Development of Master Trainers (MT) and Recognized Users (RU)

Selection

Selection of potential Master Trainers (PMT) and potential Recognized Users (PRU) in respect of all the TDP courses is made by the Training Division based on the recommendations of Heads of different training institutions and the Master Trainers.

Section – I

MT Development for the courses - (Direct Trainers Skills and Design of Training (DTS & DOT) :-

Potential MTs are developed as Master Trainers through this course, which has the duration of 4 weeks. During the first week, MTs brief and guide the PMT to prepare them for their role as developers. They are challenged to come up with the strategy to cope with uncertainty, which crop up in any training situations.

During the second week the PRUs join and the number of participants is decided according to the ratio of 1:6 between the RUs and participants. In this week the PMTs deliver the DTS/DOT courses and the PRUs observe. The PMT also receives feedback of MT on his/her performance. The PMTs simultaneously encourages and guides the PRUs in the preparation of the process sheet through observation and recording of day's proceedings each day.

During the third week the PMT's role as developer is put to test. In this week, the PMT would guide, encourage and challenge the PRUs to deal with all aspects of delivery of DTS/DOT courses. In case of DOT courses such guidance would also include details about evaluation of design projects.

During the fourth week the PRUs would deliver DTS/DOT courses for the fresh set of participants who would now join. In this week the PMT would be providing support and also monitor the process of implementation of the course by the PRU. Simultaneously PMT would get feedback on the entire process from the MT.

MTs and PMTs are required to send their reports to DOPT with their observation, comments and recommendations on the entire process of development of trainers as implemented during the four weeks. Based on these recommendations the Training Division issues certificates to the

New MTs and to the new RUs. The certificates in respect of the new MTs/RUs of DOT have a linkage to the completion of design project by the respective participants of Week 2 and Week 4.

Section – II

RU Development for Direct Trainers Skill /Design of Training:

RU Development is undertaken both as a part of MT Development as indicated in Section I and also independently. When it is held independently the duration of the course is three weeks. The process is identical in both the versions, except that in the independent RU Development Course, the PRUs work under the guidance of MTs and not the PMTs.

Section – III

RU Development for Training Need Analysis (TNA) and Evaluation of Training (EOT):

The DTS/DOT courses were started in the late eighties i.e. around 16 – 17 years back. The courses like TNA and EOT were started recently after the year 2001. The RU Development presently practiced is different in both the programmes.

Training Need Analysis (TNA) : TNA is a two week programme. It is not a taught course. The participants are supposed to do a lot of self-learning through various exercises and activities. The first week is devoted to the classroom activities. The second week is devoted to practical exercises where each participant actually visits a Government department and conducts an actual TNA. Based upon their TNA consultancy reports, the participants are certified. In the RU Development Programme 4-5 participants who have already been identified as PRUs are developed and certified as RUs.

The TNA RU development is conducted more or less in the similar fashion as a normal TNA course. However 4-5 participants are developed as RUs. They get separate time for interaction with the MT. Even briefing sessions are held before the actual programme starts.

In this workshop a post workshop project is submitted by the participants, which are evaluated by the RUs.

Based on the recommendations of MT, certificates are issued to the RUs by the Training Division.

Evaluation of Training (EOT): A plain EOT course is of five days duration. The EOT RU development is held for 2 weeks. 2-6 RUs may be developed. In the first week, the MTs run the course with 12-16 participants, the PRUs observe them, take down notes and hold discussions in the evenings.

In the second week the PRUs run the course. Generally a ratio of 1:6 between tutor and participant is maintained. Since the course involves team teaching it is best to develop an even number of RUs.

In this course also a post workshop project is submitted which is evaluated by the RUs. Based on the recommendations of MT, certificates are issued to the RUs by the Training Division.

Section – IV

RU Development for Direct Trainers Skill – II (DTS-II) Course:

The eligibility for becoming a RU of DTS-II Course is as follows:-

♣ A Direct Trainer (including a DTS/DOT RU) who has undergone one week's training of DTS-II Course, and
♣ Has been engaged in conducting trainer-training courses for at least 2 years.

The mechanism for RU Development envisages the following:-

♣ The course will be in two parts – first part DLM and the second part 02-weeks Workshop.
♣ In the DLM Phase – a complete set of study material and learning material would be sent to the prospective RU along with suitable guidelines for preparation at least 25 days in advance of the start of the first week of the Workshop.
♣ The potential RU and the Master Trainers are free to interact during this period through email, phone, etc.
♣ In the 02 weeks' Workshop – it is left open to the Master Trainer to call the potential RUs on Saturday or Sunday preceding the start of the workshop for a briefing as he/she deems fit.
♣ During the first week a team of two Master Trainers would run the course and four potential RUs would sit through the course as observers and would note down the process and content throughout each day.
♣ In the evening each day, the prospective trainers will interact with the Master Trainers and will make a presentation before the MTs in which they would be required to highlight the following:-

        Process of learning by participants; and
        Self-assessment about the demand on the trainer and how to cope with.

♣ On the last day of the week one, prospective trainers would prepare a *Learning Plan* to be executed during the second week. The learning plan would particularly provide for facilitation for "Contracting" and linkages among the exercises, the contributions of participants and the achievement of the contracted objectives.

♣ On the Saturday and Sunday intervening between weeks one and two, the prospective trainers would be working with the MTs (either one MT or both MTs as the need may be) for the purpose of clarifications of doubts.

♣ During the second week, the prospective trainers would be delivering the course with either or both the MTs associated to provide necessary help.

Section – V

RU Development for Management of Training (MoT) Programme:
Duration: two weeks
Eligibility: For a trainer to be qualified to run one week MoT programme, following three conditions are required to be fulfilled:-

o Having participated in two week programme on MOT (T), and Acceptance of the project on the selected area agreed to.

o Successfully conducted one week MOT course subsequently within six months of participating in the MOT (T) programme. The report on this area is required to be submitted to the concerned trainer and also to Training Division.

o Is a RU in any other ToT package.

Process: As in the case of DTS/DOT RU Development, during the second week of MOT (T), the PRUs for this course work under the guidance of MT to prepare process sheet, develop strategy, etc. for implementation of the course in future.

Section – VI

RU Development for Mentoring Skills and Facilitation Skills (M&F)

Both mentoring and facilitation skills courses are of three days duration each. The RU Development Programme for the both courses runs over a period of 6 days where generally 2-4 RUs are developed. For the initial three days respective MTs run the course with 6-8 participants, the PRUs observe them, take down notes, hold discussions with MTs. During the next three days the PRU run the course and the MT observe them. Generally tutor-participant ratio of 1.4 is maintained. Since the course involves team teaching, it is tried to develop even number of RUs. Based on the recommendations of the MTs certificates are issued by the Training Division, DoPT to the recommended PRUs.