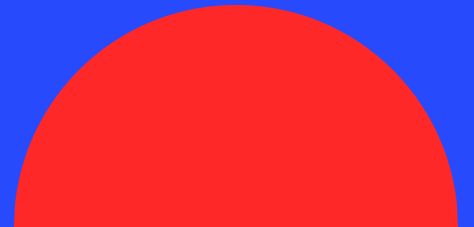
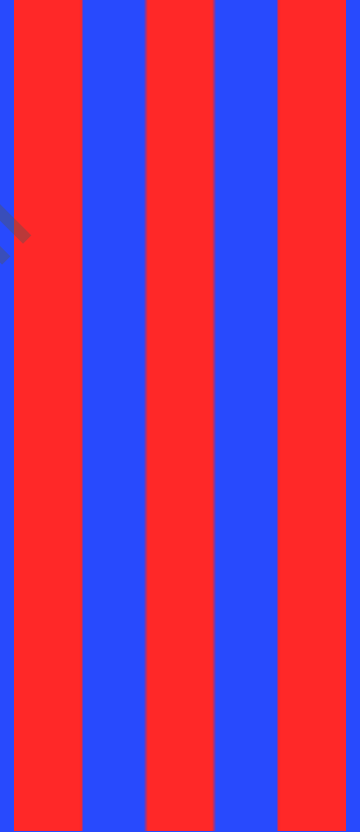


# Training Toolkit

**Day 1 Part 2**

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# Training outline

## Day 1

### TRAINING TOOLKIT

Basic Training Skills

## Day 2

### BLOOM'S TAXONOMY

Cognitive Domain and its  
implications in teaching  
and Learning

## Day 3

### LESSON PLANNING & MICRO TRAINING

Elements of Effective lesson  
plan  
Implementation of Training  
skills

# Warm up

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# Objectives of the day



Identify and analyse effective communication and presentation skills, such as active listening, clear articulation, and non-verbal communication techniques.



design and develop some training materials e.g., handouts, visual aids, and digital resources, that enhance learning and support the training objectives.



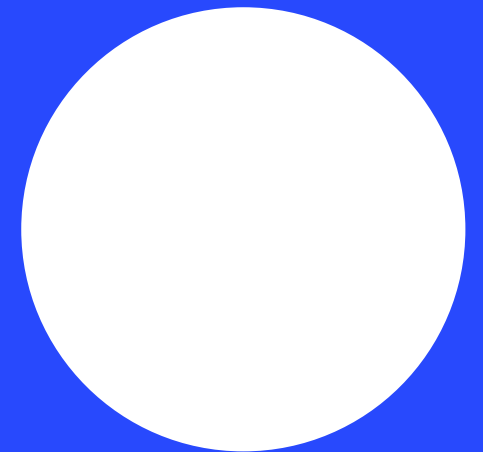
Acquire and practice techniques for facilitating group discussions and addressing challenging situations during training sessions

# Task 1

**Make a Trainer Tool Kit consisting  
three categories of training skills**

- 1- Essential,
- 2- Desirable and
- 3- Exceptional

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# Trainer Toolkit... Skills

## Essential

- Communication
- Organizational Skills
- Management Skills
- Active Listening
- Reflection

## Desirable

- Empathy-Emotional intelligence
- Humour
- Agility

## Exceptional

- Technological skills
- Creativity

# Task 2 :

- The communicator will give prompts to the phrase in simple words within a time limit (1 minute) without giving direct word or cues.
- The rest of the team must guess what the word or phrase is based solely on the prompts.

[TEDxSantoDomingo.mp4](#)

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# Elements of effective communication...RVFA P

**Rate** – Rate is the speed of speaking in words per minute slow to fast, with normal rate averaging about 125 words per minute.

**Volume** - Volume is the power of your voice. It refers to the degree of loudness or softness of your voice when communicating, which could affect perceptions of intended meaning

**Fluency** - Fluency refers to the flow of your speaking.

**Articulation** - Articulation refers to how clearly someone forms words. It includes the ability of a speaker to be coherent and easily understood.

**Pronunciation** - Pronunciation refers to speaking words correctly, including the proper sounds of the letters and the proper emphasis.

# Task 2 B

## Practice

Prepare a task card with set of instructions

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# Non-Verbal Communication

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## Task 3 : look closely at the given picture and note...









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**Facial**

**Gestures**

**Paralinguistics**

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# Task 4 :

## Active Listening



Observe what the trainer is doing in the role play



Take notes of your observation and be ready to share with the whole class



# Task 5 A

## Memory trip

Good experience

Not so good Experience

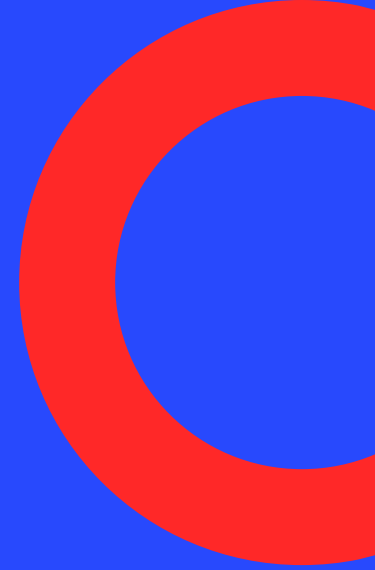
# Task 5

## Giving Feedback



DO and Don'ts of  
Feedback

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# Start Designing

**Working in trios design a 20 mins task for a group of trainee teachers**

# Wrap up

Questions?

# Assessment and evaluation



Reflections



Feedback on training:

- Did you find these strategies helpful?
- Do you feel like you have a better grasp on the subject?

# Thank you

**Shazia Abbasi**

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