

Training of Trainer Course Pack Overview

The India-EU project prepared and delivered a five day training of trainers (ToT) workshop as a pilot for the two sectors of Capital Goods and Logistics. The ToT workshop was aimed at introducing competency based training (CBT) and thereby improving the facilitation and training skills of trainers. Although there are sections specific to logistics or capital goods, it is largely a workshop in competency based training methodology and can be adapted to any other domain or sector.

The Training of Trainer Course Pack is designed to inform how to conduct the ToT workshop in terms of content, key message and debrief points, instructions for conducting group activities, handouts and materials needed and reference materials for trainers to prepare for the workshop.

This course pack is aimed at helping trainers, responsible for training other trainers, to improve their knowledge and skills in conducting competency based training. Therefore it is imperative that the **trainer is well versed with the concept of CBT** either through attending workshops or through self-study and practice. Any trainer who has gone through the current ToT workshop and has been implementing the concept at his own workplace is an ideal candidate for rolling out the workshop. Alternatively this course pack will also help trainers who aspire to learn more about CBT and wants to train other trainers on the same.

The ToT course pack has the following components:

1. Trainer guide
2. Training hand-outs and worksheets
3. PPT presentations for the workshop
4. Example of competency based curriculum
5. Reference materials for trainer

The **trainer guide** binds the remaining three components together and follows the sequence of the course schedule as outlined in the trainer guide itself. The trainer guide takes each topic mentioned in the course schedule and details out the time taken for the topic, the key message to be shared, the PPTs used, the handouts or materials required and the reference material required for the trainer to prepare.

The 'training handouts and worksheets' are compiled into one document so that the trainer can simultaneously look at the relevant handout while going through the trainer guide. These handouts and worksheets are meant for participants and should be distributed to them during the workshop as per the topic being discussed or taught.

There are 12 PPT presentations used for the workshop, and the trainer guide lays down which one to use for which topic. Presentation number 9 has been provided as an online link in the trainer guide and the instructions to download the same has been provided in the trainer guide as well.

The draft curriculum for Fitter Fabrication is an example developed on the principles of Competency Based Curriculum Development. This material should be substituted with relevant curriculum depending on the sector the training is aimed for.

The reference materials for the trainer have also been provided as links in the trainer guide. The ones that are not available online have been uploaded in the website under 'Reference materials for trainer'. The reference materials also include the Qualification Pack for TVET trainers which is meant both for the trainer and the participants.