



Govt. of India

Ministry of Labour & Employment

Directorate General of Employment & Training

ADVANCED TRAINING INSTITUTE

VIDYANAGAR , HYDERABAD – 500007, A.P.

**DRAFT SYLLABUS
FOR**

“ TRAINING METHODOLOGY - POT “

UNDER

**CRAFT INSTRUCTOR TRAINING COURSE
(Modular Pattern)**

DURATION : 3 MONTHS (12 WEEKS)



LIST OF MEMBERS OF THE TRADE COMMITTEE MEETING HELD ON 26.6.2009 AT A.T.I. HYDERABAD TO DESIGN THE SYLLABUS FOR TRAINING METHODOLOGY – P.O.T. MODULE FOR ALL THE TRADES UNDER C.I.T.S.

SL. NO.	NAME& DESIGNATION	REPRESENTING ORGANISATION	COMMITTEE MEMBERS
	<u>S/SHRI</u>		
1.	R. K. CHUGH, <i>Director</i>	A.T.I., Hyderabad	Chairman
2.	Y. Balaji Raj, <i>Scientist – E</i>	ARCI, Hyderabad	Member
3.	D.S.Setty, <i>Scientific Officer-G</i>	NFC, Hyderabad	Member
4.	M. Shiv Kumar, <i>Dy. Genl. Manager</i>	BHEL, Hyderabad	Member
5.	N.Dattatrayulu, <i>DEE/ELS/SC</i>	South Central Railway	Member
6.	S.S.SuryaPrakash Rao, <i>Engineer</i>	Petti laminations Ltd.	Member
7.	P.Chandrashekar Reddy, <i>Jr.Engineer</i>	Petti laminations Ltd.	Member
8.	Sathyashankar B. P., <i>Joint Director</i>	A.T.I., Hyderabad	Member
9.	S. Suryanarayana, <i>Deputy Director</i>	A.T.I., Hyderabad	Member
10.	K. N. Halder, <i>Deputy Director</i>	ATI–EPI, Hyderabad	Member
11.	P. M. Radhakrishna Pillai, <i>Trg. Officer</i>	C.T.I., Chennai	Member
12.	Girish Deshpande, <i>Training Officer</i>	R.D.A.T., Hyderabad	Member
13.	R. N. Manna, <i>Training Officer</i>	CSTARI, Kolkata	Member
14.	M. Joshoua, <i>Assistant Director</i>	A.T.I., Hyderabad	Member
15.	S. Venu Gopalan, <i>Training Officer</i>	A.T.I., Hyderabad	Member
16.	T. K. Bhattacharya, <i>Training Officer</i>	A.T.I., Hyderabad	Member
17.	A. K. Samaddar, <i>Training Officer</i>	A.T.I., Hyderabad	Member

DRAFT DESIGNED SYLLABUS FOR T.M. /P.OT. MODULE (THEORY & PRACTICALS)

Week No.	Theory Morning Session (09-00 a.m. to 1-00 p.m.)	Practicals Afternoon Session (1-30 p.m. to 5-30p.m)
1	<p>PRINCIPLES OF TEACHING & LEARNING</p> <ol style="list-style-type: none">1. Principle of Vocational Education2. Characteristics of Effective Teaching3. Principles, phases and Mode of teaching and learning4. Variable learning process, principles, methods, theories and laws of learning5. Pre-requisites – requisites of good instructor6. Instructor and his/her responsibilities	<p>INSTRUCTION FOR VOCATION</p> <ol style="list-style-type: none">1. Overview on elements of vocational training – by trainer2. What kind of Learner are you – Questionnaire to be answered by Trainees3. What do you already know about training procedures – Questionnaire – By Trainees4. Video show on Learning Process – By Trainer5. Feedback / final conclusive – By Trainer
2	<p>PSYCHOLOGY IN LEARNING & MOTIVATION :</p> <ol style="list-style-type: none">1. General Psychology, Function, characteristics in common terms.2. Development of Psychology, behavioral changes and attitudes towards learning3. Motivation, methods and sources of motivation4. Conditional, motivation to sustain learners' interest5. Individual differences and common defects in instructor	<p>INDUSTRIAL PSYCHOLOGY & MOTIVATION :</p> <ol style="list-style-type: none">1. Information of Human Behavior and Psychological parameters like :<ul style="list-style-type: none">• Characteristics, Attitude, Activities, Reservation, Values, Skills, Potentials and Deficits etc., - By Trainer2. Questionnaires on personality development for assessing the psychological attributes – By Trainer3. Tips on motivation & developing will power – By Trainer4. What are the avenues of learning – Discussions by Trainees and Trainer5. Video show on motivating the people – By Trainer

Contd. 2

3	<p>ANALYSIS OF SYLLABUS & COURSE CONSTRUCTION</p> <ol style="list-style-type: none"> 1. Factors for formulation of syllabus 2. Methods of analysis, time and syllabus 3. Break-up of syllabus and schedule of instruction with time duration 4. Course construction (Arrangement related classes etc.,) 	<p>ANALYSIS OF SYLLABUS & COURSE CONSTRUCTION :</p> <ol style="list-style-type: none"> 1. Salient points on designing a training curriculum – By Trainer 2. Group task on Analysis of (with a sample of syllabus) <ul style="list-style-type: none"> • Job / Task • Elements of skills – Discussions by Trainees and Trainer 3. Outlines of a syllabus : <ul style="list-style-type: none"> • Must know, should know, & could know – Discussion by Trainees and Trainer 4. Project work on making break up of syllabus and list of topics – By Trainees 5. Preparation of schedule of instructions – By Trainees 6. Course Construction : <ul style="list-style-type: none"> • Simple to complex • Concrete to Abstract – Trainer
4	<p>PLANNING FOR INSTRUCTION :</p> <ol style="list-style-type: none"> 1. Determining and defining the objectives for a lesson plan and demonstration plan 2. Teaching strategies, learning theories and teaching methods 3. Various steps and phases of skill learning. 4. W.I.M. information, assignment, operation, experiment & job sheet. 5. Requirement of an instruction to teach skills 	<p>PREPARATION OF TEACHING SKILLS :</p> <ol style="list-style-type: none"> 1. Defining objectives and preparation of lesson plan – By Trainer & Trainees 2. Defining objectives and preparation of demonstration plan – By Trainees & Trainer 3. Preparation of different written instructional materials – By Trainer and Trainees 4. Question – Answer - Debate session – By Trainer 5. Teaching practice – body languages – skills in presentation – By Trainees

<p>5</p>	<p>AUDIO VISUAL AIDS : PREPARATION & USE A. V. EQUIPMENTS :</p> <ol style="list-style-type: none"> 1. Mechanical Aids – Displaying the real objects, models – working models, sectional models, mock-up etc., 2. Preparation of charts-cum-multimedia, poster, animated chart, flow chart etc. through CAD 3. Preparation of OHP transparencies, title, flow, pictorial, diagrammatic charts etc., 4. Working and operation of projection viz. <ol style="list-style-type: none"> (a) Over-head projector (b) Slide projector (c) Film strip projector (d) LCD projector 	<p>OPERATE & USE OF AUDIO/VISUAL AIDS / EQUIPMENTS :</p> <ol style="list-style-type: none"> 1. Group task on : <ul style="list-style-type: none"> • Preparation of charts, transparencies, slides, posters, mock-ups – By Trainees & Trainer 2. Operation of Projection : <ul style="list-style-type: none"> • Overhead Projection • Slide Projection • LCD Projection – Discussion by Trainees & Trainer 3. Integrating of all different types of AV aids presentation and use –By Trainer & Trainees 4. Teaching practice – Presentation skills and use of A.V, Aids
<p>6</p>	<p>INSTRUCTIONAL TECHNOLOGY :</p> <ol style="list-style-type: none"> 1. Different types of boards viz., black board & magnetic, bulletin, fannel, etc., 2. Instructional objectives, skills and models 3. Display materials such as slides, charts and transparencies 4. Classification of AV Aids based on motion. Dimension size of media. 5. Computer aided learning and teaching 6. Application/use of LCD Projector 	<p>PREPARE & USE OF INSTRUCTIONAL TECHNOLOGY :</p> <ol style="list-style-type: none"> 1. Using different types of board in a class-room session : <ul style="list-style-type: none"> • Black board, white board, flannel board, magnetic board etc. – By Trainer 2. Group discussion of 4 step method – Test method – By Trainer 3. A comparison with conventional method with modern training – By Trainer 4. Project work and display on making working model – mock ups. Project work – By Trainer & Trainees 5. Teaching practice through moderation, critiques, techniques, assessments etc., - By Trainer & Trainees
<p>7</p>	<p>COMMUNICATION SKILLS : TECHNIQUES OF COMMUNICATION, BARRIERS AND FACTORS AFFECTING COMMUNICATION :</p> <ol style="list-style-type: none"> 1. Factors and stages of communication 2. Characteristics, elements, concept and types of communication. 3. Means of communication network and soft skills 4. Various barriers of communications and methods to overcome 	<p>BARRIERS & FACTORS AFFECTING COMMUNICATION – MICRO TEACHING ANALYSIS / TEACHING PRACTICE:</p> <ol style="list-style-type: none"> 1. Overview on communication process and elements of communication – By Trainer 2. How good listener and what type of communicator you are – By Trainer 3. Discussion with trainer on improving individual talents in public speaking – By Trainees 4. Teaching practices-micro teaching analysis

8	<p>ANALYSIS OF TEST & EVALUATION:</p> <ol style="list-style-type: none"> 1. Characteristics of good test and types of test 2. Analysis of theory test and its evaluation 3. Analysis of performance test and its evaluation 4. Rating scale, types of formats of pre & final evaluation. 5. Stress and time management 	<p>ADMINISTRATION & ANALYSIS OF TESTS : MICRO TEACHING ANALYSIS / TEACHING PRACTICE :</p> <ol style="list-style-type: none"> 1. Overview on different types of test & it's necessity – By Trainer 2. Group assignment on setting different types of questions – By Trainer <ul style="list-style-type: none"> • Purpose, application, comprehensive etc 3. Setting an ideal question paper & evaluation – By Trainees 4. Evaluation techniques & marking schemes – By Trainer & Trainees
9	<p>ORGANIZATION & MANAGEMENT OF INSTRUCTIONAL AREA : HOUSE KEEPING & SAFETY MEASURES :</p> <ol style="list-style-type: none"> 1. Teaching and managerial responsibilities. 2. Instructional area general utility - space requirement. 3. Instructional area – Good house keeping 4. Instructional Area – Color Dynamics 5. Instructional Area – Safety Measures 6. Safety devices and slogans. 	<p>HOUSE KEEPING & SAFETY MAESURES / DEMONSTRATION PRACTICE /SHOP FLOOR</p> <ol style="list-style-type: none"> 1. Instructional areas layout – utility space – By Trainer 2. Need for proper house keeping and safety rules and overview – By Trainer 3. Debate on conventional house keeping Vs 5e's concept – By Trainer and Trainees 4. Safety measure slogans, precautions etc., - By Trainer 5. Video show on excellent house keeping – By Trainer
10	<p>LEADERSHIP QUALITIES AND PERSONALITY DEVELOPMENT</p> <ol style="list-style-type: none"> 1. Leadership traits, functions & styles 2. Desire to develop professionalism and personality 3. Handling trainee's grievances and language proficiency 4. Quality control - management 	<p>OCCUPATIONAL HEALTH HAZARDS & SAFETY - SHOP FLOOR DEMONSTRATION.</p> <ol style="list-style-type: none"> 1. Occupational health hazards 2. Quality controller - management 3. Language proficiency 4. Implementation and strategies.
11	<p>BIO-DIVERSITY MANAGEMENT : ENVIRONMENT PLANNING & MANAGEMENT :</p> <ol style="list-style-type: none"> 1. Concept of environment and ecological balance 2. Effect of exploitation on industrialization 3. Inter-relationship between environmental planning and management 4. Elements of environmental planning. 5. Environment laws, pollution and its control 	<p>ENVIRONMENTAL PLANNING & MANAGEMENT : SHOP FLOOR DEMONSTRATION</p> <ol style="list-style-type: none"> 1. Shop floor demonstration - Salient points on environmental pollution and it's global impact – By Trainer 2. Environmental laws and its applications – By Trainer 3. A measure for pollution control – visualization techniques – Discussion by Trainees and Trainer 4. Video show on global warming – By Trainer

12	<p>INTERACTIVE COMMUNICATIVE TECHNIQUE & COMPUTER BASED TRAINING (I.C.T. & C.B.T.)</p> <p>APPLICATION OF INFORMATION TECHNOLOGY IN DAY-TO-DAY LIFE</p> <ol style="list-style-type: none">1. Introduction to Computers and MS Office.2. Computer based training and its uses and power point presentation3. Interactive communicative techniques, multimedia concept4. Internet – package internet, e-mail, FAX etc.- application of www.5. Hardware and software distinction6. Viruses and protective systems	<p>INFORMATION TECHNOLOGY (ICT & CBT) – APPLICATION OF I.T. IN DAY TO DAY LIFE :</p> <ol style="list-style-type: none">1. Application of IT in today’s teaching & training process – By Trainer2. Debate on conventional teaching techniques Vs CBT – By Trainer & Trainees3. Using Internet and world wide web – By Trainer4. Preparation of power point presentation (slides) – By Trainees5. Sample power point presentation with LCD – By Trainer6. A video show on ICT & CBT package developed in multimedia software – By Trainer
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ANNEXURE-I

LIST OF TOOLS & EQUIPMENT FOR A.V.SECTION

Sl.No.	Name of equipment	Quantity
1	Teaching Board	
	1.1 ceramic Chalk Board	01
	1.2 Felt Board	01
	1.3 white Magnetic Marker Board	01
	1.4 Graph Board	01
2	Over head Projector	02
3	LCD Projector	01
4	Copy Scanner	01
5	Plasma TV	01
6	Digital Video Camera(hard Disk) with stand	02
7	Multi Media Computer with Printer, UPS	04
8	Visual Board	01
9	White Projection Screen	01
10	Multi media Software	01
11	Caller Microphone	20
12	Audio address system	01
13	Almirah (big size)	03
14	Modern seating with writing attachment	20
15	Equipment table (as per requirement)	