

**Session 1: Introductory & De-freezing Session, Pretest:**

**Time required 30 min + 30 min**

**Objective:**

1. To enhance informal communication among participants
2. Introduction of the participants
3. To assess the training needs of the participants

**Conduction of Session:**

1. It is organized in the beginning of the session to initiate informal communication among the participants and encourage their involvement in the training programme without hesitation. Introduce self, other faculty members and other staff involved in the organization of training.
2. Ask participants to form pairs taking care that participants who already know each other are not paired together and tell the participants the type of details they must find about their partner. Allot ten minutes to find the details about each other and ask them to introduce their partners.
3. Tell the participants about the rules, regulations & methodology that would be followed during the training programme. Tell them, what are they suppose to know and skills they must learn by the end of the training programme.
4. Give them the pretest and tell that this is a learning exercise and to find the training needs of the participant.

**Follow up Action:**

Go through the pretest answer sheets to note the session wise points that require attention, inform the respective facilitators to enable them to change their lesson plan accordingly.