B. Yoganath Singh, Recognised Trainer
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TRAINING SKILLS and SAT
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B. Yognath Singh
Faculty SIUD
‘Training’

- A Planned process
- modifies knowledge, skill and/or attitude
- Through learning experience
- To achieve effective performance
- In an activity or a range of activities
- To satisfy…..needs of organisation’

» Glossary of Training terms
Why Training?

• Increased productivity
• Improved quality of product and service
• Less wastage
• Better utilisation of resources
• Fewer accidents
• Improved morale
WHEN TRAINING?

ORGANISATION

TECHNOLOGY  TRAINING  POLICY

PEOPLE
LEARNING

- Get knowledge or skill, ability to ... by study, experience or being taught
- Commit to memory
- Become aware of information, or ... from observation
- Receive instruction ..., become informed

Oxford English Dictionary
Systematic development of behavioural pattern (Knowledge, Skill & Attitude) required by an individual to perform adequately a given task or job.
SYSTEMATIC APPROACH TO TRAINING

Identify Training Needs

Assess Results

Plan and Design Training

Implement Training
SYSTEMATIC APPROACH TO TRAINING

Identify Training Needs

Implement

Training Plan & Design

Assess Results

PERFORMANCE

Implement Training

Plan & Design Training
TRAINING OBJECTIVES

• ACHIEVE SATISFACTORY STANDARDS OF PERFORMANCE UNDER TRAINING CONDITION

• WHAT A TRAINEE MUST BE ABLE DO AT THE END OF TRAINING
General

- Enable Trainees to understand their own context and possibilities
- Provoke trainees to take a deeper look at their own situations and problems to find some answers to their problems
- Enable trainees to think constructively-in terms of small, but significant actions they can take of facilitate others to take
INTRO

• I- Generate Interest
• N- Tell Need
• T- Title
• R- Range or Depth
• O- Objective
Objectives

- S – Specific
- M – Measurable
- A – Adjustable (Appropriate)
- R – Realistic
- T - Time
KNOW THE LEARNIERS

• **Activist** — Enjoys trying new ideas: welcomes change

• **Pragmatist** — Task oriented. Tries in Practice

• **Theorist** — Logical approach, low tolerance for uncertainty and subjectivity

• **Reflector** — Through and methodical: good listening, cautious
Deciding content

- COULD
- SHOULD
- MUST

OBJECTIVE
STEPS IN LEARNING EVENT

Creating a Learning Event

- Set Objective
- Select Content
- Sequence Content
- Select Method
- Select Media
- Select Trainer
- Review Timings
- Assess Results
Knowledge creation method

• Lecture, reading, Audio aids
• Most effective for:
  – Presenting new information and concepts in an organised way
  – Identifying and clarifying problems or issues
  – Presenting analyses of a controversial issue
  – Stimulating or inspiring
  – Encouraging further study or inquiry
• Limitations
  – Only trainers’ point of view and ideas are presented
  – Learners largely remain passive recipients
  – Impact of lecture on the learners cannot be gauged
  – Facts can be distorted by an irresponsible speaker
  – It can tend to satisfy the needs of the lecturer to lecture at the cost of Learning by the learners
Principles of Participatory Training

- Participant centred rather than trainer centred
- Focus on awareness knowledge and skills
- Learning through experience of participants
- Creation of suitable learning environment
  - Including time and space for unlearning
- Applicability and utility in day life and living
- Trainer’s behaviour is an important element in participatory training
Don’t

- Rush
- Lecture
- Criticize
- Interrupt
- Dominate
- Sabotage
- Take yourself too seriously
Facilitators should

- Show respect
- Establish rapport
- Abandon preconceptions
- Hand over the stick
- Watch, listen, learn
- Be self-critical and self-aware
- Be flexible
- Support and share
- Be honest
Learning occurs best in an environment of:

- Non-threatening and encourages people to be active
- Facilitates the individual’s discovery of personal potential and capabilities
- Recognises people’s right to make mistakes
- Accepts differences
- Encourages openness, self and mutual respect
- Promotes together among learners
Relationship Between Objectives

- Performance Objective
- Training Objective
- Enabling Objective
- Enabling Objective
- Entry Behaviour

Task

Learning Unit
TASK OF A TRAINER

ENABLING OBJECTIVES

INCOMING TRAINEE

IMPROVED PERFORMER
Thank you
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