

PROGRAMME FOR TRAINING OF TRAINERS COURSE FOR STAF

	Period-I 10.00 to 10.45 AM	Period-II 10.45 to 11.30 AM	11.30 to 11.54 AM	Period-III 11.45 to 12.30 PM	Period-IV 12.30 to 1.15 PM	Period-V 1.15 to 2.30 PM	2.00 to 3.00 PM	Period - VI 3.00 to 3.45 PM	Period-VII 3.45 to 4.30 PM
Day 1	Registration	Inauguration and Training of trainers- An Introduction		Necessity and objects of the course	Preparation of Audio Visual Aids & their importance			Various methods of teaching	
Day 2	Factors effecting learning process and difference between learning & training			Preparation of lesson plans, notes, lectures, card notes and precis.				Use & importance of communication skills and barriers of communication	
Day 3	Characterstics of a good trainer	importance of feed back		Some tips for teaching	Designing syllabus for a course			Simulation exercise teaching class- An experience	
Day 4	Presentation by trainees			Presentation by trainees				Presentation by trainees	
Day 5	Presentation by trainees			Presentation by trainees	Feed Back & Valediction				