

TRAINING OF TRAINERS – SUPERVISION OF INSTRUCTIONS (TOT-SoI)
(Course information)
Introduction

ToT-SOI module is structured to provide the knowledge, skills and abilities required to Coordinate training activities, Supervise and mentor junior trainers or instructors to improve the efficiency and effectiveness of instruction. SOI is the only process to improve the performance of trainer in the instructional delivery or Skills demonstration.

This is a two-week face to face training course. The training requires full time attendance and active participation of all the participants. The participants are required to practice real instructional supervision in the actual training situation

Course goals

At the end of course, participants will be able to:

- Reinforce their concept of effective theory and practical instruction;
- Plan effective skill-based lessons;
- Critique instructional planning and delivery;
- Develop coaching, listening, observing and feedback skills;
- Develop a concept of clinical instructional supervision;
- Apply clinical supervision in actual training situations;
- Speak a common language of training terms.

Who will benefit

An instructional supervisor is effective for trainers, lecturers or instructors first, this course is limited to:

Lead teachers, Senior instructors, Senior trainers, lecturers; Training organization managers, such as supervisors, department heads, principals, vice-principals, training managers, course directors, program coordinators;

Areas covered

The following areas are specifically address in the course.

- ✓ Overview of training.
- ✓ Apply the "Triangle" advanced organizer
- ✓ Overview of instructional supervision
- ✓ Use active listening
- ✓ Issues in instructional supervision
- ✓ Measure teacher effectiveness
- ✓ Match supervision style to teacher development
- ✓ Initiate the instruction supervision cycles
- ✓ Class observation techniques
- ✓ Apply instructional first aid
- ✓ Conduct a post-observation conference
- ✓ Use the Instructional Assessment Form (IAF)
- ✓ Use the Learner-Centered-Observation Instrument (LCOI)
- ✓ Conduct seating chart observations
- ✓ Conduct Flanders interaction analysis
- ✓ Document instructional supervision

General information

The course language will be in English. Instructional materials provided are also in English.

The TTTRC will award certificates to those participants who successfully complete the training.

About TTTRC

The overall objective of the TTTRC is to be:

Center of Excellence for TVET Research and Human Resource Development for the National TVET system.

The TTTRC is mandated to carry out the following:

- Cater to the professional development, skills training, and qualification upgradation of all TVET trainers and those involved in the national TVET system;
- Serve as a resource center for all types of research and development activities in TVET;
- Ensure effective linkages and liaisoning with industries;
- Promote institutional linkages with similar regional and international TVET institutions;
- Become a model institute catering professional services at par with the regional and international institutions.
- Facilitate and coordinate the development of curriculum for new training programmes, as per the relevancy and national standards.
- Facilitate & coordinate the review & revision of curriculum for various VET programmes as demanded by the market.
- Train the Trainers of the VET training institutes and other training providers through various methodologies adopted in the teaching learning activities.
- Oversee the development of instructional materials, manuals, Learning Management system (LMS) and brochures.

For further inquiries, please contact:

Technical Trainers Training and Resource Center
Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development

Sarpang: Bhutan

Phone: +975-77107863
Web: tttrc.bt
E-mail:tttrc@tttrc.bt