

### 1.3 Designing and preparing for a training programme:

- **Assess training needs:** Training needs can be assessed by studying the job profile of the trainees; discussion with supervisors, trainees; analyse records, reports, supervisory visit reports and programme implementation.

#### **After assessing the needs, plan for preparation, conduction and evaluation of the training programme**

- **Formulate learning objective** – Keeping the job responsibilities/ task given to trainee and specific needs of the participants in mind, formulate ‘learning objectives’ for each session and keep them in mind while designing, conducting and evaluating the training programme to minimize deviation.
- **Design curriculum:** Design curriculum, as per the assessed training needs, formulated learning objectives and available resources (time, trainers, material etc). Care must be taken, not to deviate from the defined learning objectives and try to achieve it in the allocated time. Emphasis must be given to DPMR aspects including diagnosis, assessment of client needs, prevention of disability and community based rehabilitation. Check the included curriculum and modify it in light of the results of pre test and concurrent feed back from trainees. *(Mr Abraham was gifted a nice shirt on his birth day. The collar, pocket and cufflinks of shirt were beautiful, cloth was superb and buttons were golden. He could not use the shirt because the size was quite large. Therefore, content selection should be as per the requirement of the trainees and their job chart).*
- **Prepare training design & schedule:** Training design and sample of training schedule is included for reference. It may be modified according to the contents and available resources. Select appropriate teaching methods for each session e.g. case demonstration, role play, group exercises, case study etc. Select appropriate teaching aids, according to the contents and training methodology. *(will it be possible to fill 2 liters of liquid in a bottle with one liter capacity or try to fill a narrow mouth bottle without a funnel)*

Try to provide adequate opportunities and free atmosphere to trainees to enable them to clarify their doubts. Trainees may be asked to read the relevant section before coming for training and discuss various issues that need clarification.

- **Prepare pre/post questionnaire or exercises:** Check the given questionnaire and other tools. Keep ready the number of copies required. *(Questionnaire & exercises may be changed or modified with justifications)*
- **Audio Visual aids:** Keeping in view the availability of equipments & time. Prepare audio visuals e.g. OHP transparency, slides, charts, power point presentations etc. *(The ready made slides and other learning material may be modified as per need & justification)*
- **Check the venue /class room** for required sitting arrangements, availability of fresh air and natural light, electrical connections for AV aids. Unnecessary wall hangings/posters (which divert attention) must be removed.