



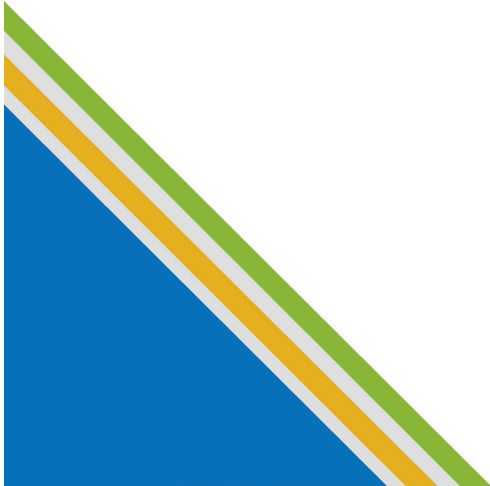
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Empowered lives.
Resilient nations.

Orientation Training for Training Managers (OTTM)

Trainer Guide





ORIENTATION TRAINING FOR TRAINING MANAGERS (OTTM)

TRAINER GUIDE

Introduction

The 'Trainer Guide' is a comprehensive overview of the content and process of the Orientation Training for Training Managers course. It is designed in a structured format that presents the assembled information and the planned activities in consistence with learning outcomes. Trainer Guide serves as "Map" for sequential implementation of various content segments.

The Trainer Guide:

- Helps continuous recall;
- Provides scope for storing illustrations, faculty-questions, anticipated participant-questions and appropriate responses;
- Is a storehouse of points for briefing & debriefing of case study, exercises, films, etc.;
- Reminds when to administer exercises; and
- Guides on the use White Board, Flip Chart, Presentations or any other media during the Course.

It is a personal document for the Trainer which allows use of self-friendly language, catchwords, cues, symbols, colors, emphases and value addition to guide the training process and delivery.

Pre Course Preparation

1. Get an idea on number and list of participants from the course coordinator
2. Ensure all the course handouts, PPTs, and Resource Kit related to the delivery of the course are printed and available at the training venue.

3. Ensure all the PPTs and Videos are available and uploaded at the training venue.

For Trainer

1. Trainer Guide
2. References
3. Resources
4. PPTs and Videos

For Participants

1. Participants workbook
2. Course Guide
3. Resource Kit

Materials to be kept separately

1. Course Guide
2. Resource Kit

ORIENTATION TRAINING FOR TRAINING MANAGERS

TRAINER GUIDE

Time	Activity	Method	Media	Remarks
DAY-1				
0900 to 1030	REGISTRATION/DISTRIBUTE FOLDERS			Administer QUIZ
	DISTRIBUTE TRAINING MATERIAL <ul style="list-style-type: none"> - Participants' Workbook - Course Guide - NTP-2012 - NTP Operational Guidelines 			
	WELCOME/INAUGURATION & INTRODUCTION <ul style="list-style-type: none"> - Name - Designation - Experience as Training Manager™ - Training experience, if any - <i>DoPT Courses attended</i> - (DTS, DoT, TNA, EoT, MoT, SAT, etc.) 		FC	
	WHAT IS IN FOR ME (WIIFM)? (Participants' concerns as a TM)	Activity & Discussion	Post-It Note	Use "Agenda Wall" Method
	ASK PARTICIPANTS TO GO THROUGH COURSE GUIDE			Minimum 5 minutes
	CLARIFICATION ON COURSE GUIDE			
	FOCUS ON FUNCTIONS OF TM Invite reference of letter of JS(T)'s d.o. letter of 18th December, 1998			
	INTRODUCTION TO FUNCTIONAL MANUAL		Handout	Briefing on the contents of Functional Manual
1030 to 1045	TEA BREAK			



Time	Activity	Method	Media	Remarks
1045 to 1115	DISCUSSION ON RESPONSES TO QUIZ	Discussion	WB/FC	
1115 to 1200	SALIENT FEATURES OF NATIONAL TRAINING POLICY, 2012	Guided Reading of HO		<ul style="list-style-type: none">- Why Training Policy?- Competence-based Training- Training Objectives- Training Target Group- When to Train?- Types of Training (CTP/ATP)- Role of Ministries & TIs
	Role of TMs will be discussed later (WE SHOW ALL FEATURES BUT STRESS & DISCUSS FOCUSING ON THOSE ASPECTS RELEVANT TO TMs)			Faculty input
1200 to 1215	BREAK			
1215 to 1330	SYSTEMATIC APPROACH TO TRAINING		PPT (SAT)*	Connect Stages of SAT to SAT Courses & other Courses of DoPT
	TRAINING NEEDS ANALYSIS	Lecture-cum-Discussion	PPT (TNA)*	"Training Needs Analysis Training, Needs Analysis"
	PERFORMANCE GAP		PPT	
	TRAINING/NON-TRAINING ISSUES		PPT	
	EMB FACTORS		PPT	
	IDENTIFICATION OF TRAINING NEEDS			Process Reactive/Proactive Training
	DESIGN – Design Brief – Learning Unit			Refer to Handouts
	DEVELOPMENT OF TRAINING MATERIAL		PPT*	



Time	Activity	Method	Media	Remarks
	IMPLEMENTATION OF TRAINING			
	EVALUATION OF TRAINING		PPT*	
1330 to 1430	LUNCH			
1430 to 1515	COMPETENCY FRAMEWORK		PPT*	Distribute CSS - Competency Framework Template
1515 to 1530	TEAM FORMATION <ul style="list-style-type: none">• Department/Organization-wise• Gender-wise• Locals• Outstations		FC	NAMES OF TEAM MEMBERS
	It may be emphasized that while working in Teams – <ul style="list-style-type: none">• Harmony is important• Sharing the assignment• Avoid preconceived ideas			EXPECTED OUTCOMES TIMELINE PRESENTATION - 20 mts Q/A - 10 mts RESOURCES - Laptop preloaded with HO & CL TEMPLATES
	STRUCTURE OF PRESENTATION			AS PROVIDED
	MAIL PPTs TO FACULTY BY 1000 HRs. ON DAY-2			
	ASSIGN TOPICS <ul style="list-style-type: none">• Training Function• Role of Training Manager• Template for Departmental Training Policy• Managing Resources• Organizing Training• Types of Training• CTP/ATP• Training Management Information System (TMIS)		FC	Handouts in Participants' Workbook



Time	Activity	Method	Media	Remarks
1530 to 1545	TEA BREAK			
1545 to 1730	TEAM PREPARATION ON THE ASSIGNED TOPICS	GROUP DISCUSSION		Faculty members as FACILITATORS
				ENSURE LOGISTICS
END OF DAY-1				
DAY-2				
0900 to 1030	RECAP OF DAY-1			Jointly by faculty and participants
0930 to 1000	PREPARATION TIME FOR FINAL TOUCH			
1000 to 1030	1st PRESENTATION		PPT/FC WB/ WEBSITES	30 minutes presentation
1030 to 1045	TEA BREAK			
1045 to 1115	2nd PRESENTATION			
1115 to 1145	3rd PRESENTATION			
1145 to 1215	4th PRESENTATION			
1215 to 1230	BREAK			
1230 to 1300	5th PRESENTATION			
1300 to 1330	6th PRESENTATION			
1330 to 1430	LUNCH			
1430 to 1500	CONSOLIDATION OF LEARNING FROM PARTICIPANTS			
1500 to 1530	ACTION PLAN BY INDIVIDUAL PARTICIPANT IN FORMAT			FACULTY TO RETAIN ONE COPY AND RETURN THE ORIGINAL TO THE PARTICIPANT



Time	Activity	Method	Media	Remarks
1530 to 1545	TEA BREAK			
1545 to 1615	NETWORKING AMONG PARTICIPANTS			PARTICIPANTS TO OFFER WHAT THEY CAN SHARE WITH OTHER TRAINING MANAGERS
1615 to 1630	IMMEDIATE REACTION QUESTIONNAIRE			
1630	VALEDICTION			
DAY-2 ENDS JAI HIND				



ORIENTATION TRAINING FOR TRAINING MANAGERS

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DAY-WISE TASKS

DAY-1

- REGISTRATION
- QUIZ
- DISTRIBUTION OF TRAINING MATERIAL
- INAUGURATION
- INTRODUCTION
- WHAT IS IN FOR ME
- COURSE GUIDE
- COURSE OVERVIEW
- SALIENT FEATURES OF NATIONAL TRAINING POLICY-2012
- SYSTEMATIC APPROACH TO TRAINING
- TRAINING NEEDS ANALYSIS
- PERFORMANCE GAP
- TRAINING/NON-TRAINING ISSUES
- EMB FACTORS
- WHAT, WHY, WHEN, WHERE & HOW OF TNA
- IDENTIFICATION OF TRAINING NEEDS
 - Process
 - Reactive/Proactive Training
- DESIGN – Design Brief – Learning Unit
- DEVELOPMENT OF TRAINING MATERIAL
- IMPLEMENTATION OF TRAINING
- EVALUATION OF TRAINING

- COMPETENCY FRAMEWORK
- TEAM FORMATION
- ASSIGN TOPICS

DAY-2

- RECAP OF DAY-1
- PRESENTATIONS BY PARTICIPANTS
- CONSOLIDATION OF LEARNING
- INDIVIDUAL ACTION PLANS
- IMMEDIATE REACTION QUESTIONNAIRE
- VALEDICTION

List of PPTs

S.No	PPT	S.No	PPT
1	Introduction to Functional Manual	9	Cadre Training Plan
2	Systematic Approach to Training (SAT)	10	Development of Training Material
3	Training Need Analysis (TNA)	11	Management of Resources
4	Performance Gap	12	Training Management Information System
5	Training/non-training issues	13	Training Function
6	EMB Factors	14	Management of Training
7	Development of Training Material	15	Evaluation of Training
8	Evaluation of Training Citizen Centric Administration	16	Why Training Fails

List of Videos


S.No	Videos	S.No	Videos
1	4 Square	7	Kevin Rudd
2	Negotiation	8	Most touching videos that all government employees should watch
3	90-10 Principle	9	Sons and Daughters
4	Brought Tears to my eyes	10	The window
5	Cracked 20 Pot	11	Tiny Frogs
6	Gubbare		





Vision of the Department of Personnel and Training

To Create an enabling environment for the development and management of human resources of the Government for efficient, effective, accountable, responsive and transparent governance.



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