



## Training Completion Report

### ToT on Teaching Methods/ Techniques

Duration: December 20-24, 2020



**National Agriculture Training Academy  
Gazipur-1701**

# ToT on Teaching Methods/ Techniques

## Course Management

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Senior Assistant Director  
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## **Introduction**

Training of trainers (ToT) is a form of training imparted to an individual with a view to preparing him/her for his/her future role as a trainer. This is a process which aims to develop his/her capabilities and capacities of imparting training to others as a skilled professional. Besides, ToT also aims to help organisations to build their own cadre of trainers. Thus ToT has a dual role to play: the individual growth and the organisational growth. The focus of ToT is not only to build a cadre of trainers, but also to develop necessary orientation, awareness and abilities to perform a catalytic role as facilitators of change.

In fact, training can be a rewarding experience to both the trainer and the trainees if its major thrust is on the promotion of participatory learning, through the use of methods which make the training process more interesting and also ensure the training's more productive results.

Successful implementation of the ToT course will surely enhance the capacity of human resources and consequently beneficial to the trainees of Bangladesh. This training module also sketched the teaching strategies and a list of good practices identified based on lessons learned.

### **Course Objectives**

To teach participants about planning of teaching, so that they can conceptualize basic concepts of planning of teaching programme and practice it in the real job situation.

### **Duration of the Course**

Duration of the course is 5 days starting from 20 December and ends 24 December 2020

### **Prerequisites of the course:**

- To attend in the training class in time;
- To be present at least 99% 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.

## 1. Course Content

### Day: Sunday

Planned Sessions and Topics	Method
Bloom's Taxonomy	L, D
Aims & Learning Outcomes	L, D
Selection of Teaching Methods	L, D
Selection of Teaching Aids	L, D
Preparation of Lesson Plan	L, D
Use of Digital Tools and Technologies for aesthetic and Smart Presentation	L, D

### Day: Monday (Day-2)

Planned Sessions and Topics	Method
Practice of Lesson Plan Preparation	L, D and E
Question and Answer Techniques	L, D
Model Teaching Delivery	L, D
Microteaching Planning	L, D
Preparation of Microteaching for Practice	L, D
Sustainable Development Goals (SDGs)	L, D

### Day: Tuesday (Day-3)

Planned Sessions and Topics	Method
<b>Preparation of Microteaching for Practice</b>	L, D and E
<b>Practice of Microteaching</b>	Practical
<b>Practice of Microteaching</b>	Practical
<b>Planning of Skill teaching</b>	L, D
<b>Planning of Skill teaching(psychomotor)</b>	L, D and E
<b>National Integrity Strategy (NIS)</b>	L, D

### Day: Wednesday (Day-4)

Planned Sessions and Topics	Method
<b>Preparation of Skill teaching</b>	Practical
<b>Preparation of Skill teaching</b>	Practical
<b>Practice of Skill teaching</b>	Practical
<b>Qualities of a Good Trainer</b>	L, D
<b>Motivation Techniques</b>	L, D and E
<b>Grievance Redress System (GRS)</b>	L, D

### Day: Thursday (Day-5)

Planned Sessions and Topics	Method
<b>Tips of Effective Communication</b>	L, D
<b>Non-verbal Communication Techniques</b>	L, D
<b>Experimental Learning</b>	L, D
<b>Peer Learning</b>	L, D
<b>Right to Information (R2I)</b>	L, D

L – Lecture, D – Discussion, E=Exercise

### **3. Training Methods & Materials**

Following method were followed and materials were used in the training session-

**Method:** Lecture/Open discussion/ Group work/ Paired sharing/ Question and Answer, Review

**Materials:** Slides, Computer, Multimedia Projector, White board, Marker, Duster, Internet, Sound system

### **4. Sports & Recreation**

There is a playground, a tennis court and a volley ball court in NATA campus. So the participants can avail the opportunity to play sports in that areas. There is also a recreation room with color T.V in the dormitory. The daily newspapers are also available in the recreation room for the participants.

### **5. Concluding Session**

Course is evaluated by the participants individually both providing open-ended and close-ended interview schedule at the end of the training

### **6. Course evaluation by the participants**

The summary of the course evaluation of the participants are mentioned below:

- i. The course contents is sufficient but duration is not sufficient;
- ii. Four session in each day with more group work and presentation is needed
- iii. Management of the training course is satisfactory;
- iv. Provision of at least two resource speaker in one day;
- v. Arrangement of continuous electricity supply;
- vi. Laptop/computer facility after the training session;
- vii. Same batch or same rank officers may include in one batch
- viii. Real situation for teaching practice (e.g. in farmers field or in any office)

## 7. List of Participants

Twenty eight participants from 16 different organizations under ministry of Agriculture were the participants of this course.

Sl. No.	Name	Designation
1.	DR. MOHAMMAD AMIR HOSSAIN	Principal Scientific Officer, Plant Breeding Division, BRRI, Gazipur
2.	MANIK CHANDRA ROY	Senior Scientific Officer, SRDI, Regional Laboratory, Dinajpur
3.	MD. NAZMUL ISLAM	Senior Scientific Officer, SRDI, Regional Laboratory, Pabna
4.	Dr. MD. NURUL KASHEM	Principal Scientific Officer, BSRI, Ishuardi, Pabna
5.	DR. MD. MAHBUBUR RAHMAN	Scientific Officer (Wheat Breeding), BWMRI, Regional Center, Shyampur, Rajshahi
6.	ABDUR RAKIB	Scientific Officer, Bangladesh Institute of Nuclear Agriculture
7.	SAJID KHAN TAJIN	Cotton Development Officer, CDB
8.	SAAD AHMMED	Instructor, Bangladesh Institute of Research and Training on Applied Nutrition (BIRTAN)
9.	MOHAMMAD SHAFIQU L ISLAM	Assistant Engineer, Barind Multipurpose Development Authority (BMDA)
10.	MD. SALIM REZA	Assistant Engineer, Barind Multipurpose Development Authority (BMDA)
11.	MOHAMMAD ABDUS SUBHAN	District Seed Certification Officer, District Seed Certification Office, SCA, Chattogram
12.	DR. MD. LUTFAR RAHMAN	Principal Scientific Officer, Bangladesh Jute Research Institute
13.	MOHAMMAD KAMRUL HASAN	Senior Scientific Officer, BARI
14.	DR. MD. HAFIZUR RAHMAN	Scientific Officer, BARI, Narsingdi
15.	DR. ROBIAH NOOR AHMED	District Training Officer, DAE
16.	MD. REZAUL KARIM	Agriculture Extension Officer, DAE, Nandail, Mymensingh
17.	MD. ALAMGIR HOSSAIN	Agriculture Extension Officer, DAE, Sadar, Chuadanga
18.	MD. MARUF HOSSAIN	Agriculture Extension Officer, DAE, Haripur, Thakurgaon
19.	K. M. RAFIUL ISLAM	Agriculture Extension Officer, DAE, Shibganj, Bogura
20.	MD. ZOBAER HOSSAIN	Agriculture Extension Officer, DAE, Companiganj, Noakhali
21.	RAJIB SARKAR	Agriculture Extension Officer, DAE, Ajmiriganj, Habiganj
22.	IFFAT KIBRIA AL NAYEEM	Instructor, Agriculture Training Institute, Gaibandha
23.	MOHAMMAD MOSARAF HOSSAIN BHUYAN	Executive Engineer, BADC
24.	H. S. JAHIDUL FERDOUS	Senior Assistant Director (SM), BADC, Chapainawabganj

25.	MD. SHARIF IQBAL	Senior Assistant Director, NATA, Gazipur
26.	MD. AKLIMUZZAMAN	Senior Assistant Director, NATA, Gazipur
27.	MD. SAZZADUR RAHMAN	Agriculture Extension Officer, DAE, Sakhipur, Tangail
28.	SUMAIYA AFRIN JHUMA	Seed Analyst, SCA, Gazipur

### 8. List of 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. Masuma Habib, Professor	DIC, Phd(London) GTI, BAU, Mymensingh	Email: <a href="mailto:sm1997m@yahoo.com">sm1997m@yahoo.com</a> Mob-01711-248820
4	Dr. Md. Math hurul Hoque, Ex-DG	National Agriculture Training Academy (NATA), Gazipur	Mob-01714688233

## Training Schedule



### Training Schedule

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

**Duration: December 20-24, 2020**

Time	Planned Sessions and Topics	Facilitators
<b>Day-1: December 20, 2020 (Sunday)</b>		
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 GTI, BAU, Mymensingh Email:mozahar55@gmail.com/ <a href="mailto:Mozahar55@yahoo.co.uk">Mozahar55@yahoo.co.uk</a> Mob-01711391190
10.50-11.10	<b>Tea Break</b>	
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	<b>Lunch and Prayer Break</b>	
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 Director (Admin),NATA Email:akhtar62bd@gmail.com Mob: 01711-884191
<b>Day-2: December 21, 2020 (Monday)</b>		
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	<b>Tea Break</b>	

<b>Time</b>	<b>Planned Sessions and Topics</b>	<b>Facilitators</b>
12.00-01.00	Model Teaching Delivery	Professor Dr. M. Mozahar Ali
01.00-02.00	<b>Lunch and Prayer Break</b>	
02.00-03.00	Microteaching Planning	Professor Dr. Masuma Habib DIC,Phd(London) GTI, BAU, Mymensingh Email: <a href="mailto:sm1997m@yahoo.com">sm1997m@yahoo.com</a> Mob-01711-248820
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 DG,NATA Email:dgnata14@gmail.com Mob: 01712-024623
<b>Day-3: December 22, 2020 (Tuesday)</b>		
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
10.30-11.30	Practice of Microteaching	Professor Dr. Masuma Habib
11.30-12.00	<b>Tea Break</b>	-
12.00-01.00	Practice of Microteaching	Professor Dr. Masuma Habib
01.00-02.00	<b>Prayer and Lunch Break</b>	-
02.00-03.00	Planning of Skill Teaching	Professor Dr. Md. Abdul Momen Miah BAU Email: <a href="mailto:mammiah_bau@yahoo.com">mammiah_bau@yahoo.com</a> Mob-01712734143
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
<b>Day-4: December 23, 2020 (Wednesday)</b>		
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	<b>Tea Break</b>	-
12.00-01.00	Preparation of Skill Teaching	Professor Dr. Md. Abdul Momen Miah
01.00-02.00	<b>Lunch and Prayer Break</b>	-
02.00-03.00	Qualities of a Good Trainer	Dr. Muhamamd Math Hurul Haque Ex DG, NATA Mob-01714688233

<b>Time</b>	<b>Planned Sessions and Topics</b>	<b>Facilitators</b>
03.00-04.00	Motivation Techniques	Dr. Muhamamd Math Hurul Haque
04.00-05.00	Grievance Redress System (GRS)	Dr. Md Akhlas Uddin
<b>Day-5: December 24, 2020 (Thursday)</b>		
08.45-09.00	Review of the previous day	Noor Oliya Haque and Shamima Akter
09.00-10.00	Tips of Effective Communication	Dr. Muhammd Math Hurul Haque
10.00-11.00	Non-verbal Communication Techniques	Dr. Muhamamd Math Hurul Haque
11.00-11.10	<b>Tea Break</b>	-
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	<b>Lunch and Prayer Break</b>	-
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

This Schedule is Subject to Change

## **9. Training Course Evaluation by the participants**

### **The topics they liked :**

1. Qualities of a Good Trainer
2. Motivation Techniques
3. Tips of Effective Communication
4. Non-verbal Communication Techniques
5. Preparation of Lesson plan
6. Bloom's Taxonomy
7. Aims & Learning Outcomes
8. Selection of Teaching Aids
9. Question and Answer Techniques
10. Motivation Techniques
11. Field works & real life presentation about psychomotor skills
12. Preparation of individual presentation on Microteaching (psychomotor)
13. Practice of Microteaching (psychomotor)

### **The topics they disliked :**

1. Experiential Learning and Peer Learning
2. Cross Cutting Issues

### **The topics need to be added**

1. Preparation of mobile software from off-line mobile responsive website
2. Preparation of e-book and Domain hosting
3. Preparation of power point smartly
4. Making of digital content
5. Game based learning
6. Details critical reasoning and decision making process
7. How to motivate others and awaken curiosity in the learners mind

### **Best Training Methods choose by the participants**

1. Discussion and group exercise
2. Group wise problem solution
3. Group discussion

### **The issues that are disliked by the participants**

1. Less time for Practice
2. Heterogeneous group
3. One speaker teach whole day
4. Very tight schedule
5. Interruption of mobile network in dormitory

### **The others associated issues they liked**

1. Topic wise expert resource persons were selected very wisely.
2. Time management
3. NATA management
4. Discipline & management
5. Management of dormitory
6. Expert resource persons
7. Cooperation of NATA Authority

### **Provided Service Quality**

1. Neat and cleanliness facilities-80%
2. Library facilities – 50%
3. Audiovisual facilities – 70%

### **Recommendations for the improvement of the course**

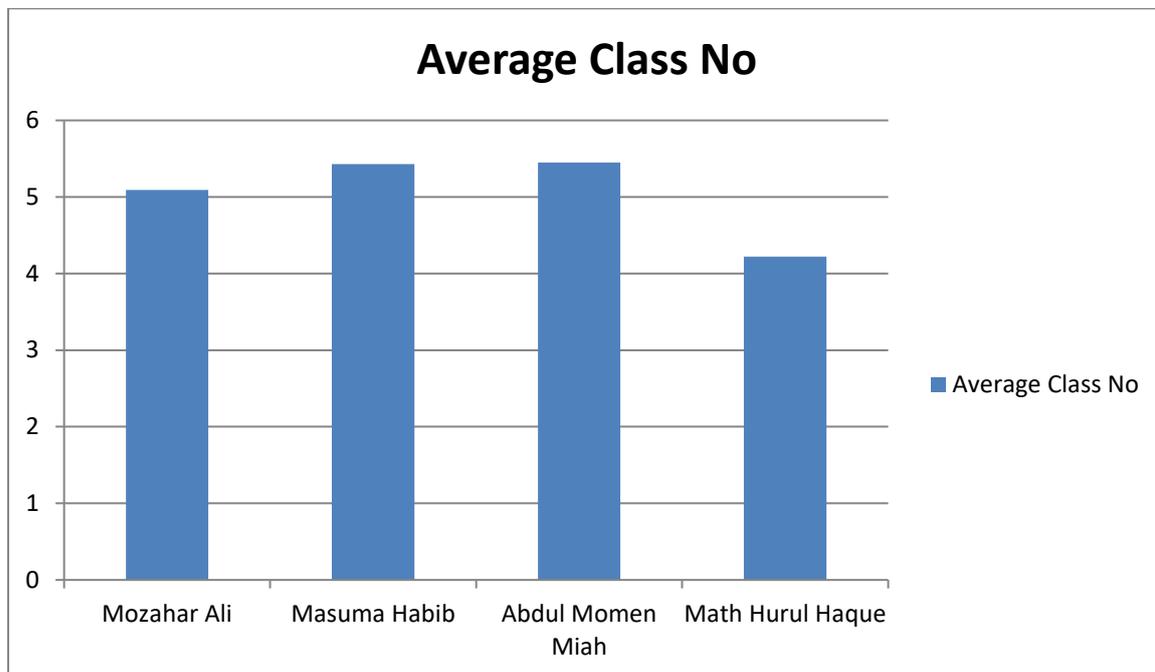
1. Uninterrupted internet and electricity supply should be provided
2. Homogenous participants
3. Training duration should be increased for preparing and dummy/identical module
4. Practical class should be more
5. Internet access should be increased

6. Provide more time for discussion and exercise
7. Hard copy of manual of training course
8. LAN Connection should be available
09. Refresher's course should be arranged
11. Increase of honorarium
12. Important class should be conducted in the morning
13. Sports facilities should be available
14. Single room for single officer

**Following Future planning should be considered to establish NATA as a centre of excellence**

1. Specific team building to specific task
2. Expert faculty member
3. Uninterrupted electricity
4. Dormitory facilities should be increased
5. Infrastructure facilities should be increased
6. Cleanliness should be ensured

## 10.Resource Speakers Evaluation by the Participants



## 17. Photo Session



Inaugural ceremony of ToT on Teaching Methods and Techniques



Practical session on skill development done by the participants

Practical session conducted by  
Professor Dr. Md. Abdul Momen Miah,  
BAU, Mymensingh





Session conducted by Professor Dr. Masuma Habib, DIC,Phd(London) GTI, BAU, Mymensingh



Group photo of the participants with Professor Dr. Masuma Habib, DIC,Phd(London) GTI, BAU, Mymensingh



Closing Ceremony of ToT on Teaching Methods and Techniques



Certificate distribution by honorable DG sir among participants