



Training Completion Report

ToT on Teaching Methods and Techniques

Duration: 26-30 September 2021



**National Agriculture Training Academy
Gazipur-1701**

Training on ToT on Teaching Methods and Techniques

Course Management

Course Adviser: Md. Mahbub Alam

Director General (In-Charge)
NATA, Gazipur

Course Director: Md. Mahmud Hasan

Director (Training)
NATA, Gazipur

Course Coordinator: Abul Kalam Azad

Deputy Director
(Agriculture Extension & rural Economics)
NATA, Gazipur
Cell: 01940652412

Asst. Course Coordinator:

Md. Anwarul Islam Jewel

Senior Assistant Director
NATA, Gazipur
Cell: 017110586075

Asst. Course Coordinator:

Naima Sultana

Senior Assistant Director
NATA, Gazipur
Cell Phone: 01716245663

1. 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 26 September and ends 30 September 2021

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.

2. Course Content

Day: Sunday

Planned Sessions and Topics	
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

Day: Monday (Day-2)

Planned Sessions and Topics	
Effective Communication strategy	L, D
Non-verbal Communication Techniques	L, D
Motivation Techniques	L, D
Qualities of a Good Trainer	L, D
Experiential Learning and Peer Learning	L, D

Day: Tuesday (Day-3)

Planned Sessions and Topics	
Practice of Lesson Plan Preparation	L, D and E
Question and Answer Techniques	Practical
Microteaching Planning	Practical
Model Teaching Delivery	Practical
Sustainable Development Goal	L, D and E

Day: Wednesday (Day-4)

Planned Sessions and Topics	
Preparation of Microteaching for Practice	L, D and E
Practice of Microteaching	L, D and E
Practice of Microteaching	Practical
Practice of Microteaching	Practical
National Integrity Strategy	L, D and E

Day: Thursday (Day-5)

Planned Sessions and Topics	
Planning of Skill teaching (Psychomotor)	L, D
Preparation of Skill teaching	L, D
Preparation of Skill teaching	L, D
Preparation of Skill teaching	L, D
Post Evaluation	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. Feedback from the participants

The training was demand driven. It will certainly help them to perform better in delivering training activities. The topics were very contemporary and need based for them. The resource persons were topic renowned relevant experts, knowledgeable, and having practical experiences in this field. So resource speakers' selection was undoubtedly accurate to cope up with the time demand topics. There was an ample scope to get introduced and exchanged ideas between the officers of different organizations under the Ministry of Agriculture. The time management of that training was definitely excellent. Participants selection should be homogenous and those who were responsible for conducting training. Moreover, residential facilities were better. The training was carried out well with strong discipline. They expected to extend the duration of that training. Besides, they requested to arrange a refresher's course for them. In fact, the cooperation and management system of training by Course Coordinator, Assistant Course Coordinators and the NATA authority were praiseworthy. In a nutshell, the training was incredibly fruitful for them.

8. Speech by the Course Coordinator

The training on ToT on teaching techniques was selected on the basis of training need assessment from the officers of the different organizations under the Ministry of Agriculture. We tried our level best to make the training program successful. For that, we had selected the modern time demanded course content and expert speakers from University. Furthermore, we looked upon the different discipline related issues for smooth running of that training program. We expected that this program would certainly develop their knowledge and skill and made them more confident as well which would accelerate their performance to do training activities efficiently in their own fields.

9. Speech by the Chief Guest

This training course was very essential in the delivering training as well as transfer of technology. To meet up the demand of technology transfer in a good learning environment and achieving a success in teaching-learning, the knowledge on ToT on teaching techniques is inevitable. The Course Coordinator was proficient enough to select the topics related to Bloom's Taxonomy. The participants could apply the acquired knowledge and skill in their respective areas competently.

10. Speech by the Chairperson

This training was need based training. To build up teaching capacity of the officers under the Ministry of Agriculture, this training can play a vital role. From such consideration, this training course was organized. To meet up the ever-changing demand of latest technology in Govt. offices, the officers should acquaint with knowledge and skills on teaching techniques. This training would be helpful to perform teaching activities in the easiest and simplest way in their respective fields.

11. Distribution of Certificate

The certificates are distributed among the participants after successfully completion of the training.

12. List of Participants

Thirty participants from 12 different organizations under ministry of Agriculture were the participants of this course.

Sl. No.	Name	Designation
1.	MD. RAIHAN KAUSER	Cotton Development Officer Cotton Development Board
2.	ALI KABIR	Assistant Director (Training) Department of Agricultural Marketing, Khamarbari, Dhaka
3.	MOUSUMI PAUL	Senior Assistant Director (Biotechnology) National Agriculture Training Academy (NATA) , Gazipur
4.	AFRIN HOSSAIN	Assistant Director (Training) Regional Training Center Department of Agricultural Marketing, Rajshahi
5.	SAYED SHAKIL AHMED	Agriculture Extension Officer Department of Agriculture Extension
6.	MD. ZINNURAIN KHAN	Executive Engineer Barind Multipurpose Development Authority
7.	MOHAMMAD MATIAR RAHMAN	Deputy Director (Finance & Account) Seed Certification Agency
8.	MEHJABIN KHANUM	Instructor Agricultural Training Institute, Dhaka
9.	NILUFAR YEISMIN NILA	Agriculture Extension Officer Department of Agriculture Extension
10.	MD. YEASIR ARAFAT HOSSSEN	Instructor Department of Agriculture Extension
11.	SYEDA ISRAT JAHAN	Instructor ATI, Satoria, Manikganj
12.	MOMINUR RAHMAN	Scientific Officer Bangladesh Agricultural Research Institute (BARI)
13.	MD. ENAMUL HAQUE	Chief Instructor Department of Agriculture Extension
14.	MD. RASHEDUL ISLAM	Scientific Officer Bangladesh Sugarcrop Research Institute Ishurdi, Pabna
15.	DR. SONTOSH CHANDAR CHANDA	Chief Instructor ATI, Ishwardi, Pabna Department of Agriculture Extension
16.	LIPIARA KHATUN	Scientific Officer Bangladesh Rice Research Institute (BRRI)
17.	SHARMILA RANI MALLICK	Scientific Officer Bangladesh Agricultural Research Institute (BARI)
18.	AYESHA AKTER	Instructor ATI, Shimultoli, Gazipur
19.	TANZILA RAHMAN	Agriculture Extension Officer DAE, Gazipur Sadar
20.	SHARMIN SULTANA	Senior Assistant Director NATA, , Gazipur
21.	TOPU AHMED	Instructor ATI, Araihasar, Narayanganj

22.	MD. ABDUR RAB GAZI	Scientific Officer BARI, Gazipur
23.	MD. JAFOR IQBAL	Chief Instructor ATI, Gaibandha
24.	DR. MD. HUMAYUN KABIR	Senior Scientific Officer BRRI, Gazipur
25.	NUR-E NAZNIN	Instructor ATI, Sherpur
26.	DR. MD. NOOR-E-ALAM SIDDIQUI	Chief Instructor ATI, Araihasar, Narayanganj
27.	SUMAYA SHARMIN	Publication Officer NATA, Gazipur
28.	BANANI KARMAKER	Senior Assistant Director NATA, Gazipur
29.	MD. FIROJ ALI	Agriculture Extension Officer Department of Agriculture Extension

13. 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: mammiah_bau@yahoo.com Mobile:01712734143
2	Dr. Md. Safiul Islam Afrad	Professor, BSMRAU	E-mail: afrad69@gmail.com Mobile:01712584820
3	Professor Dr. Masuma Habib	DIC, Phd(London) GTI, BAU, Mymensingh	Email: sm1997m@yahoo.com Mobile:01711-248820
4	Abul kalam Azad	Deputy Director NATA, Gazipur	Email: azadipm@gmail.com Mobile:01940652412
5	Naima Sultana	Senior Assistant Director NATA, Gazipur	Email: naimasultana2888@yahoo.com Mobile:01716245663

14. Training Schedule



Training Schedule

Title: ToT on Teaching Methods/ Techniques

(Duration: 26-30 September 2021)

Day: Sunday (Day 1)

Date: 26/09/2021

Time	Planned Sessions and Topics	Lecturer/Facilitator
08.45-09.30	Registration & Pre-evaluation	Naima Sultana, Sr. AD, NATA
9.30-9.50	Inaugural Session	DG/Directors, Course Coordinator & Faculty Members, NATA
09.50-10.50	Bloom's Taxonomy	Professor Dr. Masuma Habib, DIC, Phd (London), GTI, BAU, Mymensingh Email: sm1997m@yahoo.com Mob: 01711248820
10.50-11.10	Tea Break	
11.10-12.10	Aims & Learning Outcomes	Professor Dr. Masuma Habib, DIC, Phd (London), GTI, BAU, Mymensingh Email: sm1997m@yahoo.com Mob: 01711248820
12.10-01.10	Selection of Teaching Methods	Professor Dr. Masuma Habib, DIC, Phd (London), GTI, BAU, Mymensingh Email: sm1997m@yahoo.com Mob: 01711248820
01.10-02.00	Selection of Teaching Aids	Professor Dr. Masuma Habib, DIC, Phd (London), GTI, BAU, Mymensingh Email: sm1997m@yahoo.com Mob: 01711248820
02.00-03.00	Lunch and Prayer Break	
03.00-04.00	Preparation of Lesson Plan	Professor Dr. Masuma Habib, DIC, Phd (London), GTI, BAU, Mymensingh Email: sm1997m@yahoo.com Mob: 01711248820

Day: Monday (Day 2)**Date: 27/09/2021**

Time	Planned Sessions and Topics	Lecturer/Facilitator
09.15-09.30	Review of the Previous day	Naima Sultana, Sr. AD, NATA
09.30-10.30	Effective Communication strategy	Abul kalam Azad, Deputy Director NATA, Gazipur
10.30-11.30	Non-verbal Communication Techniques	Naima Sultana, Sr. AD, NATA
11.30-12.00	Tea Break	
12.00-01.00	Motivation Techniques	Dr. Md. Safiul Islam Afrad Professor, BSMRAU E-mail: afrad69@gmail.com Mob: 01712584820
01.00-02.00	Qualities of a Good Trainer	Dr. Md. Safiul Islam Afrad Professor, BSMRAU E-mail: afrad69@gmail.com Mob: 01712584820
02.00-03.30	Lunch and Pray Break	
03.30-04.30	Experiential Learning and Peer Learning	Dr. Md. Safiul Islam Afrad Professor, BSMRAU E-mail: afrad69@gmail.com Mob: 01712584820

Day: Tuesday (Day 3)**Date: 28/09/2021**

Time	Planned Sessions and Topics	Lecturer/Facilitator
09.00-09.30	Review of the Previous day	Naima Sultana, Sr. AD, NATA
09.30-10.30	Practice of Lesson Plan Preparation	Professor Dr. Masuma Habib, DIC, Phd (London), GTI, BAU, Mymensingh Email: sm1997m@yahoo.com Mob: 01711248820
10.30-11.30	Question and Answer Techniques	Do
11.30-12.00	Tea Break	
12.00-01.00	Microteaching Planning	Do
01.00-02.00	Model Teaching Delivery	Professor Dr. Masuma Habib, DIC, Phd (London), GTI, BAU, Mymensingh Email: sm1997m@yahoo.com Mob: 01711248820
02.00-03.00	Lunch and Pray Break	
03.00-04.00	Sustainable Development Goal	Abul kalam Azad, Deputy Director NATA, Gazipur

Day: Wednesday (Day 4)**Date: 29/09/2021**

Time	Planned Sessions and Topics	Lecturer/Facilitator
09.15-09.30	Review of the Previous day	Naima Sultana, Sr. AD, NATA
09.30-10.30	Preparation of Microteaching for Practice	Professor Dr. Md. Abdul Momen Miah, BAU, Email: mammiah_bau@yahoo.com Mob: 01712734143
10.30-11.30	Practice of Microteaching	Do
11.30-12.00	Tea Break	
12.00-01.00	Practice of Microteaching	Do
01.00-02.00	Practice of Microteaching	Do
02.00-03.30	Lunch and Pray Break	
03.30-04.30	National Integrity Strategy	Abul kalam Azad, Deputy Director NATA, Gazipur

Day: Thursday (Day 5)**Date: 30/09/2021**

Time	Planned Sessions and Topics	Lecturer/Facilitator
09.15-09.30	Review of the Previous day	Naima Sultana, Sr. AD, NATA
09.30-10.30	Planning of Skill teaching (Psychomotor)	Professor Dr. Md. Abdul Momen Miah, BAU, Email: mammiah_bau@yahoo.com Mob: 01712734143
10.30-11.30	Preparation of Skill teaching (Psychomotor)	Do
11.30-12.00	Tea Break	
12.00-01.00	Preparation of Skill teaching (Psychomotor)	Do
01.00-02.00	Preparation of Skill teaching (Psychomotor)	Do
02.00-03.00	Lunch and Pray Break	
02.40-03.00	Post Evaluation	Naima Sultana, Sr. AD, NATA
03.00-03.30	Closing Ceremony	DG/Directors, Course Coordinator & Faculty Members, NATA

15. 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)

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. Very tight schedule
4. 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. Cooperation of Course Coordinator and Asst. Course Coordinator very Remarkable
4. NATA management
5. Discipline & management
6. Management of dormitory
7. Expert resource persons
8. Cooperation of NATA Authority
9. Speakers from A2i were very expert

Recommendations for the improvement of the course

1. Homogenous participants
2. Training duration should be increased for preparing and dummy/identical module
3. Internet access should be increased
4. Hard copy of manual of training course
5. Refresher's course should be arranged
6. Increase of honorarium
7. Important class should be conducted in the morning
8. Sports facilities should be available
- 9 Single rooms for single officer

16.Resource Speakers Evaluation by the Participants

Participants	Day-1 (26.09.2021)						Day-2 (04.11.2019)			
	Bloom's Taxonomy	Aims & Learning Outcomes	Selection of Teaching Methods	Selection of Teaching Aids	Preparation of Lesson Plan	Effective Communication strategy	Non-verbal Communication Techniques	Motivation Techniques	Qualities of a Good Trainer	Experiential Learning and Peer Learning
	Professor Dr. Masuma Habib, DIC,Phd(London) GTI, BAU, Mymensingh					Abul kalam Azad, Deputy Director NATA, Gazipur	Naima Sultana, Sr. AD, NATA	Dr. Md. Safiul Islam Afrad Professor, BSMRAU		
1	5.4	5.6	5.8	5.8	5.6	4.2	4.6	5.8	5.6	5.6
2	5	5	5	5	5	4.4	5.4	5.6	5.8	6
3	4.4	4.4	4	4.4	4	6	6	6	6	6
4	6	6	6	6	6	5.6	4.6	5.4	5.4	5
5	4.8	4	4.2	4	6	5	5	6	5.4	6
6	5	4.6	4.6	3.6	6	5	6	6	5	5
7	5.4	5.4	5.2	5.2	5.2	6	6	5	6	5
8	5.2	4.8	4.8	4.4	4.6	5.8	4.8	4.4	4.8	4.8
9	5.8	6	6	6	5.8	6	5	5	5	5
10	5	4.4	4.4	5	5	3	3	3	4	4
11	4	5	5	5	5	4	4	6	4	4
12	6	6	6	6	6	4	4	5	4.4	4.4
13	4.8	5	5	5	5	4.4	4.6	4.4	4.4	4.8
14	5	5	5.4	5.4	5.4	5	6	5	5	4
15	5	5	5	5	5	5	4	3.4	4.2	4.4
16	4.2	4	4.6	4	6	5	5.6	5.4	5.4	5.4
17	4	4	4	4	4	4.6	4	4	5	5
18	6	6	6	6	6	6	5	5	6	6
19	6	5	5	5	5	5.6	5.4	5.4	5.6	5
20	5	5	5	5	5	5	6	6	5.8	4.8
21	4.8	4.8	4.8	5	4.8	5	4.6	6	6	5
22	6	6	6	6	5	6	5	5	5.4	4
23	5	5	5	5	5	5.8	6	4.4	5.4	4
24	4	4	5	5	4.4	6	6	5	5	4.4
25	4.4	4	4.8	5	4.8	3	4.8	3	6	4.8
26	6	6	6	6	6	4	5	6	4.8	4
27	6	5	5	5	5	4	3	5	5	4.4
28	5	5	5	5	5	4.4	4	4.4	4	5.4
29	4.8	4.8	4.8	5	4.8	5	4	5	4	5
Ave.	5.5	4.96	5.06	5.03	5.18	5.05	5.02	5.01	5.22	4.90

Day-3 (28.09.2021)

Day-4 (29.09.2021)

Participants	Practice of Lesson Plan Preparation	Question and Answer Techniques	Microteaching Planning	Model Teaching Delivery	Sustainable Development Goal	Preparation of Microteaching for Practice	Practice of Microteaching	Practice of Microteaching	Practice of Microteaching	National Integrity Strategy
	Professor Dr. Masuma Habib, DIC,Phd(London) GTI, BAU Mymensingh				Abul kalam Azad, Deputy Director NATA, Gazipur	Professor Dr. Md. Abdul Momen Miah, BAU	Dr. Md. Abdul Momen			Abul kalam Azad, Deputy Director NATA, Gazipur
1	5.4	5.2	5.2	5.6	5	5	5	5	5	5
2	6	6	6	6	5	5.8	5.6	5.8	5.6	6
3	6	6	5.8	6	5	5	5	5	5	5
4	6	6	6	6	5	5	5	5	5	5
5	4.8	4.8	4.8	5	5	5	5	5	5	5
6	6	5	5	6	4.8	4	5	5	5	5
7	5	5	5	5	4	6	6	6	6	6
8	5	5	5	3.8	5	5.8	5.8	5	5	5
9	5.2	5	5.2	4	5	4.8	4.2	5	5	5
10	5	5	5	4	6	5	5	5	5	5
11	6	6	5	6	4.8	5	5	5	5	5
12	5	5	4	5	4.8	6	5	5	5	5
13	6	6	6	6	4.8	5	5	5	5	5
14	4	4	4.8	4	4	5	5	5	5	6
15	6	4.6	4.8	5.2	5	6	5	5	5	5
16	3.8	4.4	5.6	5	5	5	5	5	5.6	5
17	6	6	6	5.8	6	5	5	5	5	6
18	6	4.6	5	5	4.8	5.4	5.6	5.2	5	5
19	5	5.2	5.2	5.6	5	6	6	6	5	5
20	6	6	6	6	5	4.6	4.6	4.6	5	5
21	5	6	5.8	6	5	6	5.8	5	6	5
22	5	6	6	6	5	6	6	6	5	5
23	5	4.8	4.8	5	5	5	5	5	5	5
24	5	5	5	6	4.8	5.8	5	5.8	5	6
25	5	5	5	5	4	5	5	5	5	5
26	5	5	5	3.8	5	5	5	5	5	5
27	5	5	5.2	4	5	5	5	5	5	5
28	6	5	5	4	6	4	5	5	5	5
29	5	6	5.2	6	4.8	6	5.6	6	5	5
Ave.	5.33	5.26	5.28	5.32	4.91	5.29	5.18	5.18	5.13	5.20

Day 05 (30.09.2021)

Participants	Planning of Skill teaching (Psychoomotor)	Preparation of Skill teaching (Psychoomotor)			
	Professor Dr. Md. Abdul Momen Miah, BAU				
1	6	6	6	6	6
2	5.6	5	5	4	4
3	6	6	6	5	5
4	3	3	4	4	4
5	6	6	6	6	5
6	5.6	5	5		5
7	5	5	5	5	5
8	6	6	6	6	6
9	4	5	5	5	4.6
10	6	6	6	6	5
11	5	5	5	5	5
12	5.8	5.8	5.8	5.8	5
13	5	5	5	5	5
14	5	5	5	5	5
15	5	5	5	5	5
16	5	5	5	5	5
17	5	5	5	5	5
18	4.8	4.8	4.8	5	5
19	5.6	5.8	5.2	5	6
20	6	6	6	6	6
21	5.6	5	5	4	4
22	6	6	6	5	5
23	3	3	4	4	4
24	6	6	6	6	5
25	5.6	5	5		5
26	5	5	5	5	5
27	6	6	6	6	6
28	4	5	5	5	4.6
29	6	6	6	6	5
Ave.	5.26	5.22	5.27	5.03	5.04

17. Photo Session



Inaugural ceremony of ToT on Teaching Methods and Techniques



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



Session taken by Abul Kalam Azad, Deputy Director and Course Coordinator



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



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



Cultural Night of ToT on Teaching Methods and Techniques



Certificate distribution among participants by CC of TOT training