

Training of Trainers on Participatory Training Methodologies (PTM)

DURATION: Residential Training from 30th November (2 pm onwards) - 7th December (till 1 pm) 2018

Last Date to Apply: 20th November' 2018

In a societal and organizational development processes training have acquired the vanguard tools for proper percolation of concepts, approaches, techniques and general conduct of ways to the intended beneficiaries either be it staff of an organization, community; an individual or group. Training of Trainers is a powerful tool to enhance the capabilities of people who design and deliver trainings at different levels and context.

The greatest inhibiting factor for organizations to outsource trainer is its high cost. Although it is wise to outsource training expertise in some areas, others requiring tight internal control are better handled in-house i.e. better use your own trainer. But it requires lot of skills to be a good trainer. Being good at subject does not signify you are a good trainer, and hence it does not ensure transfer of knowledge, skill etc. to the intended target. That's exactly what's needed to energize and inspire trainers' own work and personal development, and to widen their perspective. In order to address these issues, SSK has developed a comprehensive TOT program for new as well as experienced trainers based on participatory principles for effective learning. TOT is a curriculum tool to prepare master-level peer education trainers.

Participatory techniques based on a variety of theoretical frameworks are utilized to ensure that future trainers are skilled and confident in their abilities to train others and serve as informed resources.

SSK has been organizing TOT on Participatory Training for Trainers since 1991 in close collaboration with PRIA, New Delhi.



To attend this training kindly send the participant's registration form to amitsingh@sahbhagi.org. The registration form is available along with this flyer or can be downloaded from www.sahbhagi.org

For any queries please contact:

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Expected Outcome: - By the end of the training the participants will have learnt and internalized-

- ▶ Concept and meaning of participatory training
- ▶ Analyzing training needs and set learning objectives
- ▶ Understanding about the relevance of small groups in the context of participatory training.
- ▶ Understanding appropriate participatory training methods, tools, techniques etc.
- ▶ Designing effective participatory training and its various steps
- ▶ Facilitating participatory training sessions
- ▶ apply practical techniques for presentation and facilitation
- ▶ Understanding different roles a trainer has to play during participatory training
- ▶ Importance of self and personality development of a trainer
- ▶ Skills required for conducting a participatory training sessions
- ▶ Practical learning of conducting participatory training
- ▶ Understanding on evaluation of training through participatory methodology
- ▶ In order to achieve the above outcomes the following contents shall be dealt with during the training program:

- *Philosophy and Principles of Participatory training*
- *Difference between conventional training Vs. participatory training*
- *How to analyze training needs*
- *How to design a participatory training*
- *Principles of various methods of participatory learning: Lecture/SGD/Role play/Case study/Simulation/Game etc.*
- *Use of small groups in Participatory training*
- *Facilitating small group processes viz. participation, decision making, communication, leadership, conflict resolution*
- *Role of trainers in participatory training and self and personality development of a trainer*
- *Interactive Training methods – Lecture, Small Group Discussion, Role play, Case studies, Learning games, Simulation, etc.*
- *Organizing practical sessions and analyzing the same through use of video analysis*
- *Monitoring and evaluation of a training program.*

Participants

Participants can be functionaries of the CSOs who are presently involved as trainers or shall be willing to facilitate trainings in the future. The training can also be very much useful for the functionaries who are facilitating the community level processes in a participatory way.

Note: Please, note that this is very intense process based training program and hence participants should be selected very carefully. Please, ensure that the person must have spent 1-2 years' time in development programs/community level processes/training.

Trainers from various SRLMs are also encouraged to apply. Training officers/incharges of SRLM, have found this course very effective.

Methodology

- ▶ The training program shall be conducted in a participatory manner, in which participants are involved in mutual learning and sharing process.
- ▶ The sessions are made highly interactive so that no stone is left unturned in imparting the concepts and principles of participatory development.
- ▶ Emphasis is placed on using methods of adult learning such as small group discussion, case study, role-plays, simulations, video reviews, etc.
- ▶ Presentations of case studies and the material prepared on the theme forms the basis for group discussion. Direct reading, relevant exercise and assignments on specific topic drawing lesson from their own context will supplement these.
- ▶ Micro-labs for understanding self and personality
- ▶ Participatory learning games and energizers are used to create a conducive learning environment.

Language - Considering the background and participant's profile this training program is conducted essentially in Hindi. However, technical terms are dealt with in English also.

Total seat: 25

Dates - The participants are requested to arrive by the morning of 30th November 2018. The training session will start at 2:00 pm after lunch. The training will conclude on 7th December 2018 by 1.00 pm. The participants can plan their return after lunch

Course Fee:

The fee for the training program is **Rs. 14,000.00** per person that includes tuition fee, cost of learning materials, stationary, staying, food charges and service tax payable to the government and other training expenses.

The participants shall be provided with 7 sets of TOT manuals, Songs book, Bag with necessary stationeries and different exercises specially developed for trainers. Participants shall also be provided with a "TOOLKIT FOR TRAINERS" handbook. Please note that the whole training arrangement is made for only 8 days any extra arrangement and stay shall be charged separately.

Fee can be paid through Cheque/ Demand draft in favour of "**Sahbhagi Shikshan Trust**" payable at Lucknow.

Venue:

The training will be organised at SST's own training centre situated on the Lucknow-Sitapur highway. It is a well equipped training centre with all needed basic amenities and facilities such as WiFi, library, canteen and other, which are available for participants. Participants will be provided 4 bedded rooms with attached wash room. However, participants are requested to bring their toiletries with them.

Trainer Team:

A team of experienced trainers headed by Mr. Ashok Singh will conduct this training.

Mr. Ashok Singh is having more than 36 years of experience of facilitating this course. Ms. Shilpi Agarwal, Founder Director of SAKAR will also part of the trainer team. She has been conducting training on PTM since last 15 years in various state of India.

How to Reach – SST Training Centre

- ▶ **From Airport** – SST training campus is around 30 km from Chaudhary Charan Singh International Airport of Lucknow.
- ▶ **From Charbagh Railway Station** – SST campus is around 20 Kms from Railway Station.

Participants can hire a prepaid taxi/Auto in order to reach SST Campus conveniently.



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