



A QUARTERLY PUBLICATION OF TITI

Year - 2

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Editorial

It gives us great pleasure in bringing out the second edition of TITI Newsletter. The editorial team has decided to publish TITI Newsletter regularly every four months with an objective to disseminate comprehensive news and information about the activities and plans of Training Institute for Technical Instruction (TITI) to its valued customers. As such, this issue covers information about TITI after November 2001.

Of all the infrastructure of development, human resource development is the most important one. If a country is rich in human resources, and its people are capable and enthusiastic for the development of the country, the country will definitely progress. Training Institute for Technical Instruction (TITI) has given top priority to develop human resources in the Technical Education and Vocational Training sector of the country through its wide series of training programmes, courses and packages.

This is the only beginning. We have a long way to go. Therefore, any constructive suggestions and comments are always welcome from our valuable readers and customers.

The team also extends its hearty greetings to all valued readers and customers of TITI on the auspicious occasion of the "Happy New Year, 2059"

Editorial Team

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TITI UPDATE

The Training Institute for Technical Instruction (TITI) was established in 1991 under the umbrella of the Council for Technical Education and Vocational Training (CTEVT). The Swiss Government through Swisscontact, the Swiss Foundation for Technical Cooperation supports TITI.

TITI has trained over 3500 curriculum developers, instructional and managerial people from various countries such as Nepal, India, Bangladesh, Pakistan, Bhutan, Sri Lanka, Vietnam, Albania, Kosovo, Switzerland, Uganda, Zimbabwe, Mali and Burkina Faso. TITI has also provided Technical Education and Vocational Training consultancies and other services to national and International organizations in Nepal and abroad.

Mission and Goal of TITI

The mission of TITI is to "improve the quality of technical education and vocational training in Nepal." The ultimate goal of TITI is to "meet the nationwide training needs of technical and managerial people of Technical Education and Vocational Training (TEVT) programmes and institutions operating under the government, semi-government and private sectors of the country".

Programmes and Courses

All the courses and programmes of TITI are focused on performance-based training

Areas of Training at TITI

- Instructional Skills
- Management Skills
- Curriculum Development Skills
- Community Development Skills
- Applied Science and Technology
- Occupational Skill Upgrading

Long-term Programmes

- Entry Level Certificate in Technical Instruction
- Diploma in Technical Instruction
- Bachelor of Technical Education (B.Tech.Ed.)
[Affiliated to Kathmandu University]
- Advanced Diploma of Technical Instruction
- Advanced Diploma in Instructional System Design (Proposed)
- Advanced Diploma in Occupational Curriculum Development (Proposed)
- Advanced Diploma in Training Institution Management (Proposed)

Training Courses conducted by TITI
From 01-Nov-00 to 31-May-02

As training is the business of TITI, it has been conducting different training activities since its establishment in 1991. The following table summarizes them for the readers to have an overview of the total training in terms of its output till 31 May 2002.

Program Area:

CURRICULUM

<i>Course Title</i>	<i>Duration (Week)</i>	<i>Location</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>	<i>Person Week</i>
DACUM Facilitators Training	3	TITI	14	3	17	51
DACUM Facilitators Training	1.4	Albania	3	2	5	7
DACUM Facilitators Training	3	TITI	15	1	16	48
Training Need Assessment	4	TITI	13	1	14	56
Training Course Design	2	TITI	11	5	16	32
Training Course Design	3	Albania	9	6	15	45
Training Course Design	2	TITI	15	0	15	30
Job & Task Analysis	2	TITI	13	2	15	30

INSTRUCTION

Training of Trainers	4	TITI	10	1	11	44
Training of Trainers	2	TITI	2	11	13	26
Training of Trainers	1	TITI	14	3	17	17
Training of Trainers	3	TITI	14	0	14	42
Training of Trainers	5	TITI	15	1	16	80
Training of Trainers	2	HEH, Pokhara	10	3	13	26
Training of Trainers	1	Dhankuta	18	0	18	18
Training of Trainers	1	Patan Hospital	3	5	8	8
Community Development-1	4	TITI	15	2	17	68
Community Development-2	4	TITI	13	2	15	60
Instructional Skills	2	INF, Pokhara	6	0	6	12
Instructional Skills	2	TITI	16	3	19	38
Instructional Skills:1	4	PTTC Pokhara	6	4	10	40
Instructional Skills:1	4	TITI	14	3	17	68
Instructional Skills:1	4	Tansen	7	4	11	44
Instructional Skills:2	4	TITI	16	1	17	68
Instructional Skills - 2	4	TITI	12	2	14	56

Instructional Skills - 3	4	TITI	12	1	13	52
Instructional Skills:3	4	TITI	10	0	10	40
An Overview of Creative Training Techniques	0.2	TITI	17	2	19	3.8
Creative Training Techniques	0.6	TITI	14	2	16	9.6
Creative Training Techniques	0.6	TITI	11	3	14	8.400
Applied Science (Biology and Math)	4	TITI	5	2	7	28
Applied Science (Physics and Math)	4	TITI	10	0	10	40
Instructional Media Development	4	TITI	14	2	16	64
General Health Education	2	Khandbari	11	8	19	38
Basic First Aid	1	TITI	7	1	8	8
Foundation of Learning	4	TITI	17	1	18	72
Participatory Rural Appraisal	2	TITI	14	3	17	34

MANAGEMENT

Facilitation and Moderation	2	TITI	8	3	11	22
Facilitation and Moderation	4	TITI	12	1	13	52
Management Skills	2	TITI	10	3	13	26
Management Skills:1	4	TITI	14	1	15	60
Management Skills:1	4	TITI	16	0	16	64
Educational Management Information System	2	TITI	11	0	11	22
Municipal Solid Waste Management	24	TITI	19	1	20	480
Strategic and Operational Planning	2	TITI	16	2	18	36
Project Management	4	TITI	14	0	14	56
Project Management	4	TITI	1	1	2	8
Getting 70 Minutes out of an Hour	0.2	TITI	7	4	11	2.2
Getting 70 Minutes out of an Hour	0.2	TITI	10	10	20	4
Getting 70 Minutes out of an Hour	0.2	TITI	6	7	13	2.6
Design PowerPoint Presentation	0.6	TITI	5	2	7	4.2
Design PowerPoint Presentation	0.6	TITI	5	6	11	6.6

Total Male: 628

Total Female: 136

Total Participants: 764

56 Training were conducted in this period.

"2432.60 PW of training output in this duration"

TITI Training Calendar 02-03 for Customers

Activity Name	Start Date	Finish Date	2002					2003									
			J	A	S	O	N	D	J	F	M	A	M	J	J		
Bachelor of Technical Education I																	
Foundation of Education and Learning	8/19/02	9/13/02				⇔											
Instructional Skills-1	9/16/02	10/11/02				⇔											
Instructional Media Development	11/11/02	12/6/02							⇔								
Applied Science- Physics and Math	12/9/02	1/3/03							⇔								
Applied Science- Biology and Math	12/9/02	1/3/03							⇔								
Intermediate English	1/6/03	1/31/03									⇔						
Semester Exam	2/3/03	2/28/03										⇔					
Instructional Skills-2	3/3/03	3/28/03											⇔				
Instructional Skills-3	3/31/03	4/26/03												⇔			
Rural Technology	4/28/03	5/23/03													⇔		
Facilitation and Moderation	5/26/03	6/20/03														⇔	
Environmental Protection	5/26/03	6/20/03														⇔	
Advanced English	6/23/03	7/18/03															⇔
Bachelor of Technical Education II																	
Training Needs Assessment	8/5/02	8/30/02				⇔											
Training of Trainers	9/2/02	9/27/02				⇔											
Occupational Instructional Skills	11/11/02	1/3/03							⇔								
Occupational Skills Upgrading	1/6/03	6/20/03															⇔
Management																	
Facilitation and Moderation (Colombo)	8/12/02	8/23/02				⇔											
Project Management	9/16/02	9/27/02				⇔											
Finance, Budget and Accounting	8/26/02	9/6/02				⇔											
Management Skills-1	1/6/03	1/17/03															⇔
Supervision of Instruction	3/3/03	3/14/03															⇔
Analyzing Performance Problems	6/2/03	6/13/03															⇔
Strategic and Operational Planning	6/30/03	7/11/03															⇔
Curriculum																	
Training Needs Assessment	9/2/02	9/13/02				⇔											
Dacum Facilitators' Training	12/2/02	12/20/02															⇔
Job and Task Analysis	2/3/03	2/14/03															⇔
Training Course Design	4/7/03	4/18/03															⇔
Curriculum Product Development	5/12/03	5/23/03															⇔
Instruction																	
Advanced ToT (Albania/Kosovo)	7/8/02	7/26/02															⇔
Instructional Skills (Customized)	7/22/02	8/16/02															⇔
Occupational Instructional Skills	8/5/02	8/30/02															⇔
Instructional Skills (Customized)	11/11/02	12/6/02															⇔
Instructional Skills-2	11/11/02	12/6/02															⇔
Instructional Skills (Customized)	1/20/03	2/14/03															⇔
Community Development-1	2/3/03	2/28/03															⇔
Instructional Skills (Customized)	3/3/03	3/28/03															⇔
Computer Applications	4/7/03	4/18/03															⇔
Participatory Rural Appraisal	4/7/03	4/18/03															⇔
Training of Trainers	5/5/03	5/30/03															⇔
Occupational Instructional Skills	5/5/03	5/30/03															⇔
Instructional Skills-3	5/5/03	5/30/03															⇔
Basic First Aid	6/2/03	6/6/03															⇔
Packages [Intensive Trainings]																	
Developing creative Visuals for Impact (4 days-DPU)																	
Analyzing Performance Problems (3 days-MA)																	
Creative Training Techniques (3 days-UB, SB)																	
Leadership and Leading (1 day-DPD)																	
Supervise your Teachers, Trainers, Instructors (3 days-UB, RMS)																	
Design Powerpoint Presentation (3 days-PJ, DKS)																	
Develop Quality Vision and Mission Statements (1 day-BSS, AkS)																	
Facilitation Skills for Team Leaders (3 days-KKC, PJ)																	
Getting 70 minutes of 1 hour (1 day-DPD)																	
Presenting ... You (1 day-UB)																	
Study Smart not Hard (1 day-SB)																	
Human Resource Management for Organizational Results (5 days-DPD)																	
Training Program Evaluation and Monitoring (5 days-UB)																	
Managing a Project (3 days-RMS, AkS)																	
Managing a Project (5 days-RMS, AkS)																	

Sector wise **TITI** Customers' Profile

(TITI will publish 3-4 of its Customer's Profile in every issue of TITI Newsletter)

1. Government Sector

Name of Organization: Department of Labor and Employment Promotion (DOLEP)
Address (Head Office): New Baneshwar, Kathmandu,
Phone #: 477671, 477672
Fax #: 977-01-477673
E-mail: dol@mos.com.np
Objective of DOLEP: The objectives of DOLEP are mainly concentrated on the promotion of sound industrial relations, vocational training, employment promotion, occupational safety and health, and so on.

Major Activities of DOLEP:

- To administer Labor Law.
- To maintain industrial peace and stability and to settle industrial conflicts.
- To make arrangement for apprenticeship, skill development and vocational training.
- To collect and analyze labor statistics and establish labor market mechanism.
- To conduct program related to employment services including overseas employment.
- To identify new trades for training and develop curricula.
- To register trade unions according to the Trade Union Act.

Relationship with **TITI**: **TITI** has very close relationship with DOLEP. To date 36 people (30 male and 6 female) from DOLEP have participated in **TITI** training courses namely – Training of Trainers (ToT), Computer Application (CA), and Management Skills.

2. Non-Government Organization (NGO) sector

Name of Organization: Nepal Water for Health (NEWAH)
Address: Kathmandu, Nepal, P. O. Box # 4231
Phone #: 417063, 418748, 419271
Fax #: 414099
E-mail: newah@mos.com.np
Website: www.newah.org.np

Vision of NEWAH: "To ensure safe water and sanitation for all the people of Nepal."
Major Activities of NEWAH: NEWAH is a non-government, non-political and non-profit making organization applying safe drinking water, sanitation and health education approaches in 47 districts of Nepal. NEWAH does not implement any projects directly, but supports the initiatives of communities and local NGOs, Small farmers Groups and Women Credit Groups. NEWAH supports 50-60 projects each year with these farmers and aims to improve the health, and thus the general quality of life of people, through their own initiative and participation.

Relationship with **TITI**: NEWAH carries most of its work in the rural areas. As a growing proportion of its activities are now concentrated on services for rapidly growing urban poor, NEWAH decided to make its employees more capable in applying community development tools. In order to make the employees of NEWAH proficient in the use of community tools, **TITI** has got the privilege of providing training on "Participatory Rural Appraisal (PRA)" for NEWAH for the last 6 years. PRA is not only the family of approaches and tools for data collection from the community, but more a realization and analysis of the present

situation, vision for future, planning, deciding, and implementation of activities to solve the felt problems, monitoring, evaluation by the community, and leading to empowerment for the community people. To date 48 people (33 male and 15 female) have participated in different training courses of **TITI** such as, General Health Education (GHE), Instructional Skills, Computer Application, Project Management and many others.

3. International Non-Government Organization (INGO) sector

Name of Organization:	Britain Nepal Medical Trust (BNMT)
Address:	Kathmandu Office, P.O.Box # 20964, <u>Biratnagar Office</u> , P.O. Box # 9
Phone #:	436434 (Ktm), 021- 21517 (Biratnagar)
Fax # :	439108 9 (Ktm), 021-05232 (Biratnagar)
E-mail :	ktmbnmt@mos.com.np or admnbnmt@mos.com.np
Objectives of BNMT:	Its main aim is to assist the people of Nepal to improve their health in partnership with the Ministry of Health, International and local NGOs, local committees and communities through training and capacity building, people's empowerment, and advocacy institutional development and strengthening.
Major Activities of BNMT:	BNMT is an international non-governmental organization working in health and development – Tuberculosis and Leprosy Control, Drug Scheme and Community Health and Development, in 14 districts of Eastern Nepal with accordance to the health need and demand of the community people.
Relationship with TITI :	TITI has very close relationship with BNMT in terms of providing training to people sent by BNMT. To date 37 people from BNMT have participated in different training courses of TITI , namely - Developing a Curriculum (DACUM), General Health Education (GHE), and Training of Trainers (ToT).

TRAINING / WORKSHOP

This column highlights the training related activities from February 2002 to May 2002. This is to inform you about the details of each of the training that took place then.

- **Job and Task Analysis** training was conducted from February 25 to 8 March 2002 under the coordination of Dr. John Collum, Education Specialist of **TITI**. Seventeen people participated in the training. Among them four came from Training Institute for Technical Instruction (**TITI**), two from Council for Technical Education and Vocational Training (CTEVT), nine from different technical schools and two from Sri Lanka.
- **Training Course Design**, a customized training was conducted for Training for Employment (TfE) project from 8 to 21 April 2002 under the coordination of Ms. Basanti Roshan Shrestha. There were 17 participants from different private technical training centers. Among them four came from Sri Lanka, and one from UK.
- **Facilitation and Moderation** – a module for Bachelor of Technical Education (B.Tech. Ed.), a long term program of **TITI**, was conducted from April 29 to May 24 under the coordination of Ms. Akim Shrestha. Besides the ten regular participants of B.Tech. Ed., two people from Local Development Training Academy and one from Seti Technical School, Dipayal participated in the training.

- **Teach Knowledge**, an In-house-training for the trainers of Training Institute for Technical Instruction (TITI) was conducted from 30 April to 2 May 2002. Eleven trainers of TITI participated in the training. Dr. John Collum, the Education Specialist of TITI conducted the training.

- **Training Needs Analysis**, a regular international level training course of TITI was conducted from 6 to 17 May 2002 under the coordination of Dr. John Collum and Mr. Suresh Prasad Mahato. Four people from Sri Lanka, one from Switzerland, two from Bangladesh, one from Nepal Water for Health (NEWAH), three from TITI and three from CTEVT participated in the training.

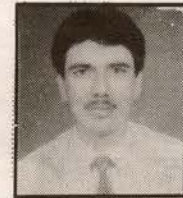
- **The Volunteers' Orientation and Workshop** was conducted from 14 to 17 May 2002 at TITI with its main objectives to:

- ✓ Make the volunteers, who are working at the technical schools, acquainted with Technical Education and Vocational Training (TEVT) system of Nepal,
- ✓ Provide information about roles of CTEVT and TITI in TEVT, and
- ✓ Impart basic instructional and material development skills.

Twelve volunteers participated in this orientation and workshop program. Among them, 10 were from USA Peace Corps and two were from Volunteer Service Overseas (VSO).

- **Participatory Rural Appraisal**, a ten-day workshop cum training was organized by TITI for Nepal Water for Health (NEWAH) from 9 to 19 April 2002. Three female and 14 male participants took part in the workshop.

Customer's Voice



Thank you TITI, ToT and Swisscontact

S.B. Rana

Thank you ToT

For having industry based content, expert trainers and active learning environment

We will:

Utilize the training for performance in every aspect of our life, as we have realized ourselves after the video review and the objectives of feedback.

Apply adult learning strategies, consider principles of learning and use visuals while teaching our learners also.

And last, but not least, rather the most,

Thank you Swisscontact

For supporting and guiding TITI.

(Mr. Rana was a participant of Training of Trainers course, which was conducted from 30 October – 24 November 2000)

Thank you TITI

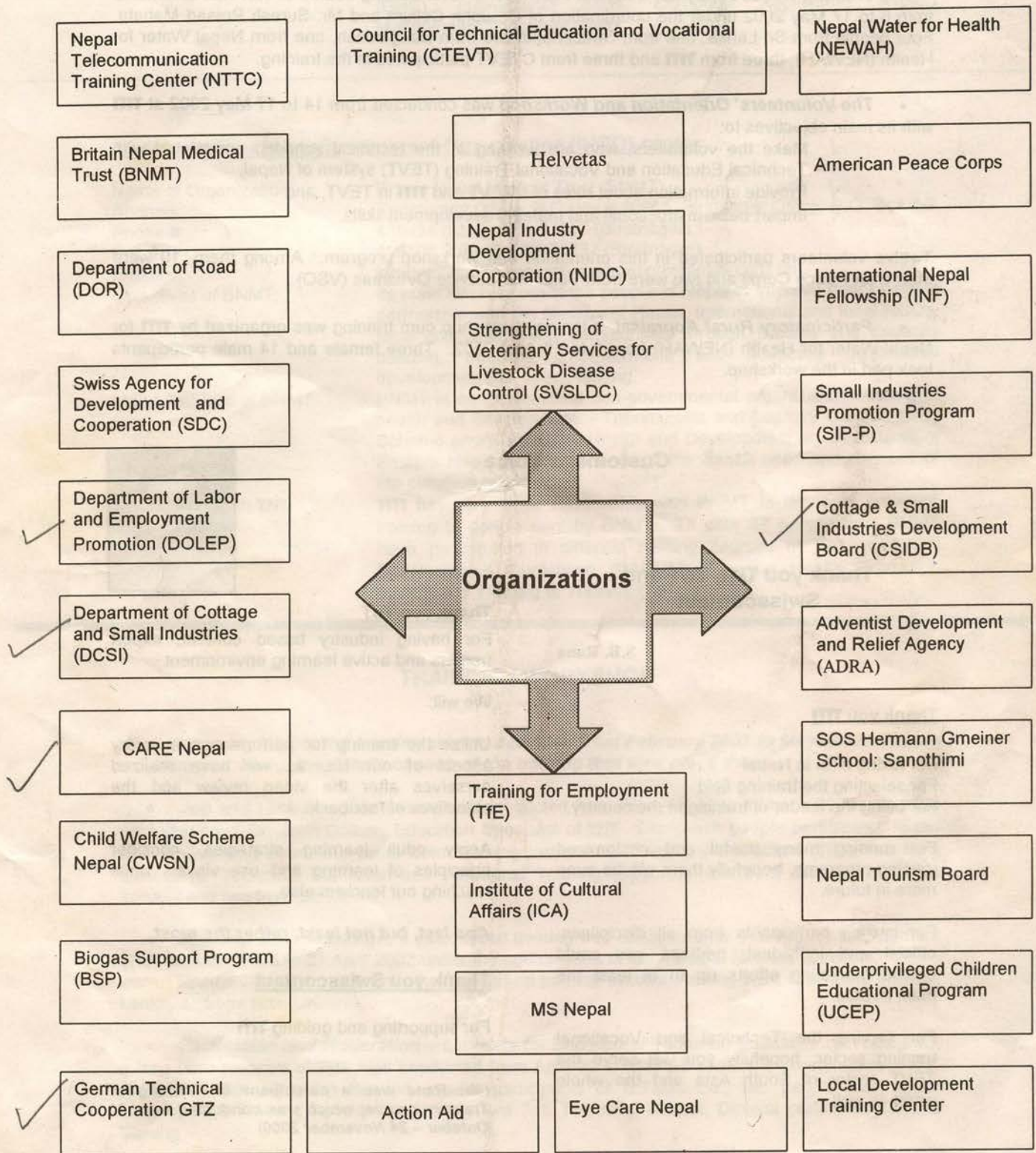
For taking birth in Nepal
For selecting the training field
For being the leader of training in the country.

For running many useful and customized training programs, hopefully there will be even more in future.

For inviting participants from all disciplines, official and individual, perhaps you could extend marketing efforts up to at least the main INGOS.

For serving the Technical and Vocational training sector, hopefully you will serve the TEVT sector of South Asia and the whole world as well.

Name of the organizations that have sponsored **TITI** training for their participants (1999 – 2002)



To be continued