct the course :

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|--|---------------------------------------|
| i) Ice-breaking Method | vi) Role Playing |
| ii) Videos for Self-confrontation | vii) Reading Assignments/Library Work |
| iii) Classroom lectures and discussion | viii) Movies |
| iv) Syndicate Method | ix) Study Tour/Field Trip |
| v) Case studies | |

Theories and concepts of training and training management discussed in classroom lectures are to be practised by the participants during practical exercises. In these exercises, emphasis will be given to 'process' aspects and "learning by doing" principle. During the practice sessions, a panel of Process Analysis will operate to analyse and assess the instructional performance of the participants/members engaged in practical exercises.

The duration of each working session is 75 minutes.

- (a) The lecture-discussion sessions, the group exercises, and the tours etc. will be designed to meet the objectives of the course. The lectures will highlight important issues of learning, training, behavioural science, training management etc.
- (b) Efforts will be made to generate a broader perspective of the issues by providing opportunity to share the experiences of the participants in their role as trainers or training managers.

Ice-breaking Exercise

The objective of the ice-breaking exercise is to introduce the participants with one another. The whole group of participants will break into pairs. One partner of the pair will interview the other by turns. the interview will be based on a set o guidelines to be circulated later on.

Lecture/Discussion

The lecture method will be used extensively in this course to acquaint the participants with the current concepts and theories of training and training management. It is believed that this method can significantly be improved by active participation of all during the discussion hours.

Syndicate Method

Small groups of individuals will be composed for syndicate work. The group compositor will vary with the subject-matter to be decided by the course management. It is expected that in teamwork, the participants will be able to apply the theories, concepts and principles of training to be learnt in the theoretical sessions.

Self-confrontation Through Videos

Videos will be used to allow the participants opportunity for self-confrontation. In the video feedback sessions they will view their performance as trainers form the socio-emotional perspectives. Through the videos, they will have glimpses of their self-image and characteristics of their verbal, non-verbal and co-verbal behaviour.

Reading/Library Assignment

The Participants will be required to devote a portion of their time to intensive studies in the library for specific purposes and to gather information/inputs necessary for practical exercises.

Study Tour/Field Trip

Field trip/study tour will be arranged to expose participants to any leading training institute which is noted for integrating training with job.

Evaluation

It is expected that during the course, the participants will be able to trace their degree of accomplishment regarding further improvement of their instructional skills and training management capability. Performance of each participant will be evaluated on the following criteria :

1.	Session Attendance	50 Marks
2.	Classroom Participation	50 "
3.	Syndicate Performance	50 "
4.	Lecture Delivery (Exercise)	100 "
5.	Field Trip and Report Writing	50 "
6.	Overall Conduct & Performance	50 "

Total : 350 Marks

The National Training Policy requires that all participants in a training course are graded on their performance and reports are forwarded to the concerned administrative ministries/divisions for retention in the officers' dossiers. On successful completion of the course, they will be awarded a certificate at the conclusion of the programme. Performances are graded in the following way :

<u>Percentage of marks</u>	<u>Grading</u>
91 and above	AA (outstanding)
80-90	A + (very good)
70-79	A (good)
60-69	B + (high average)
50-59	B (Average)
40 - 49	C (Below average)

Evaluation is a two-way process at this Centre and therefore the participants are expected to monitor and evaluate freely the objectives, the course itself and the administrative arrangements as the course advances.

Course Requirement

In order to effect successful completion of the course, the participants are required to fulfil the following conditions:

- a. Stay in the allotted room of the dormitory at the BPATC campus.
- b. Maintain punctuality and participate in all activities of the course.
- c. Participate in the field visits, prepare and submit group reports and perform such other tasks as may be assigned by the course management.
- d. Take all tests designed for the course.
- e. Follow the norms of discipline and behaviour as per existing practices and precedents.

Residential Requirements

This is a live-in training course and as part of the course requirements, all participants are required to stay in the dormitory during the training period. Participants need to take up the course assignments like reading assignments, practical exercises, study tour reports etc. seriously from the very outset.

Food Arrangements

Foods will be available to the participants at the cafeteria on "pay & eat" basis. Hours of meals may be decided in consultation with the participants. The cost of food is met from the course fees which are fixed by the Government. A representative of the participants may coordinate with the cafeteria manager to determine menu.

BPATC Library

Library is modern and well-equipped with various books, journals and audio-visuals aids. It has about 80,000 books for circulation to the readers. Participants will have ready access to the reading facilities. Photocopying facilities are also available on payment. Library remains open from 9:00 p.m. to 10:00 p.m. on working days and 3:00 p.m. to 4:00 p.m. on Fridays.

Physical Exercise and Games

The Centre will provide the participants with facilities for physical exercise, sports and games both indoor and outdoor. They are encouraged to take part in such activities although these are not compulsory.

Mosque

The centre has within its premises a mosque where the participants may offer their prayer.

Medical Facilities

There is a clinic behind the mosque. Two physicians, one male and the other female, will be available for consultation free of cost.

COURSE CONTENTS

Module-1 : Theories, Principles and Concepts of Training

	Resource Person
1.1 Ice-breaking	Naquib/Kanka
1.2 Theories of Learning	Mahbub
1.3 Training for Professionalism	SNM
1.4 On-the-Job Training : What-Why-How	SNM
1.5 Training : A Systems Approach	SNM
1.6 Training Needs Analysis-1	Shiraj
1.7 Training Needs Analysis-2	Shiraj
1.8 Objective Setting	Shiraj

Module -2 : Training Methodology

2.1 Training Methods	Kanka
2.2 Use of Audio-visual Aids	Matin
2.3 Preparing Instructional Plans	SNM
2.4 Lecture Method	Ayesha
2.5 The Art of Speaking	Shafiq
2.6 Lecture Presentation	Ayesha
2.7 Lecture Presentation	"
2.8 Lecture Presentation (Feedback)	"
2.9 Syndicate Method (Theory)	Shiraj
2.10 Syndicate Method (Practice)	Kanka
2.11 Role-playing-1 (Theory)	Kanka
2.12 Role-playing-2 (Practice)	Kanka
2.13 Panel Discussion	All speakers
2.14 Techniques of Case Writing	SNM

Module-3 : Training Management

3.1 Coordination for Effective Training	SNM
3.2 Motivation in Training	Kanka
3.3 Methods of Training Evaluation	Banik
3.4 Budget Preparation for Training	Tarafder
3.5 Techniques of Literature Searching	Matin

TENTATIVE SESSION SCHEDULE

Date and Day	First Session 09:00-10:00	Second Session 10:10-11:00	TEA BREAK 11:35-12:00	Third Session 12:00-01:00	LUNCH PRAYER 01:00-01:30	Fourth Session 02:30-03:00	
November 1 Sunday	Registration & Course Briefing	Ice-breaking		Library Briefing Matin		Briefing on Evaluation	
Date and Day	First Session 09:00-10:15	Second Session 10:25-11:35	TEA BREAK 11:35-12:00	Third Session 12:00-01:15	LUNCH BREAK 01:15-02:00	Fourth Session 02:30-03:45	Fifth Session 03:55-04:55
November 2 Monday	1.2 Mahbub	1.3 SNM	E	2.2 Matin	U	2.1 Kanka	Library Consultation
November 3 Tuesday	1.6 Shiraj	2.4 Ayesha	A	3.5 Matin	N	1.8 Shiraj	Film Show
November 4 Wednesday	1.7 Shiraj	2.5 Shafiq		1.5 SNM	CH	1.4 SNM	Library Consultation
November 5 Thursday	S	T	U	D	Y	TO	UR
November 6 Friday	WEEKLY	HO	L	I	D	A	Y
November 7 Saturday	2.3 SNM	2.11 Kanka		2.9 Shiraj		3.4 Tarafder	Film Show
November 8 Sunday	2.9 Shiraj	2.13 Panel	B	2.13 Panel	L	Preparing Report	Library
November 9 Monday	3.1 SNM	2.6 Ayesha Practice	R	2.7 Ayesha Practice	U	2.12 Kanka	Film Show
November 10 Tuesday	Report Presentation Study Tour	Exercise TNA	E	Exercise TNA	N	Exercise TNA	Library
November 11 Wednesday	2.14	2.6	A	2.6	C	2.6	Film Show
November 12 Thursday	Topic Presentation by Participants	3.2 Kanka	K	Topic Presentation Participants	H	Topic Presentation Participants	Library
November 13 Friday	WEEKLY	HO	L	I	D	A	Y
November 14 Saturday	3.3 Banik	Topic Presentation Participants		Topic Presentation Participants		Topic Presentation Participants	Film Show
November 15 Sunday	Oral Feedback	Evaluation		Closing & Release	Lunch	-	-

RESOURCE PERSONS

Sl.No.	Name	Designation	Code
1.	Dr. Mir Obaidur Rahman	MDS	Obaidur
2.	Ayesha Azim	Director	Ayesha
3.	Md. Shirajul Islam	Director	Shiraj
4.	Md. Abdul Matin	Director	Matin
5.	Badrul Alam Tarafder	Deputy Director	Tarafder
6.	Syed Naquib Muslim	Director	Naquib
7.	Gour Sundar Banik	Deputy Director	Banik
8.	Kanka Jamil	Deputy Director	Kanka
9	Md. Shafiqul Hoque	Research Officer	Shafiq

BPATC PABX : 831715-20

Sl.No.	Name	Designation	<u>Telephone No.</u>	
			Office	Residence
1.	Dr. Ekram Hossain	Rector	832531	834511
2.	Dr. Mir Obaidur Rahman	MDS (D&E) Course Adviser	832529 /4103	835065 /4403
3.	A.K.M. Musa	Director(Admn.)	832523 /4107	/4407
4.	Syed Naquib Muslim	Director & Course Director	/4111	/4411
5.	Kanka Jamil	Deputy Director & Course Coordinator	/4135	4435
7.	A.K.M. Sadek	Dy.Director(Service)	/4121	/4421
8.	Course Office		/4228	/4229
9.	Dormitory-2		/4466	/4 470
10.	BPATC PABX (Extension)		/4211	/4212
11.	Cafeteria		/4210	
12.	Library Counter		/4198	
13.	Reception		/4199	
14.	Manager, Sonali Bank		/4209	
15.	Clinic		/4223	

Participants' List

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| <p>1. Md. Azizul Huq
Asstt. Inspector General (Prison)</p> <p>2. Md. Farhad Miah
Jail Superintendent (CC)</p> <p>3. Md. Siddiqur Rahman
Deputy Director
BCS (Admn.) Academy, Shahbagh</p> <p>4. Sultan Ahmed
Deputy Director
BCS (Admn.) Academy, Shahbagh</p> <p>5. Tayeebul Islam
Instructor
Postal Academy, Rajshahi</p> <p>6. Mazharul Islam
Asstt. Research Officer
NILG</p> <p>7. Jeherina Morsheda Ahmed
Asstt. Research Officer
NILG</p> <p>8. Kabiruddin Ahmed
Scientific Officer
BARI</p> <p>9. Sudangsu Shekhar Roy
Instructor
Bangladesh Press Institute</p> <p>10. M.A. Khaleque
Audit & Accounts Officer
FIMA</p> <p>11. Md. Anwar Hossain
Audit & Accounts Officers
Ministry of Foreign Affairs</p> <p>12. Md. Nazrul Islam
Deputy Secretary
Science & Technology Division
Bangladesh Secretariat</p> <p>13. Dulal Chandra Saha
Associate Faculty Member
BSCIC Training Institute</p> <p>14. Md. Mizanur Rahman
Associate Faculty Member
BSCIC Training Institute</p> | <p>15. Dr. M. M. Hashem Ali
BSCIC Training Institute</p> <p>16. Mahfuzul Huq
Deputy Director, BPATC</p> <p>17. Md. Latifur Rahman
Deputy Director, BPATC</p> <p>18. Md. Sirajul Haque Sikder
Project Implementation Officer</p> |
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