

Assignment 1 of Area 2

Activity

Think of two teachers/trainers who have impressed you deeply. Analyze the roles they played in the class in terms of the categories listed in the unit.

Two teachers/trainers who have impressed me deeply are.

- 1) Shri Umesh
- 2) Shri Thimmegowda

The above trainers have worked as resources person in Tumkur BRC as BRP's and have conducted training (all most all trainees) conducted by Tumkur BRC I have observed their classes as BRC of Tumkur Taluk. They have impressed me very much as Trainers and a lot to the trainees.

Observation

Shri Umesh

Sl. No.	Role performed	Perceived Strength	Perceived
1	Inter Personal as a facilitator	Roles 1. Good Planner 2. Good Organizer	Should be more time consciousness
2	Social Secretary	Strong leadership made every one to participate lively in the teaining	
3	As adviser	Good delivery solves problem then and there apply innovative methods effective advice	Content more than demand
4	Motivator	Motivates all the trainees to involve in the	

		training effective training	
5	Encourager	Involvement of students in teaching and learning active participation in workshops wake up activityetc.	cannot attend to all the trainees.
6	Inspirer	Gives inspiration through lot of moral and historical incident and inspire the tidiness about their responsibility	All cannot be inspired
7	Chairperson	Moves with the agenda and moves programme successful	
8	Presenter	has confidence while presenting the matter	Should present through PowerPoint
9	Quality controller and disciplinary	tries to maintain quality disciplines by following rules of the training	Cannot control all the trainees
10	Mediator referee and peace keeper	If conflict arises cools the situation and takes back the interaction to normal track	some time one sided judgment is observed.
11	Content related	Rich in content, content related technical task, oriented, and evaluator roles information to trainees uses and knowledge	

		learning takes place	
12	Evaluator ades	Feed back in the form of questionairs is taken	Documentation is not properly done.

Activity 1

Observation of Shri Thimmegowda B.R.P. Tumkur taluk.

Inter personal Roles

Sl. No.	Role performed	Perceived Strength	Perceived weakness
1	As a facilitator	Plans and organize the training well good discipline check's pervious knowledge	Test is conducted but no result
2	Social secretary	Well arranged training, good resource person rich content effective training	
3	As adviser	Good commitment, optimistic in solving problems, puts maximum efforts, Takes feed back and makes proper correction.	gives more advice
4	Motivates	Motiveless all of them to learn where opportunity provides apply innovates methods in teaching.	Time sense should be maintained
5	Encourager	Encourages all of them to learn and teach well and become perfect in their respective field.	Long lecture
6	Inspirer	Inspires well in training programme so that it become effective builds confidence	

7	Chairperson	He has commanding nature to make the task successful	Should be less commanding
8	Presenter	Apply innovative methods in teaching using good T.L.M and related literature and news items.	
9	Quality controller and disciplinary	Influence of new material and good competency based teaching	Teachers should be more disciplined
10	Mediator referee and peace keeper	Cool and patient nature solves problems immediately good interaction	
11	Content related	Rich in content delivery and learning takes place an good expert in his field	Content should touch every trainees head and heat for100% learning
12	Evaluator	Feed back is taken through questionairs.	Should correct the papers and give the needed advice and correction without pin pointing the trainee.

Assignment 2 of Area 2

Management Skills

Activity

Q. A Participated says, Sir, I don't understand anything on the course what would you do?

- Ans:
- Report her to the principal
 - Discuss what her problem is
 - Ask her politely to study harder
 - Do something else.

Q. A trainee comes and tells you that he cannot concentrate on his studies on his studies because he has many problems"

What would you do

- Ans:
- a. Write a letter to his principal
 - b. Just listen to the trainee
 - c. Helps his father with medicine
 - d. Do some thing else.

From your answer, what do you feel your attitude to trainee is

I would listen to the trainee give her suitable advice to overcome the problem. and then they to write a letter to the principal by highlighting the problems of the trainee and not to harass her in future As per harassing you cannot make the work to done successfully.

Care and attention can be more successful in teaching learning than harassing and getting the work done.

Activity

Q. What activity would you include in a code of management for a group of teacher trainers ? Make a list and say how you would present it to the trainees.

1. Content of training should be decided and distributed among all the resource persons they should be well versed in their content and should gain good experience by having interaction with fellow colleges before presenting it.
2. An organizer should organized the training programme properly with all facilities and to avoid foregone.
3. The management is important to cover the portion and conduct training in a healthy way Time management and discipline should maintained.
4. Should use all the necessary teaching aids properly. When and where required and also should have knowledge to use the new devices in training programme power presentation, Audio visuals, and OHP.
5. Interaction with the trainees to keep them active and feedback from the trainees.
6. Commitment and dedication commitment to a purpose only serves to success so commitment and dedicate i should be the main feature.
7. Involves every body in the training to make the training successfully.

Q. The activities I most enjoy in my training classes.

1. Effective group presentation
2. Role plays mining.

3. Involvement and interaction of the coordinator
4. Discursion
5. Feed back and the training sessions
6. Report presentation documentation and publishing aspects
7. Working models demonstration.
8. Activities related to concentration
9. Time management
10. Good leadership

Q. The activities I least enjoy in my training class.

1. Repetition of the content
2. Deviation from the content
3. Taste less narrating
4. In sufficient furniture power problem.
5. Irregular breaks
6. When the training is not serving the purpose
7. When it is on Sundays and holidays.
8. Proper TA and DA not paid
9. When it only one way. like lecture from resource person.

Q. Do you see your self in the class room as a leader or a manager. I like to see my self in the class room as a manager.

1. Always have a positive approach.
2. Come down to the level of trainees and teach them by knowing their I.Q. to learn with their spee.
3. Carry the class room smoothly without hindrance and a change to learn and express.
4. Full fill the maximum content and also provide academic physical and financial facilities.
5. Give importance to documentation

Self Check Questions

Q. A Class can be considered a miniature society with its own distinctive character list some points in support of this statement.

1. Children from all different states, different language, different religion, back ground different sex.
2. Students with high and low I.Q
3. Different age group (Sometimes)
4. From different back grounds like rural urban, educated back ground uneducated back ground.
5. Students with a zeal to learn.
6. Students come by force push and pull only disturb others.

Therefore class is a representation of different societies so training should be planned and organized to fulfill all the needs of the trainers by their co-operation and interest and active participation and the positive role played by the teacher in enhancing teaching and making the process smooth and ultimately reaching its aim. and goal.

Q. A class generally creates / provides opportunities conducive for formal learning and teaching list all the factors that affect a formal learning teaching situation in a class.

They are various factors that affect the learning and teaching.

1. **Concentration:** The teacher should attract the students concentration towards her through activities to make learning smooth.
2. **Speed / motivation:** The teacher should motivate the student and also keep up with the student understanding and gasping capacity.
3. **Rich content :** Through demonstration and T.L.M will have learning impact an students.
4. **Praise and reward:** By this we motivate the child to learn fastly and build compelative spirit
5. **Individual attention:** To all students will also have impact on learning as their attendance will be high on roll.
6. **Follow up work:** Follow up is very important in teaching learning process.
7. **Inceptive functions**
8. **Environment conditions**
9. **Co-curricular activities**

10. Attitude of the teacher

Q. What skill does a trainer need to manage a class during a training programme.

Managing a class is a serious work where we deal with human being their emotions and moods, and then control them through our roles formed and make them learn serves our purpose for this the trainer should be

1. Dynamic personality.
2. Effective leaderships.
3. A teacher should function like a mediator, referee, peach makes, with punctuality and discipline.
4. Taster over the content
5. Apply innovative methods
6. He should be a multi tasker
7. Flexible in times and situations
8. Should be a good presenter

He should have a clean physical atmosphere to make learning takes place with proper planning and time table and effective time management

9. He should be a keen observer and listens
10. He should posses nature and patience

Q. List some questions a trainer need to ask himself herself so as to.

1. First when the letter of the training is issued first to understand to whom the training is given and why.
2. Understand the purpose of training and the norms
3. Then make the related office file movement to get the training through
4.
 - a. Who the trainees / no of trainees
 - b. When the training should be conducted.
 - c. Duration of training
 - d. Venue of training
 - e. Resource person
 - f. Resource material

The issue orders to the trainers through their school head.

Arrangement

Seating arrangement
Lighting arrangement
Food and tea arrangement
Toilet facilities
Good time table and good planning good activities time management
Atmosphere for training
Clear cut answers to the doubts of the trainees and feed backs
DA TA disbursement

Assignment 3 of area 2

Activity sheet skills of Managing Human relations

Activity:

Self check questions

1. What do you understand by the term Human Resource management
Human Resource means process of attending maximum achievement in an organization, with the help of man, money and material available.
2. Here are some factors which affect the mind set of the trainees in a training situation.
 - a. Trainee attention : This is most important factor in a training session the success depends of the attention of trainee towards. The programme by activities so activities which are effectual and attracts trainees attention should be skillfully raddled by the resource person.
 - b. Awareness of the objectives of training programme. The trainee should be totally aware of the purpose and aims of the programme there fore the trainees should be clean cut with the objectives of the programme to make the programme successfully PowerPoint presentation. They should be aware of objective then interested can make the programme successful and they can learn well and then implement it in next stage.
 - c. Previous experience knowledge of the trainees. Before presenting some thing the previous history should be made clear as therefore before presenting the new content. some previous knowledge about the new programme should be extracted from the new programme should be

extracted from the trainees as it make clear from where we have to go or two which point importance should be given so testing previous knowledge is must the training programme by putting questions also.

- d. Presenting new material when new material is presented the trainees show be aware of its importance its implementation its usage in future. and the associated skills

Distribution of new material

- e. Providing learner guidance by giving guidance it shows the steps involved in carrying out a task and completing the work in the feam work of the programme.
- f. Monitoring trainee performance monitoring trainee performance is must so as to implement the training the impact of training can be known only by monitoring trainee performance in days to come.

Assignment 4of Area 2

Transactional skills

Activity

Imagine that you have to give a lecture on word processors. Complete the mind map including all possible points. Then reduce these to the points you will actually use in the lecture. Say who your audience are, their level, and the time available write out at least one objective for the lecture.

M.S. Word

Objective: To make the high school teachers understand about M.S. Word

Audience: High school teachers

Level: They donot have basic knowledge about computers

Time : 3 hours

Points:

1. History of computers
2. Introduction about computers parts
3. Demo of operating compulsory
4. How to go for M.S. Word
5. Its uses.

6. Helping them while they are working with the system
7. Discussion

Age group: Above 25 years upto 50 years

Activity

Of the following topics which one would be best suited for brain storming? Why?

Making Bangalore eco friendly

Preparing hydrogen gas

Treating dyslexia.

Visual aids for primary classes.

Out of the four topics above,

Making Bangalore Eco-friendly is best suited for brainstorming, Because it give ample opportunity for us to think over it.

3. **Activity** Watch a panel discussion on the TV and model notes: A panel discussion consists of experts in the concerned field, a speaker and the audience.

- Here audience ask questions to the panelist.
- Panelist answer the questions while answering the questions 2 or 3 panelist give supportive answers to the audience.
- Speaker summaries the answers

If you are attending a panel discussion on universalisation of elementary education as the audience, what questions would you ask? List out the questions

- How do universalisation of elementary education is achieved?
- Even after 60yrs of independence, why have you not achieved universalisation of elementary education?
- Will you achieve it by 2010?
- How many more years do you take to achieve the target?
- Do you think that the money spent on trainings will be useful?

Activity

1. What types of topics lend themselves to experiential learning? Tick your choice.
 - a. Note making
 - b. Media in education ✓
 - c. Simultaneous equations

- d. Theory of relativity
2. Give reasons for your choice.

Media in education is suited for experiential learning.

3. From the choice you have made above, design an experimental activity. Design it for 20 mins. for a class of 30 adult learners.

In experiential learning, the learners are provided with the system and they are asked to go ahead with learning.

Using their previous knowledge they switch on the computers, insert the CD's into the CD drive and watch the C.D

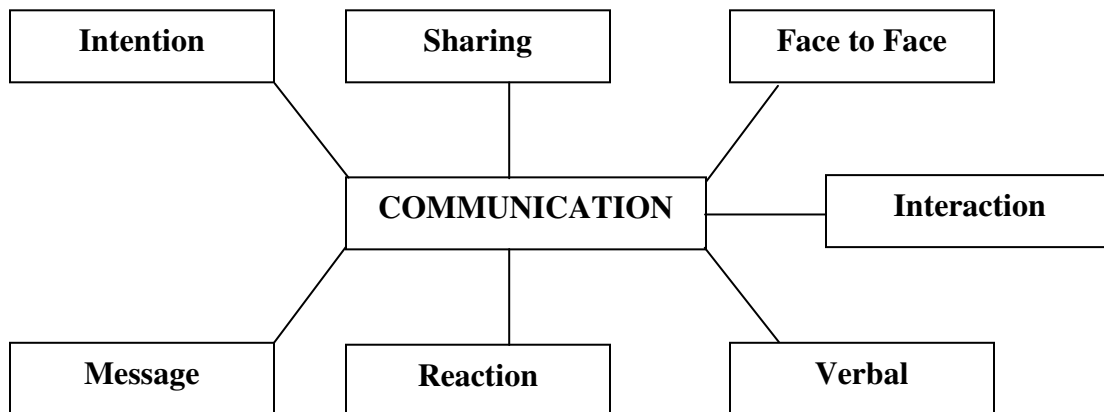
3. Materials required: Computer CD of parts of a plant. Each one is provided with a computer. They switch on the computers insert the CD into the CD drive and watch the CD. After they complete the task main points are discussion and consolidation is done.

Assignment 5 of Area 2

Activity sheet communication skills

Given below in a list of terms used in the context of communication. Prepare a diagram showing the relationship between them, as you consider it to be

Sharing	Interaction	Verbal
Face to face	context	message
intention	reaction	dimensions



Activity

Managing Human Resources

You want to conduct a 5 day programme on Childs rights which outside agencies would you approach? What community resources would you use?

Outside agencies	Community resources
Women and child welfare department Hospital Lawyers Donors Banners artist News paper press Photographer	Primary school children Educationists. Doctors Teachers

Assignment 6 of Area 2

Activity sheet organizing group based actuaries

Activity

Given below is a game. Study it and then answer the question.

What is there in my bag today?

The teacher puts a few articles in her bag. She hold it up and asks.

“What’s in my bag”?

The students guesses the articles, for instance, an apple / a hand kerchief/ a bus ticket etc.

The class is divided into groups of 5/8. In your view for which class or age group of students is this game useful?

This actuary is useful to the age group of 6-8 who studying in I an II standard.

Activity

Consider any one of the training programme organized in your DIET prepare a game that you would use in the training programme your plan may include the follow

The training programme organize in our DIET is MDP training.

Name of the game : Arranging the materials

Materials required : 2 god’s photos, flowers, match box, kumkum, incenses

Objective: The trainer will be able to

1. Understand what the other person say.
2. Know the communication gap in our daily life.
3. Understanding others as they are not as he /she thinks him/her to be.
4. Understand the context of the situation / circumstances.

Procedure

1. A trainee must be sent outside classroom for 5 mins. One more trainee must be called for doing pooja. He/She comes on the stage and moles all necessary arrangements for doing pooja.
2. He / She does the pooja keep flowers on the photo putting kumkum and using incenses.
3. He /She goes back to her/his seat.
4. The trainee, who is sent outside, it called back and asked to do pooja as the trainer explains it to him/her without seeming the one which in already taken place.
5. He/She arranges for the pooja as the trainer explains to her/him by looking at the one which already taken place.
6. While arranged for the pooja he/she understands everything as she/he feels or thinks it to be.
7. After pooja is over, she/he is allowed to took at the pooja which lead taken place before him/her pooja.
8. He funds many differences between the two pooja even through it was supposed to be the same.

The trainer summarizes both, and tells that

1. How there is a communication gap among is work out,
2. People always like to think see things in their own way, not as they are.
3. Prejudice and previous knowledge play an important role in any decision.

Instructors to be given

1. The trainer must tell the whole group about this activity.
2. Two volunteers are required
3. The second one is supposed to arrange the materials as the first one has already arranged.
4. The trainee who is sent out should not see the arrangements he/she does the pooja.

Time required 30 minutes

Activity

Prepare a role play activity based on the following text.

Raghavendra caught the express train early in the morning. He was going to the next town to attend a Head teacher's conference. He had got up very early, and he felt tired, so he soon fell asleep. About half an hour later, he woke up suddenly in the middle of a dream. In his dream, he was in a crowded market place. People were pushing him from all directions and pulling at his clothes. As he

5. Woke up, he realized that it wasn't only a dream, somebody was readily pulling at his shirt pocket. He opened his eyes just in time to catch sight of a man slipping out of the compartment. His hand went to his pocket. His wallet was missing. He jumped up and ran after the man. But the man had vanished.

Remove to prepare role cards with essential information, in clear language. Work out the time that will be required to do the role play.

At Home

It 5⁰ Clock in the morning His mobile alarms at 5⁰ clocks.

Raghavendra:- Oh! It is already 5⁰ Clock, I must get up.

He rushed to the bathroom and brushed his teeth, gets ready and keeps some money into his pocket. He catches the express train and gets a seat.

Raghavendra :- I am feeling sleepy. I shall sleep for sometimes (Said to himself)

Thief: (Pulls at his shirt and takes out the wallet from his pocket)

Raghavendra:- (In dream he shouts Don't push my shirts, don't push me, I shall fall down)

Raghavendra:- (Suddenly he opens his eyes and finds surprisingly that it is real) Hey! stop, don't run.....

He just checks his pocket and finds that his wallet is missing.

Raghavendra :- (running) Hey! stop man! Stop! Give back my wallet Don't run.

Time duration 10 minutes.

Activity

Given below are three simulation activities.

- a. A report has gone to the CPI that DIET centers are not doing much work and therefore targets are not being reached. The DIET faculty feel that there are valid reasons why this is not happening.

A meeting has been called by the CPI. The meeting will be attended by the CPI, Director, DSERT, DIET lecturers and also a group of selected participants.

- b. A group of primary teachers are going on an educational tour to Europe. They will visit different educational institutions in Germany, Switzerland, and France.

The Finance Department feels that the budget for this trip is on the high side. The teachers, along with the manager of Cooks Travels who is arranging the trip, are meeting the Deputy Director to reach a conclusion about this matter.

- c. There is only one big part in your town. It is now proposed by the corporation to sell apart of this part to a developer. The corporation feels it has to do it, as it has no money for development and the sale of this land can earn it some money.

- d. The citizen Forum is set against this as it feels the only long space in the city will be reduced, and children will have no place to play. The developer feels that by developing a part of the park in a modern way will attract people to the town and bring prosperity, to the town. They are meeting to discuss the issue in a public forum.

Which of these would work well with trainees at your DIET and which of these would not, Why?

- C. Will work well with trainees at our DIET. Because it creates environmental awareness and get to know rules and conditions to convert a park into a modern way.

A and B are already familiar with the trainees, So we need not necessarily do it.

Activity

Read the following excerpt about Rita. M. Singh aged 18.

Rita M. Singh was born in Chandigarh, Punjab, Her father is a doctor and her mother a teacher, some of Rita's school friends persuaded her to enter 'Miss India' contest just for a joke. She entered and won to everybody's surprise. This meant she had everybody's surprise.

This meant she had to take part in the Miss World Again she won. A week later, she gave up the title because she felt it would interface with her studies and private life. She also feels, beauty contest are degrading to a woman and has decided never to take part in another one. She intends to finish her studies and qualify as a microbiologist. She wants to do research.

Decide how you can dramatize the piece given above. Will you dramatize whole or only part of it? Who will the characters? What situation will you use?

Scene I College

Sunitha: Hi! Rita, how are you?

Rita: I am fine, How are you?

Monica: Rita, Why don't take part in Miss India contest?

Sunitha: Yes, exactly, you can take part in the contest.

Many friends: Yes, you must take part in the context we will be happy to see our friend wearing the "Miss India Crown".

Scene II Home

Rita is at home preparing for the examination. Her mother comes home.

Mother: When did you come, my child?

Rita: I came back in the afternoon mom.

Mother: Did you have your lunch?

Rita: Yes Mom I would like to take part in the Miss India Contest. I want to make an experience of that kind.

Mother: Did you tell your father?

Rita: No, he has not yet come

Scene III Home

(At night while having dinner)

Rita: Papa, I would like to take part in the Miss India contest. All my friends want to take part in the contest.

Father: If you are willing to take part in it, then go ahead.

Scene IV At the contest

Competition is being held. Every one is eagerly looking at results. Rita wins the contest.

Scene V At the College

Monica: Rita, anyway you won the crown, congratulation

Sunitha: I am happy to say that our friend won Miss world crown.

Many friends: Yes, we are really happy to have you as our friend

Scene VI Home

Rita: Mom, I would like to give up Miss world till.

Mother: Why what happened?

Father: Are you feeling alright?

Rita: Yes papa I am alright, I feel that the title disturbs my studies and personal life.

Mother: Have you decided to give it up?

Rita: Yes Mom, I would like to become a microbiologist and do research work that will be helpful to people.

Parents: Okay, do as you wish, we always support your feelings

(To be tried out with D.Ed. Students)

Make separate slips of paper for a person, a place, the time and the weather, Put the slips into separate boxes. Divide the class into groups of $\frac{3}{4}$. A representative from each group comes and takes one slip from each box, except the person box, From the person box, he/she takes 3 slips.

The group now has to construct a short skit using the information in the slips. When they are ready, they act out the skit for other groups, The other groups try to establish precisely who the characters in the skit were.

Person	Place	Time	Weather
A bus conductor	A Boat	Mid night	Foggy
A hijacker	An ice-cream factory	After lunch	A drought
a businessman	A hotel	Dawn	Summer
A beggar	A forest	1942	Rainy
A film star	A beach		
A bank manager			
A housewife			

The slips for the group I

Person	Place	Time	Weather
A businessman	A hotel	9.30 a.m	Cold
A beggar			
A house wife			

It was 9.30 a.m. A businessman gets down from a car and is at the entrance of a hotel. A beggar is in front of the hotel. Since it was very cold, the beggar asked the businessman to give some money to purchase a sweater. But the businessman walked into the hotel.

After sometime a housewife came to a hotel and packed some breakfast and was about to go back when the beggar asked her to give some money to purchase a sweater. She looked at him from head to foot, she felt sorry for his state she gave Rs. 50.00 to the beggar the beggar was happy and conveys his thanks to her.

Activity 2

Person	Place	Time	weather
A bank manager	A beach	After lunch	Rainy
A film star			
A bus conductor			

A film star had a shooting at a beach, Hero and heroine dance together when it was raining. After shooting this song scene, they go for lunch. After lunch they rest for sometime. While resting a bus came to the beach. Many people surrounded the film star including a bus conductor and asked for the autograph

In the meanwhile a bank manager came and met the producer and informed him to pay back the loan amount soon.