



Module of Training of Trainer (TOT)



Institutional Support for Productive Utilization of Migrant Workers' Remittances Project

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 **Oxfam Novib**

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প্রকাশনায়:

বিদেশে কর্মরতদের প্রেরিত রেমিটেন্স এর উৎপাদনশীল ব্যবহারে প্রাতিষ্ঠানিক সহায়তা প্রকল্প
ইন্যাফি বাংলাদেশ

নাভানা শেফালী, বাড়ী নং#১১, রোড#১৪, গুলশান - ১, ঢাকা - ১২১২, বাংলাদেশ

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প্রথম প্রকাশ:

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পরিকল্পনা ও সম্পাদনা:

মোঃ রাশেদ-আল-হাসান

প্রজেক্ট ম্যানেজার, বিদেশে কর্মরতদের প্রেরিত রেমিটেন্স এর উৎপাদনশীল ব্যবহারে প্রাতিষ্ঠানিক সহায়তা প্রকল্প
ইন্যাফি বাংলাদেশ

রচনা ও গ্রন্থনা:

সৈয়দ ওয়ালীউল ইসলাম

মোঃ আলী হাসান

গ্রন্থস্বত্ব:

ইন্যাফি বাংলাদেশ

আর্থিক সহযোগিতায়:

RPCF (Bangladesh Bank & DFID) ও OxfamNovib

Session - 1

Content: Registration, inauguration and overview of the course.

Objective: At the end of the session the participants will be able to:

- feel effortless in the group.
- Ensure their registration and formalities
- getting acquainted with the process of the training course.

Time: 15 minutes.

Method: Lecture, question and answer.

Material: Name card, pen, notebook paper, course bag and file.

Process:

Session Explanation:

- Ensure registration and welcome all the participants. Distribute the training materials.
- Explain the background and purpose of the session.
- Distribute handout “Course schedule” among the participants.
- Show deep feelings for getting cooperation to success the training course.

Summarize the session

Evaluation the session

Session- 2

Content: Getting to know each others and it’s rational

Objective: At the end of the session the participants will be able to:

- create an open environment
- encourage to share feelings with each other
- get a friendly atmosphere
- create non threatening environment
- ensure participation

Time: 30 minutes

Method: Role-play/ games

Material: Role play or games related materials to be selected by the facilitator.

Process:

Session explanation:

- All the participants will stand in a circle and collect a piece of paper from the tray. The trainer will describe the process which way they fill up the sheet for introducing each individual. The purpose of the exercise is to find out the person who has the other half of the proverbs or other name and then to introduce this person to the rest of the group.
- At the end of game or role play, ask each participant to introduce him/herself by showing his or her own completed sheet of paper.
- After completing the individual introducing, post all the papers sheets on the wall or any boards around the training room for easy reference during the course
- Facilitator can do other games or events if he/she desire.
- Ask the participants to express their feelings on the event and its necessity and share facilitator's opinion on its importance.
- Conclude the session with thanks.

Session - 3

Content:

- The concept, types and basic principles of Learning
- Adult Learning and Learning Domain.

Objective: At the end of session the participants will be able to:

- describe the concept of learning and how do we learn
- explain different types of learning
- state the basic tenants of adult learning theory
- describe why a background in basic learning theory is important to a trainer

Time: 1 hour

Method: Discussion, Lecture followed discussion, demonstration

Material: Flip chart

Process:

Session explanation:

- explain the background and purpose of the session.
- exercise on Types of Learning
- Distribute 3 VIPP cards to each participant and ask them the following questions:

- Think back to your childhood or teenage years and identify three different learning or information packages that you used.
- Ask the participants to write brief answers on 3 cards provided.
- Place the separate answers in a basket in the center of the room.
- Distribute handout “Types of Learning”
- With reference to the categories listed here i.e. “Cognitive”, “Affective” and “Psychomotor” ask 2 participants to arrange 3 columns on a board. Ask the participants to arrange the responses from their previous exercise according to these categories.
- After some discussion invite the whole group to define each column.
- Ask the participants to examine the lists and identify similarities and differences in each of the categories.

C. Exercise- Basic Principles of Learning

- Distribute handout “Basic Principles of Learning” and relate it to the 3 categories referred to in the previous exercise.
- Divide the participants into 3 groups, assign one category to each and ask them to perform the following tasks.
- Each subgroup must identify one or two examples that relate to the given category.
- Identify the “Basic Principles of Learning “in each given category.
- Ask a representative of each group to present their findings. This will allow the group to identify the difference between “Cognitive, “Affective” and “Psychomotor” learning.

d. Group Discussion.

- Distribute handout “Adult Learning Theory” and ask the participants to examine the differences between adult and child learning. Why it is important for them to understand the differences between the types of learning.
- Initiate a discussion between the groups.
- Discuss about learning domain through using OHP and transparency.

Summarize the session.

Evaluation: Invite some participants to identify “Cognitive, “Affective” and “Psychomotor” learning through collecting three cards from a basket.