

2nd Master Trainer Programme(s) -2016
For Primary & Secondary Teachers of Social Science
Working Paper
Theme- 'Transfer of Training to Classroom'

1.Purpose

After effectively decentralizing in-service training of DAV teachers by setting up Regional Training Centers (RTCs) in every region, **DAV Centre for Academic Excellence** has trained best teachers from every region to create a cadre of in-house Master Trainers in most of the subjects.

In **2015** the nominated teachers underwent an intensive and extensive training at DAV Centre for Academic Excellence, New Delhi, to become the Master Trainers. The first batch of Master Trainers were identified from 37 RTCs (Regional Training Centers) and trained. This year in **2016** in order to enhance effectiveness of training the RTCs have been further broken down into smaller clusters, in total 71. Therefore some new teachers will be added to this group of Master Trainers.

2. Objectives

Macro: The 3-day Master Trainers Programme aims to create a cadre of Social Science Master Trainers at Primary and Secondary levels who will plan, design and conduct training programmes for their peers on a regular basis. This year the programme focus will be on ensuring '**Transfer of Training to Class room**'.

Micro: The MT Programme aims to train the Master Trainers to provide customized inputs to every teacher to improve their class room performance. They will also learn to make a post-training assessment of their peers performance / ability to transfer training to the classroom. For this they will acquire the skills to-

- Understand the 'Framework of Quality Assurance in in-service training'.
- Plan, design and conduct need-based trainings customized to the genuine needs of the social science teachers.
- Trouble-shoot impediments in implementation of in-service training at School
- Acquire skills to make self-assessment of 'Quality' of own Workshops
- Acquire skills to make on-site assessment of teacher-performance to evaluate '**Transfer of Training to Class room**'.

3. Dates & Duration

The training programme is of three day duration. The participants will report on the evening before the programme BEGINS and will be free to leave after 5pm on the third and the final day of training.

MTP for Primary: November 29-December 01,2016 (Teachers from Classes III-VII)

MTP for Secondary: December- 06-08, 2016 (Teachers from Classes VIII-X)

Note: For newly nominated Master Trainers the programme will begin a day before the dates given above(refer page 4)

4. Participation

From every Cluster two teachers will be nominated – one each for Primary and Secondary Programme. The level of the programme may be clearly specified against the name of the candidate.

5. Workshop Requirements

The teachers will need to carry the following items for effective participation in the programme:

- **Laptop , Internet Dongle , Pendrive (16 GB)**
- **Own Training Modules / Lesson Plans/Videos/Pictures etc for demonstration**

6. On-line Registration

Participants will have to **Register On-line** on the website of DAV Centre for Academic Excellence www.davcae.net.in . This is mandatory. A DD or multicurrency cheque of Rs. 3000/- drawn in favour of **DAV Centre of Academic Excellence, New Delhi** may either be sent by post or deposited during the programme at Delhi to cover the workshop expenses. For any problem in on line –registration you may contact **Ms. Tanu Agarwal (01123521938) from 10am-5pm.**

7. Logistics

This is a residential programme and no participant will be allowed to stay with their relatives during the training. Safe and hygienic hotels located at a walking distance from DAVCMC will be booked for the trainees. The boarding expenses (stay+dinner) of approximately **Rs. 1000/- per day** will be directly met by the school. The school will give the teacher enough advance amount for payment of hotel bills. Any unforeseen expenditure over and above the planned expenditure will be met by DAV Centre for Academic Excellence.

Delhi experiences mild cold in the months of November -December. All participants are advised to carry weather appropriate clothes and footwear along with their items of personal

and regular use such as medicines, toiletries etc. Please do not carry any valuables such as jewelry etc.

8. Reporting

All teachers will phone **Mr. Prabhakar Jha** (+91 9211163339) to inform their time of arrival and departure. They will report at the head office of DAV College Managing Committee, which is also the programme venue. From there they will be escorted to their hotel located at walking distance in a busy market place called Pahar Gang. Dinner will be organized for all teachers who give prior information of their arrival. Please follow instructions to have a pleasant and safe stay in the national capital New Delhi.



Rashmi S Chari
Asst. Director &
Programme Coordinator

IMPORTANT : For New Nominations

Selection Criteria

The Master Trainer will be identified by Cluster Heads/Principals on the basis of a teacher's performance -displaying not only creativity and good teaching skills but also personal values and a positive attitude. After identification, the Training Coordinator will interview the candidates to make the final selection. A suggestive selection criteria for Master Trainers is-

Mandatory

- Minimum 5 years experience of teaching these classes
- Well Informed and Updated in Subject
- Actively Uses ICT in Class Room
- Excellent communication skills
- Fluency in English language
- Proactive and committed to profession
- Willing to take additional work and Responsibility

Desirable

- Has experience of working with NCERT, CBSE, DAVCAE for text-book writing, paper setting etc.
- Has experience as a Teacher Trainer

IMPORTANT

1. Kindly **DONOT nominate PGT’s teaching XI-XII** for these programmes. Practicing teachers of these classes should only be considered as they are fully familiar with syllabus, text-books, teaching methodology and problems of learning at this level.
2. **IT SKILLS:** Please do not send any teacher who can’t prepare power point presentations or use Internet and emails. In case their skills are rusty please give them good training in ICT before sending.
3. **EMAIL:** An email ID has been created for all communication regarding Social Science Master Trainer Programme and later for communication with Master Trainers. Kindly send the names on given format to the new email ID socialscience.training@davcae.net.in positively by November 25, 2015.

Reporting of New Master Trainers

The newly nominated teachers shall attend Master Trainer Programme for one EXTRA day before the beginning of the programme. During this day the participants will be given the basic skills of designing and delivering training and lesson-planning that was undertaken last year in the same programme.

Thus the **Newly Nominated Master Trainers** shall report on the evening before:

Primary:	November 28, 2016
Secondary:	December 05, 2016

Hotel Bookings

The Cluster Head must make a clear/separate mention of the arrival dates of the newly nominated Master Trainer in their emails so that their hotels bookings may be done accordingly. Also inform **Prabhakar Jha on Phone (+91 9211163339)**.

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