

## **CAPACITY BUILDING TRAINING PROGRAMS**

### **About**

This program has been developed for continuous performance management through enhancing professional productivity and shares the best practices with regard to knowledge, skills, and utilize personalized positive attitude towards job performance and productivity enhancement, with quality, to bring educational institutions up to dynamic role in future.

### **Rationale**

A survey conducted by Progressive Business Publications shows that only 52% of educational institutions get trained their staff once a year only. This low ratio of training reflects that 1/3 of staff is effective professional which means that over 2/3 of them are weak work force. The same reports found that 2/3 of staff is not well trained, best-fed and self-sufficient motivated to drive their institutional goals. Obviously, lack of self-managerial skills, non-updated knowledge, passive skills and low morale of professionalism has a direct correlation with low productivity.

### **Scope of Capacity Building Training Program**

In institutions who have taken this progressive step, the benefits are immediate. Staff, when get trained, engaged and motivated increases performance and productivity.

Dynamic leadership does not just happen. Staff do not inherently know how to handle delicate personnel issues and stay updated in employment practices, workplace productivity, safety requirements and multitude of other trends.

Front-line personals have the single largest impact on institutions. An employee brings significant changes on performance, satisfaction, productivity, efficiency and overall image-branding of institutions. If we have to serve the common cause, it goes without saying that training is a smart move.

## **Practical Outcomes Capacity Building Training**

After attending the training, participants will have following learning outcomes:

1. **Building Capacity**

Continuous professional development of staff through training has significant impact on their working attitude. They feel more empowered towards their subject-matter mastery and welcome even the critical enquires from the field.

2. **Experienced Mentoring**

Staff training empowers to apply their best potential in performance with respect to productivity and quality relationship.

3. **Context of Working**

Training workshops give the staff an opportunity by allowing them the time to learn theoretical as well as practical aspect of the work side concept, problem identification, and problem solving mechanism to get mastery in real time working.

4. **Prevent Failure**

Through Training, staff practice to efficiently manage the common day-to-day behavioural issues of people that have direct influence on performance and productivity.

5. **Innovation and Result**

In real work field, constraints including the time, rarely allow staff to use innovative methodology to get a mastery in field. Hence, an out-standing result can be secured yet incorporating new techniques.

6. **Knowledge, Skill and Attitude-KSA**

A refined attitude to deliver and inculcate a highly rewarding skill set based on the objective and subject knowledge is possible only due to the professional development of staff.

### **Slogan**

Nurturing Skills for Performance, Quality and Standards.

**Who should attend?**

1. Schools' Directors, Principals, Vice Principals, Coordinators, Subject Specialists and School Counselors.
2. Counseling, Clinical, Health, Educational, Child, Organizational, HR Psychologists and Psychometrician.
3. Career Counselors, Motivational Speakers, Trainers and Masters Trainers.
4. Directors, Managers, Assistant Managers, Executives of Corporate Sectors as well as Project Managers, Field Workers and Social Mobilizers of INGO/NGO Sector.

**Topic**

Effective Leadership and Managerial Skills

**Practical Learning Outcomes (PLOs) for Participants**

1. Comprehend Leadership and Management
2. Analyze Leadership Theories and Styles
3. Apply Effective Managerial Skills
4. Build and Practice Leading Decisions

**Deliverables**

1. Six (6) Credit Hours Workshop
2. Certificate of Completion
3. Leadership Skills Assessment Scale
4. Participant File

**Who should attend?**

Directors, Managers, Project Managers, Principals and Vice Principals

**Topic**

Principal A Change Agent

**Practical Learning Outcomes (PLOs) for Participants**

1. Become a Change Agent
2. Build Effective Skills to Bring Change
3. Exercise Role & Responsibilities of Change Agent
4. Manage the Challenges of Change Agent

**Deliverables**

1. Six (6) Credit Hours Workshop
2. Certificate of Completion
3. Participant File

**Who should attend?**

Directors, Managers, Principals, Vice Principals and Coordinators

**Topic**

Leadership and Motivation

**Practical Learning Outcomes (PLOs) for Participants**

1. Develop Leadership and Motivation
2. Comprehend Leadership Styles
3. Apply Intrinsic and Extrinsic Motivation
4. Maintain Motivation of Self
5. Enhance Motivation of Employees for Performance Appraising

**Deliverables**

1. Six (6) Credit Hours Workshop
2. Certificate of Completion
3. Motivation Skills Assessment Scale
4. Participant File

**Who should attend?**

Directors, Managers, Deputy Managers, Assistant Managers, Vice Principals and Coordinators

**Topic**

Decision Making and Personality Styles

**Practical Learning Outcomes (PLOs) for Participants**

1. Comprehend Decision-making
2. Analyze Decision-making Process
3. Evaluate Styles and Decision-making
4. Make and Take Effective Decisions

**Deliverables**

1. Six (6) Credit Hours Workshop
2. Certificate of Completion
3. Personality Type Assessment Scale
4. Participant File

**Who should attend?**

Directors, Managers, Deputy Managers, Assistant Managers, Vice Principals and Coordinators

**Topic**

Effective Communication for Maximizing Performance

**Practical Learning Outcomes (PLOs) for Participants**

1. Practice Delegation
2. Regularize Effective Delegation
3. Inculcate Effective Job Instructions
4. Provide Healthy Feedback
5. Initiate Succession Planning

**Deliverables**

1. Six (6) Credit Hours Workshop
2. Certificate of Completion
3. Communication Assessment Scale
4. Participant File

**Who should attend?**

Directors, Managers, Deputy Managers, Assistant Managers, Vice Principals, Coordinators and Sales/Marketing persons

**Topic**

Child Psychology

**Practical Learning Outcomes (PLOs) for Participants**

1. Comprehend Child Psychology
2. Analyze of Personality Structure
3. Evaluate Psycho-social Developmental Theory

4. Map-out Cognitive Developmental Theory of Child

### **Deliverables**

1. Six (6) Credit Hours Workshop
2. Certificate of Completion
3. Participant File

### **Who should attend?**

Directors, Managers, Deputy Managers, Assistant Managers, Vice Principals, Coordinators, Teachers and Sales/Marketing persons

### **Topic**

Strategic Time Management

### **Practical Learning Outcomes (PLOs) for Participants**

1. Introduce Time and Time Management
2. Comprehend Principles of Time Management
3. Devise Strategies of Time Management
4. Identify Time Savers/Waster
5. Chalk-out Time Management Plan

### **Deliverables**

1. Six (6) Credit Hours Workshop
2. Certificate of Completion
3. Time Management Assessment Scale
4. Participant File

**Who should attend?**

All Professionals with Growing Potential

**Topic**

Holistic Development

**Practical Learning Outcomes (PLOs) for Participants**

1. Introduce to Holistic Development
2. Comprehend Philosophy of Holistic Development
3. Identify Domains of Holistic Development
4. Exercise Role of School Leadership in Holistic Development

**Deliverables**

1. Six (6) Credit Hours Workshop
2. Certificate of Completion
3. Participant File

**Who should attend?**

Directors, Managers, Principals, Vice Principals, Coordinators and Teachers of School System

**Topic**

School Counseling Program

**Practical Learning Outcomes (PLOs) for Participants**

1. Comprehend School Counseling Program
2. Share History and Significance of School Counseling Program in Pakistan
3. Implement the Best Practices of School Counseling Program in Institutions



4. Monitor & Evaluate School Counseling Program

**Deliverables**

1. Six (6) Credit Hours Workshop
2. Certificate of Completion
3. Counseling Skills Assessment Scale
4. Participant File

**Who should attend?**

Directors, Managers, Principals, Vice Principals, Coordinators and Teachers of School System

**Topic**

Succession Planning

**Practical Learning Outcomes (PLOs) for Participants**

1. Comprehend Succession Planning
2. Monitor & Evaluate Quality Education Program
3. Ensure Continual Training & Development
4. Lead a Leadership Development Process

**Deliverables**

1. Six (6) Credit Hours Workshop
2. Certificate of Completion
3. Participant File

**Who should attend?**

Head of HR Department, Directors, Managers and Key Decision-making Professionals

**Topic**

Team Building

**Practical Learning Outcomes (PLOs) for Participants**

1. Understand Team and Team Building
2. Comprehension Team Cohesiveness
3. Signify Diversity in Team Management
4. Apply Techniques for Team Building
5. Succeed with Team Building

**Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Reading Material

**Who should attend?**

All Professionals Directing / Working with Diverse Manpower

**Topic**

Lesson Planning

**Practical Learning Outcomes (PLOs) for Participants**

1. Introduce Lesson, Planning and Lesson Planning
2. Formulate Lesson Planning
3. Devise Strategies for Lesson Planning
4. Assess & Evaluate Implementation and Effectiveness of Lesson Planning

5. Comprehend Tools of Lesson Planning

**Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Lesson Plan Format

**Who should attend?**

Teaching Faculty of School System

**Topic**

Positive Attitude

**Practical Learning Outcomes (PLOs) for Participants**

1. Introduce Attitude
2. Develop Positive Mental Attitude
3. Apply Techniques to Build Positive Mental Attitude
4. Exercise Positive Attitude at Workplace
5. Ensure Teaching-Learning Process with Positive Attitude

**Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Reading Material for Participants

**Who should attend?**

All Professionals with Growing Potential.

## **Topic**

Communication Skills

### **Practical Learning Outcomes (PLOs) for Participants**

1. Introduce Communication and Coordination
2. Create and Monitor Suitable Information Channels
3. Present Information with Coding & Decoding
4. Communicate Tasks Instructions
5. Provide and Receive Feedback
6. Carry out Communication Process

### **Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Reading Material for Participants

### **Who should attend?**

Directors, Managers, Deputy Managers, Assistant Managers, Vice Principals, Coordinators, Teachers and Sales/Marketing persons

## **Topic**

Classroom Management

### **Practical Learning Outcomes (PLOs) for Participants**

1. Introduce Classroom and Classroom Management
2. Devise Approaches/Measures of Management
3. Impalement Proactive Classroom Management Techniques

4. Apply Methods to Manage Bigger Classrooms

**Deliverables**

1. Four (4) Credit Hour Training
2. SOP for Classroom Participants
3. Certificate of Participation
4. Reading Material for Participants

**Who should attend?**

Teaching Faculty of School System

**Topic**

Personality Development

**Practical Learning Outcomes (PLOs) for Participants**

1. Introduce Personality
2. Comprehend Personality Types and Attitudes
3. Evaluate Personality Styles
4. Implement Techniques for Personality Development

**Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Reading Material for Participants

**Who should attend?**

All Professionals with Growing Potential, Parents and Students

**Topic**

Role of Emotional Intelligence in Teaching-Learning Success

**Practical Learning Outcomes (PLOs) for Participants**

1. Introduce Emotional Intelligence
2. Share Significance of Self-awareness
3. Magnify Role of Social Skills
4. Devise Strategies for Self-control
5. Comprehend Motivation
6. Practice Empathetic Skills

**Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Basic Scale for E.Q. Assessment
4. Reading Material for Participants

**Who should attend?**

All Professionals with Growing Potential, Parents and Students

**Topic**

Role of Intellectual Management in Academic Achievement

**Practical Learning Outcomes (PLOs) for Participants**

1. Introduce and Present Intelligence
2. Comprehend Basic and Applied Intelligence

3. Enhance Verbal and Non-verbal Intelligence
4. Develop Techniques to Improve Intelligence
5. Share Role of Intelligence in Academic Career

**Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Basic Scale for I.Q. Assessment
4. Reading Material for Participants

**Who should attend?**

All Professionals with Growing Potential, Parents and Students

**Topic**

Improvement in Learning Behavior of Students

**Practical Learning Outcomes (PLOs) for Participants**

1. Introduce Thinking, Attitude and Behavior
2. Comprehend Learning Type of Students
3. Construct Approaches to Improve Learning Behaviors
4. Ensure Learning for Exam Success

**Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Reading Material for Participants

**Who should attend?**

Teaching Faculty of School System

**Topic**

Teachers' Attitude and Students' Behavior

**Practical Learning Outcomes (PLOs) for Participants**

1. Introduce and Present Professionalism
2. Manage Teacher-Student Relationship
3. Comprehend Attitude and Behavior
4. Formulate Techniques to Develop Positive Attitude
5. Apply Behavior Modification Methods

**Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Scale for Attitude Assessment
4. Reading Material for Participants

**Who should attend?**

Teaching Faculty of School System

**Topic**

Teaching-Learning Methods

**Practical Learning Outcomes (PLOs) for Participants**

1. Introduce Teaching



2. Comply with Learning Styles of Students
3. Devise Approaches, Methods & Techniques of Teaching
4. Apply Approaches, Methods & Techniques of Learning

**Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Reading Material for Participants

**Who should attend?**

Teaching Faculty of School System

**Topic**

Intrinsic & Extrinsic Motivation

**Practical Learning Outcomes (PLOs) for Participants**

1. Introduce and Present Motivation
2. Apply Intrinsic and Extrinsic Motivation
3. Devise Techniques to Enhance Motivation
4. Ensure Motivation for Academic Achievement

**Deliverables**

1. Four (4) Credit Hour Training
2. Certificate of Participation
3. Scale for Motivation Assessment
4. Reading Material for Participants

**Who should attend?**

All Professionals with Growing Potential, Ladies and Gentleman

**TAKE TRAINING SERVICES**