

# Training of Trainers on Teaching Methods/Techniques

December 20-24, 2020

## Course Guideline



National Agriculture Training Academy (NATA)  
Ministry of Agriculture  
Gazipur-1701  
[www.nata.gov.bd](http://www.nata.gov.bd)

# **Training of Trainers (ToT) Teaching Methods/Techniques**

**December 20-24, 2020**

## **Course Management**

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and Director General (In charge)  
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Senior Assistant Director  
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## Content

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# **Introduction to National Agriculture Training Academy (NATA)**

## **1. The Academy**

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers (grade-9 and above) under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The Academy organizes various training programmes related to agriculture throughout the year. The academy is established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 with the financial assistance of Japan International Cooperation Agency (JICA). Afterwards, on 27 June 1984, CERDI was undertaken to the Training Wing of Department of Agricultural Extension (DAE). On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established NATA as an independent organization of MoA and on 07 June 2014, NATA has been started as a training academy.

Initially, the Academy started its functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 84 staff members including 30 faculty members.

## **2. Location**

The Academy is 25 km away from Dhaka city and 3 km away from *Joydevpur Chandana Chowrasta* towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. The academy provides the trainees an ample scope to have free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

## **3. Vision**

National Agriculture Training Academy becomes a center of excellence for developing competent human resources in agriculture sector.

## **4. Mission**

We are pledged to achieve the shared vision through:

- i. Develop human resource of all organizations under MoA by imparting quality training, research and development and publications;
- ii. Enhance linkage between education, research and extension to endow agriculture service delivery system;
- iii. Network with reputed institution of home and abroad for organizational capacity building; and
- iv. Foster a culture of continuous learning for development of knowledge-intensive agriculture service.

## 5. Functions

The NATA has been entrusted to perform the following functions:

- i. Human resource development of the government, semi-government, autonomous organization under MoA through training of modern and sustainable agriculture technology;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations for the development of socio-economic conditions of farmers;
- iii. Conduct demonstration, adaptive research and research of proven technologies;
- iv. Impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course;
- v. Exchange publications, participants and resource persons in seminars, workshops, conferences and training among the stakeholders;
- vi. Advice government and other organizations on training, achieving food and nutrition security, ICT, transfer of agriculture technology, agro-based industries and conservation environments etc.;
- vii. Help government and policy makers in framing and analyzing agricultural policies;
- viii. Conduct different training activities of academy in consonance with provision of the public administration training policy 2003; and
- ix. Perform all kinds of duties directed by the government.

## 6. Sessions

Everyday the session is started at 9.00 am in the morning and ends at 4:30 pm in the afternoon. There are two breaks started at 11.00 am and 12.30 pm for tea and lunch with prayer respectively. Participants are advised to attain the class in time without fail for avoiding any kinds of disciplinary action.

**Daily Schedule**

Activities	Duration
Recapitulation	09.00-9.15
1 <sup>st</sup> Session	9.15-10.30
Health break	10:30-11:00
2 <sup>nd</sup> Session	11:00-12.00
3 <sup>rd</sup> Session	12.00-1.00
Lunch and Prayer	1.00-2.15
4 <sup>th</sup> Session	2.15-3.30
Health break	3.30-4.00
5 <sup>th</sup> Session	4.00-5.00

## 7. Norms to be followed during the training

- No casual leave is allowed during training period.
- Participants living in the dormitory are advised to follow the norms of the dormitory.
- The campus area is a “Non Smoking Zone”. Participants are advised to refrain from smoking inside the Academy.
- Participants are not allowed to enter the dormitory after 11:00pm at night

## **8. Evaluation**

Course Director and other faculty members are given responsibility to evaluate the participants. The course is evaluated during pre and post training situation within 100 marks. On the other hand the participants are also given chance to evaluate the faculties and guest speakers by using a prescribed format.

## **9. Facilities**

### **9.1. Physical Facilities**

The Academy is well equipped with physical facilities in organizing training programs though it began its journey recently. Existing facilities of the academy are as follows.

- Office building-2
- Class room- 3
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 1
- Auditorium-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1

### **9.2. Digital Computer cum Language Lab. and IT facilities**

There is one Digital Computer cum Language Lab in the Academy. It is located on the 1<sup>st</sup> floor of the Administrative building. IT facilities include LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Digital Computer cum Language Lab. as part of the Academy's drive for capacity building of government officials. Participants can avail the opportunity of learning the foreign language while they stay in NATA.

### **9.3 Recreational Facilities**

The Academy has a recreation room with color T.V in the dormitory. The daily newspapers are available in recreation room for the participants.

### **9.4. Linkage with other Training Organizations**

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM and FIMA and so on. NATA has plan to collaborate with international training institutes for improvement its human resources. NATA also collaborate with national research organizations in research in agriculture sector.

## Course at a glance

This manual is intended to equip the prospective trainer with the essential understanding of the conceptual background of the process of training in general and Training of Trainers (ToT) in particular. This five days training module provides trainers' as a comprehensive guide for basic understanding of training of trainers' management. This module is conveniently divided into five units with lesson plan for a particular topic with lesson sheet. Unit 1 explains Bloom's taxonomy, aims and learning outcomes and different teaching aids and methods. Unit 2 describes motivation techniques, non-verbal communication techniques, tips of effective communication and question and answer techniques. Unit 3 describes microteaching planning preparation of microteaching practice model teaching delivery. Unit 4 describes planning of skill and teaching planning of skill teaching (psychomotor). Finally unit 5 stated preparation and practice of microteaching (psychomotor). Successful implementation of the training trainers will surely enhance the capacity of human resources and consequently beneficial to the farmers of Bangladesh.

### Course objectives

Upon completion of the course ToT on Teaching Methods/Techniques participants will be able to:

- To help teachers design the course- the content, the methods, and the assessment;
- To communicate the educational intent of the course to students and to colleagues;
- To help identify the resources needed to undertake the teaching;
- To provide a basis for evaluating the course, and a basis for **quality assurance**.

### Target population

Grade-9 and above officers of sixteen organization under MoA.

**Duration of each Session:** 60 minutes

### Pre-requisite of the course

- To attend in the training class in time;
- To be present at least 100% of the classes otherwise certificate may not be awarded;
- Maintain the norms in dormitory and cafeteria;
- Absent from any session is not allowed without prior permission from the course coordinator even in case of emergency;
- Enthusiastic to learn and share ideas in training session; and
- Cell phone must be kept in silent mode.

# Course Content

## **Lesson Plan: Unit-1**

- Lesson 1:Aims And Learning Outcomes
- Lesson 2:Bloom's Taxonomy
- Lesson 3: Selection Of Teaching Methods
- Lesson 4: Selection Of Teaching Aids
- Lesson 5: Preparation Of Lesson Plan

## **Lesson Plan: Unit-2**

- Lesson 1: Practice of Lesson Plan preparation
- Lesson 2: Motivation Techniques
- Lesson 3: Non Verbal Communication Techniques
- Lesson 4: Tips of Effective Communication
- Lesson 5: Question and Answer Techniques

## **Lesson Plan: Unit-3**

- Lesson 1: Microteaching Planning
- Lesson 2: Model Teaching Delivery
- Lesson 3: Preparation of Microteaching Practice

## **Lesson Plan: Unit-4**

- Lesson 1: Practice of Microteaching
- Lesson 2: Planning of Skill Teaching
- Lesson 3: Planning of Skill teaching (Psychomotor)

## **Lesson Plan: Unit-5**

- Lesson 1: Preparation of Microteaching (Psychomotor)
- Lesson 1: Practice of Microteaching (Psychomotor)
- Lesson 1: Qualities of a good trainer

## List of Speakers/Resource Personnel

Sl. No.	Name and Designation	Organization	Email & Mobile no.
1	Professor Dr. Md. Abdul Momen Miah	Department of Agricultural Extension, BAU, Mymensingh	Email: <a href="mailto:mammiah_bau@yahoo.com">mammiah_bau@yahoo.com</a> Mob-01712734143
2	Professor Dr. M. Mozahar Ali, Director	GTI, BAU, Mymensingh	Email: <a href="mailto:mozahar55@gmail.com">mozahar55@gmail.com</a> / <a href="mailto:Mozahar55@yahoo.co.uk">Mozahar55@yahoo.co.uk</a> Mob-01711-391190
3	Dr. Md. Math hurul Hoque, Ex-DG	National Agriculture Training Academy (NATA), Gazipur	Mob-01714688233
4	Professor Dr. Masuma Habib,	DIC, Phd(London) GTI, BAU, Mymensingh	Email: <a href="mailto:sm1997m@yahoo.com">sm1997m@yahoo.com</a> Mob-01711-248820

## Training Schedule

### Training of Trainers (ToT) on Teaching Methods/Techniques

Duration: December 20-24, 2020

Time	Planned Sessions and Topics	Facilitators
Day-1: December 20, 2020 (Sunday)		
08.45-09.30	Registration and Pre-evaluation	Noor Oliya Haque and Shamima Akter
09.30-09.50	Inaugural Session	DG, Directors, CC, ACCs, Participants, Facilitators, Faculty Members
09.50-10.50	Bloom's Taxonomy	Professor Dr. M. Mozahar Ali
10.50-11.10	Tea Break	
11.10-12.10	Aims and Learning Outcomes	Professor Dr. M. Mozahar Ali
12.10-01.10	Selection of Teaching Methods	Professor Dr. M. Mozahar Ali
01.10-02.00	Lunch and Prayer Break	
02.00-03.00	Selection of Teaching Aids	Professor Dr. M. Mozahar Ali
03.00-04.00	Preparation of Lesson Plan	Professor Dr. M. Mozahar Ali
04.00-05.00	Use of Digital Tools and Technologies for Aesthetic and Smart Presentation	Dr. Md. Akhtaruzzaman
Day-2: December 21, 2020 (Monday)		
09.00-09.30	Review of the previous day	Noor Oliya Haque and Shamima Akter
09.30-10.30	Practice of Lesson Plan Preparation	Professor Dr. M. Mozahar Ali
10.30-11.30	Question and Answer Techniques	Professor Dr. M. Mozahar Ali
11.30-12.00	Tea Break	
12.00-01.00	Model Teaching Delivery	Professor Dr. M. Mozahar Ali
01.00-02.00	Lunch and Prayer Break	
02.00-03.00	Microteaching Planning	Professor Dr. Masuma Habib
03.00-04.00	Preparation of Microteaching for Practice	Professor Dr. Masuma Habib
04.00-05.00	Sustainable Development Goals (SDGs)	Dr. Md Abu Sayeed Mia
Day-3: December 22, 2020 (Tuesday)		
09.00-09.30	Review of the previous day	Noor Oliya Haque and Shamima Akter
09.30-10.30	Preparation of Microteaching for Practice	Professor Dr. Masuma Habib

Time	Planned Sessions and Topics	Facilitators
10.30-11.30	Practice of Microteaching	Professor Dr. Masuma Habib
11.30-12.00	Tea Break	-
12.00-01.00	Practice of Microteaching	Professor Dr. Masuma Habib
01.00-02.00	Prayer and Lunch Break	-
02.00-03.00	Planning of Skill Teaching	Professor Dr. Md. Abdul Momen Miah
03.00-04.00	Preparation of Skill Teaching	Professor Dr. Md. Abdul Momen Miah
04.00-05.00	National Integrity Strategy (NIS)	Md Jamal Uddin
Day-4: December 23, 2020 (Wednesday)		
09.00-9.30	Review of the previous day	Noor Oliya Haque and Shamima Akter
09.30-10.30	Preparation of Skill Teaching	Professor Dr. Md. Abdul Momen Miah
10.30-11.30	Preparation of Skill Teaching	Professor Dr. Md. Abdul Momen Miah
11.30-12.00	Tea Break	-
12.00-01.00	Preparation of Skill Teaching	Professor Dr. Md. Abdul Momen Miah
01.00-02.00	Lunch and Prayer Break	-
02.00-03.00	Qualities of a Good Trainer	Dr. Muhamamd Math Hurul Haque
03.00-04.00	Motivation Techniques	Dr. Muhamamd Math Hurul Haque
04.00-05.00	Grievance Redress System (GRS)	Dr. Md Akhlas Uddin
Day-5: December 24, 2020 (Thursday)		
08.45-09.00	Review of the previous day	Noor Oliya Haque and Shamima Akter
09.00-10.00	Tips of Effective Communication	Dr. Muhamamd Math Hurul Haque
10.00-11.00	Non-verbal Communication Techniques	Dr. Muhamamd Math Hurul Haque
11.00-11.10	Tea Break	-
11.10-12.10	Experiential Learning	Dr. Muhammad Math Hurul Haque
12.10-01.10	Peer Learning	Dr. Muhamamd Math Hurul Haque
01.10 -01.40	Lunch and Prayer Break	-
01.40-02.40	Right to Information (R2I)	Dr. Md. Saidur Rahman
02.40-03.00	Post Evaluation	Noor Oliya Haque and Shamima Akter
03.00-03.30	Closing Ceremony	DG, Directors, CC, ACCs, Participants, Facilitators, Faculty Members

### List of Faculty, NATA, Gazipur

Photo	Name & Designation	Phone/Cell/ E-mail
	Dr. Md. Abu Sayeed Miah Director General (In-charge)	02-49272104 01712-024623 dgnata14@gmail.com
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	Md. Rafiqul Islam Deputy Director (Agriculture Machinery and Water Management)	02 49272113 badal.rafiqul@gmail.com 01718970041
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<b>Photo</b>	<b>Name &amp; Designation</b>	<b>Phone/Cell/ E-mail</b>
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