

Guidelines for Trainer's/Leader's Guide

As part of the overall Quality guidelines issued by NSDC, all Training partners are required to have in place a detailed, documented instruction manual for use by the Lead Facilitator or Trainer, for each program being conducted. The Trainer's Guide should be vetted and cleared by the relevant Sector Skill Council or an appropriate, NSDC designated authority, before roll out.

The manual, at a minimum, must include the following elements.

1. Name of the Program
2. Version No.
3. Table of contents (S.No. / Module or Topic/ Page No./Duration)
4. General Instructions for Trainers
5. Module Overview with module objectives
6. Session Plan/ Lesson Plan for each module.
7. One module on health & safety measures – both on the shop floor and off it, to help avoid any accidents or injuries during the course of training.
8. One module on soft skills divided into 2 sections – generic and with reference to the program being conducted.

The Session Plan/ Lesson plan should include the following:

- a) Session Title
- b) Duration of session
- c) Session Objectives – indicating key learning outcomes (competencies expected to be acquired by the end of the session).
- d) Theory/ underpinning knowledge or principles for each competency/ skill to be acquired.
- e) Screenshot of slide/(s) or visuals being presented during the session
- f) Instructions to trainer (specific/ must do's)
- g) Tips for trainer to facilitate interaction with participants – could include leading questions
- h) Activities to be conducted (including Role Plays where applicable) or Demonstrations
- i) Debrief post completion of activity
- j) Training aids/ materials/props/ tools/machinery to be used
- k) Instructions for transitioning in and out of activities
- l) Notes
- m) Assessments to test understanding
- n) Feedback on the Trainer

A sample format is attached for use as reference for designing the Trainers Guide. Partners are free to use their own design for the manual as long as it covers the above mentioned elements and is an effective aid to instruction. All manuals for NSDC funded programs, carrying the NSDC logo, must be as per the brand guidelines.

SAMPLE

Disclaimer: The example given below is purely illustrative and has been provided as a reference to assist with the drafting of the document as per the template and the style of language. The contents given below may not strictly, in all senses, reflect a typical curriculum for the course under reference.

Cover Page

Partner Logo



Trainers (Leader's) Guide (Manual) for **(Program Title)**

Version No., - Date

Copyright:

Page 2 – Contents

<u>S.No.</u>	<u>Topic/ Module</u>	<u>Page No.</u>	<u>Duration</u>

Page 3 – General Instructions for Trainers

Example:

1. Read the Trainers Guide carefully before conducting the training. Familiarise yourself thoroughly with the domain knowledge as well as instructional style.
2. Ensure familiarity with the local language and culture.
3. Always enter the class at least 10 minutes before session is due to start
4. Ensure all material/ aids/equipment required for the training and activities (as per checklist) is ready and available, in advance.
5. Carry out attendance check at the start of every session/ day. Keep track of absentees.
6. Ensure all participants complete the required assessments. Maintain a careful record of assessment scores for every participant.
7. Always encourage participants. Never discourage participants from actively engaging in discussions.
8. Follow the lesson plan/ session plan strictly. Bring any deviations to the notice of the Head of the Institution.
9. Ensure key learnings are captured at the end of each session.
10. Regularly check participants work books to ensure all exercises are being completed on time.
11. -----
12. -----

Page 4 onwards – Session Plan/Lesson Plan for each Module.

Module Overview: *(synopsis of the entire module in not more than 5 to 6 sentences. Should talk about purpose, background, instruction technique, aspect of the training being addressed and key learning outcome).*

Module Objective: *(List out competencies expected to be achieved by the trainee by the end of the module).*

Module Design:

S.No.	Session	Method	Tools/Equipment/Props	Duration

Session Plan

Session Objectives: *(Key learning outcomes/ competencies to be acquired by the participant at the end of the session.)*

Underpinning Knowledge/ Theory/Principle : *(theoretical concept on which the learning is based)*

Duration: (time)

Instructions to the Trainer: *(Must do's – time limits, tasks to be carried out for each activity, modalities of utilising each resource etc).*

Materials/ Equipment Required: *(e.g, Computer, LCD Projector, Flip Charts, Marker pens, masking tapes, yellow Post It stickers, lathe machines, sewing machines etc.)*

Tips for Trainer *(could include suggested leading questions, ideas for making participants feel comfortable, references, talking points etc.)*

Slide No. *(Visual of slide/ equipment to be inserted)*

<u>Session Title</u>

Activity : *(detail out objectives of activity, resources to be used, duration and key steps. Activities could be in the form of role plays, workbook exercises, discussions, games)*

Debrief : *(Seek responses from participants on their experience, what they learnt and whether the learning objectives were met).*

Assessment : *(How do you test understanding of concepts taught, at the end of each session? Reserve the last 5 to 10 minutes for a short test on the topic just covered. It could be in the form of multiple choice, True or False questions or a verbal quiz).*