



Training Completion Report

ToT on Teaching Methods and Techniques

Duration: 24-28 February 2019 (First Batch)
:18-22 March 2019 (Second Batch)



National Agriculture Training Academy
Gazipur-1701

Training on ToT on Teaching Methods and Techniques

Course Management

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Director General
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Director (Training)
NATA, Gazipur

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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 03 June and ends 07 June 2018

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	
<i>Qualities of a Good Trainer</i>	L, D
<i>Motivation Techniques</i>	L, D
<i>Tips of Effective Communication</i>	L, D
<i>Non-verbal Communication Techniques</i>	L, D
<i>Experiential Learning and Peer Learning</i>	L, D
<i>Sustainable Development Goals (SDG)</i>	L, D

Day: Monday (Day-2)

Planned Sessions and Topics	
<i>Bloom's Taxonomy</i>	L, D
<i>Aims & Learning Outcomes</i>	L, D
<i>Selection of Teaching Methods</i>	L, D
<i>Selection of Teaching Aids</i>	L, D
<i>Preparation of Lesson Plan</i>	L, D
<i>National Web Portal and Digitalization of Service</i>	L, D

Day: Tuesday (Day-3)

Planned Sessions and Topics	
<i>Practice of Lesson Plan Preparation</i>	L, D
<i>Question and Answer Techniques</i>	L, D
<i>Microteaching Planning</i>	L, D
<i>Model Teaching Delivery</i>	L, D
<i>Preparation of Microteaching for Practice</i>	L, D
<i>Innovation in Government Service</i>	L, D

Day: Wednesday (Day-4)

Planned Sessions and Topics	
<i>Preparation of Microteaching for Practice</i>	L, D and E
<i>Practice of Microteaching</i>	Practical
<i>Practice of Microteaching</i>	Practical
<i>Practice of Microteaching</i>	Practical
<i>Planning of Skill teaching(psychomotor)</i>	L, D and E

Day: Thursday (Day-5)

Planned Sessions and Topics	
<i>Preparation of Microteaching (psychomotor)</i>	Practical
<i>Preparation of Microteaching (psychomotor)</i>	Practical
<i>Practice of Microteaching (psychomotor)</i>	Practical
<i>Practice of Microteaching (psychomotor)</i>	Practical

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. Library 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

Batch-01

Twenty six participants from 10 different organizations under ministry of Agriculture were the participants of this course.

Sl.No.	Name	Designation
1.	MD. MIZANUR RAHMAN	Cotton Development Officer, CDB, Bogura Zone, Bogura
2.	MD. RAZIB HOSSAIN	Seed Analyst, Regional Seed Certification Office, Seed Certification Agency, Chattogram
3.	MUSHABBIR HOSSAIN	Seed Certification Officer, District Seed Certification

		Office, Seed Certification Agency, Khulna
4.	DR. SHAMSUNNAHAR BEGUM	P SO, Plant Breeding Division, BINA, Mymensingh
5.	FARJANA SIMI	Scientific Officer, BIRTAN Regional Office, Barishal

Sl. No.	Name	Designation
6.	ELORA PARVIN	Scientific Officer, BIRTAN Head Office, Dhaka
7.	MD. SHIFUL ISLAM	Scientific Officer, Soil Resource Development Institute, District Office, Moulvibazar, Sylhet
8.	MD. MAMUN AL AHSAN CHOWDHURY	Scientific Officer, Soil Resource Development Institute, Regional Laboratory, Dinajpur
9.	TAHMINA ZAMAN TONOYA	Instructor, Agriculture Training Institute, Sher-e-Bangla Nagar, Dhaka
10.	AYESHA AKTER	Instructor, Agriculture Training Institute, Shimultoli, Gazipur
11.	AFRIN AKTER FARIA	Instructor, Agriculture Training Institute, Faridpur
12.	MD. KISHOR AHMED	Instructor, Agriculture Training Institute, Daulatpur, Khulna
13.	MD. SHAHIN ISLAM	Instructor, Agriculture Training Institute, Daulatpur, Khulna
14.	MD. SHAHANUR RAHMAN	Instructor, Agriculture Training Institute, Khadimnagar, Sylhet
15.	MD. MEHEDI HASSAN	Instructor, Agriculture Training Institute, Ishwardi, Pabna
16.	MD. ABDUR RAZZAK	Agriculture Extension Officer, Upazila Agriculture Office, Atgharia, Pabna
17.	NIPA MONALISA	Vice Principal, BADC Training Institute, Madhupur, Tangail
18.	DR. MD. SIDDIQURE RAHMAN	Principal Scientific Officer, Crop Physiology Division, BINA, Mymensingh
19.	JAHAN AL MAHMUD	Senior Scientific Officer, OFRD, BARI, Kushtia
20.	DR. MOHAMMAD SIDDIQUR RAHMAN	Senior Scientific Officer, BARI, Gazipur
21.	KANAK CHANDRA ROY	Agriculture Extension Officer, Upazila Agriculture Office, Dimla, Nilphamari
22.	DR. SWEETY SHAHINUR	Senior Scientific Officer, Bangladesh Jute Research Institute, Dhaka
23.	DR. MD. SOHRAB HOSSAIN	Senior Scientific Officer, RSRS, BSRI, Thakurgaon
24.	SUSANTA SAHA	Additional Deputy Director (Crops), Department of Agricultural Extension, Chattogram
25.	MD. SHAHINUL ISLAM	Senior Assistant Director, National Agricultural Training Academy, Gazipur
26.	SHAMSUN NAHAR	Senior Assistant Director, National Agricultural Training Academy, Gazipur
27.	K, M, BADRUL HAQUE	Additional Deputy Director (Horticulture), Department of Agricultural Extension, Sirajganj

Batch-02

Twenty six participants from 13 different organizations under ministry of Agriculture were the participants of this course.

Sl. No.	Name	Designation
1.	MOSTAFA SHAWKAT AL-FAISAL	Deputy Secretary (Common Service), BADC, Dhaka
2.	MD: ABDUS SATTAR	Chief Instructor, ATI, Sherpur
3.	SHOFINAZ AKHTER	Instructor, ATI, Homna, Cumilla
4.	AHSANUL HABIB AL AZAD JANI	Instructor, ATI, Faridpur
5.	MST.MOSLEMA KHATUN	Instructor, ATI, Tajhat, Rangpur
6.	MD. KAIUM CHOWDHURY	Instructor, ATI, Gaibandha
7.	MD. SHAHABUDDIN AHMED	Instructor, ATI, Ishwardi, Pabna
8.	MD. ABDUL MALEK	Senior Instructor, ATI, Ishwardi, Pabna
9.	MOHAMMAD NURAYALAM SIDDIQUE	Instructor, ATI, Begumganj, Noakhali
10.	NARGISHAKTER	Instructor, ATI, Faridpur
11.	MD. MUSFIKUSSALEHIN	Scientific Officer, BIRTAN Regional Station, Netrokona
12.	PRINCE BISWAS	Scientific Officer, BIRTAN, Head Office, Dhaka
13.	MD.ATIKUR RAHMAN	Assistant Engineer, BMDA Head Quarter, Rajshahi
14.	RAZIA SULTANA	Scientific Officer, Agricultural Economics Division, BINA, Mymensingh
15.	DR. MD. HABIBUR RAHMAN	Principal Scientific Officer, BINA, Mymensingh
16.	TASLIMAYEASMIN	Seed Analyst, Seed Certification Agency, Gazipur
17.	ROUSHANARA KHATUN	Seed Pathologist, Seed Certification Agency, Gazipur
18.	MD. GOLAM KIBRIA BHUIYAN	Senior Scientific Officer, BRRI, Gazipur
19.	DR. SHAHANAZ SULTANA	Principal Scientific Officer, BRRI, Gazipur
20.	MD. SAIFUL ISLAM	Senior Assistant Director, NATA, Gazipur
21.	KHALIFA SHAH ALAM	Senior Scientific Officer, BSRI Sub-station, Rahmatpur, Barishal
22.	MOHAMMAD MANIRUZZAMAN	Senior Scientific Officer, BJRI, Dhaka
23.	MD.MAHABUBUR RAHMAN	Senior Scientific Officer, SRDI, Cumilla
24.	MILIA BENTEMOMTAZ	Cotton Development Officer, CDB, Gazipur
25.	MD. JAHANGIR HOSSAIN	Instructor, ATI, Rahmatpur, Barisal
26.	DR. MD. SHAWQUAT ALI KHAN	Senior Scientific Officer, BARI, Gazipur
27.	MOHAMMAD SARFUDDIN BHUIYAN	Senior Scientific Officer, BARI, Bandarban
28.	MD. ABU HANIF	Chief Instructor, ATI, Sherpur

13. List of Resource Personnel

Sl. No.	Name and Designation	Organization
1	Md. Hamidur Rahman	Ex. DG, DAE and Member, APA Expert Pool, MoA
2	Dr. Muhamamd Math hurulHoque, Ex DG	National Agriculture Training Academy (NATA), Gazipur
3	Professor Dr. M. Mozahar Ali	GTI, BAU, Mymensingh
4	Professor Dr. Md. Abdul Momen Miah	BAU, Mymensingh
5	Dr. Md. Sayedur Rahman, Deputy Director	NATA, Gazipur

14. Training Schedule (Batch-01)

Day: Sunday (Day 1) Date: 24/02/2019

Time	Planned Sessions and Topics	Lecturer/Facilitator
08.45-09.30	Registration & Pre-evaluation	Dr. Mohammad Golam Mostafa, Sr. AD, NATA
9.30-9.50	Inaugural Session	DG/Directors, Course Coordinator & Faculty Members, NATA
09.50-10.50	<i>Bloom's Taxonomy</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
10.50-11.10	Tea Break	
11.10-12.10	<i>Aims & Learning Outcomes</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
12.10-01.10	<i>Selection of Teaching Methods</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
01.10-02.00	Lunch and Prayer Break	
02.00-03.00	<i>Selection of Teaching Aids</i>	Professor Dr. M. Mozahar Ali, Director, GTI, BAU, Mymensingh
03.00-04.00	<i>Preparation of Lesson Plan</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
04.00-05.00	<i>National Web Portal and Digitalization of Service</i>	Dr. Md. Sayedur Rahman, DD (Admin.), NATA, Gazipur

Day: Monday (Day-2) Date: 25/02/2019

Time	Planned Sessions and Topics	Lecturer/Facilitator
9.00-9.30	Review of the previous day	Dr. Mohammad Golam Mostafa, Sr. AD
9.30-10.30	<i>Practice of Lesson Plan Preparation</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
10.30-11.30	<i>Question and Answer Techniques</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
11.30-12.00	Tea Break	
12.00-01.00	<i>Microteaching Planning</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
01.00-02.00	Lunch and Prayer Break	
02.00-03.00	<i>Model Teaching Delivery</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh

03.00-04.00	<i>Preparation of Microteaching for Practice</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
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Day: Tuesday (Day-3)

Date: 26/02/2019

Time	Planned Sessions and Topics	Lecturer/Facilitator
9.00-9.30	Review of the previous day	Dr. Mohammad Golam Mostafa, Sr. AD
9.30-10.30	<i>Preparation of Microteaching for Practice</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
10.30-11.30	<i>Practice of Microteaching</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
11.30-12.00	Tea Break	
12.00-01.00	<i>Practice of Microteaching</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
01.00-02.00	Prayer and Lunch Break	

02.00-03.00	<i>Practice of Microteaching</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
03.00-04.00	<i>Planning of Skill teaching (psychomotor)</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh

Day: Wednesday (Day-4)

Date: 27/02/2019

Time	Planned Sessions and Topics	Lecturer/Facilitator
9.00-9.30	Review of the previous day	Dr. Mohammad Golam Mostafa, Sr. AD
9.30-10.30	<i>Preparation of Microteaching (psychomotor)</i>	Professor Dr. Md. Abdul Momen Miah, BAU
10.30-11.30	<i>Preparation of Microteaching (psychomotor)</i>	Professor Dr. Md. Abdul Momen Miah
11.30-12.00	Tea Break	
12.00-01.00	<i>Practice of Microteaching (psychomotor)</i>	Professor Dr. Md. Abdul Momen Miah
01.00-02.00	Prayer break	
02.00-03.00	<i>Practice of Microteaching (psychomotor)</i>	Professor Dr. Md. Abdul Momen Miah
03.00-04.00	<i>Practice of Microteaching (psychomotor)</i>	Professor Dr. Md. Abdul Momen Miah

Day: Thursday (Day-5)

Date: 28/02/2019

Time	Planned Sessions and Topics	Lecturer/Facilitator
08.45-09.00	Review of the previous day	Dr. Mohammad Golam Mostafa, Sr. AD
09.00-10.00	<i>Qualities of a Good Trainer</i>	Md. Hamidur Rahman, Ex. DG, DAE & Member, APA Expert Pool, MoA
10.00-11.00	<i>Motivation Techniques</i>	Md. Hamidur Rahman, Ex. DG, DAE & Member, APA Expert Pool, MoA
11.00-11.10	Tea Break	
11.10-12.10	<i>Tips of Effective Communication</i>	Dr. Muhamamd Math hurulHoque, Ex DG, NATA
12.10-01.10	<i>Non-verbal Communication Techniques</i>	Dr. Muhamamd Math hurulHoque, Ex DG, NATA

01.10 -01.40	Lunch and Prayer Break	
01.40-02.40	<i>Experiential Learning and Peer Learning</i>	Dr. Muhamamd Math hurulHoque, Ex DG, NATA
02.40-03.00	Post Evaluation	Dr. Md. Golam Mostafa, Sr. AD, NATA
03.00-03.30	Closing Ceremony	DG/Directors, Course Coordinator and Faculty Members, NATA

TRAINING SCHEDULE (Batch-02)

Day: Monday (Day 1) Date: 18/03/2019

Time	Planned Sessions and Topics	Lecturer/Facilitator
08.45-09.30	Registration & Pre-evaluation	Lucky, Store Keeper, NATA, Dr. Md. Golam Mostafa, Sr. AD, NATA
9.30-9.50	Inaugural Session	DG/Directors, Course Coordinator & Faculty Members, NATA

09.50-10.50	<i>Bloom's Taxonomy</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
10.50-11.10	Tea Break	
11.10-12.10	<i>Aims & Learning Outcomes</i>	Professor Dr. M. Mozahar Ali
12.10-01.10	<i>Selection of Teaching Methods</i>	Professor Dr. M. Mozahar Ali
01.10-02.00	Lunch and Prayer Break	
02.00-03.00	<i>Selection of Teaching Aids</i>	Professor Dr. M. Mozahar Ali
03.00-04.00	<i>Preparation of Lesson Plan</i>	Professor Dr. M. Mozahar Ali
04.00-05.00	<i>National Web Portal and Digitalization of Service</i>	Dr. Md. Sayedur Rahman, DD (Admin.), NATA, Gazipur

Day: Tuesday (Day-2) Date: 19/03/2019

Time	Planned Sessions and Topics	Lecturer/Facilitator
9.00-9.30	Review of the previous day	Sr. AD, NATA
9.30-10.30	<i>Practice of Lesson Plan Preparation</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
10.30-11.30	<i>Question and Answer Techniques</i>	Professor Dr. M. Mozahar Ali
11.30-12.00	Tea Break	
12.00-01.00	<i>Microteaching Planning</i>	Professor Dr. M. Mozahar Ali
01.00-02.00	Lunch and Prayer Break	
02.00-03.00	<i>Model Teaching Delivery</i>	Professor Dr. M. Mozahar Ali
03.00-04.00	<i>Preparation of Microteaching for Practice</i>	Professor Dr. M. Mozahar Ali

Day: Wednesday (Day-3)**Date: 20/03/2019**

Time	Planned Sessions and Topics	Lecturer/Facilitator
9.00-9.30	Review of the previous day	Dr. Mohammad Golam Mostafa, Sr. AD, NATA
9.30-10.30	<i>Preparation of Microteaching for Practice</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
10.30-11.30	<i>Practice of Microteaching</i>	Professor Dr. M. Mozahar Ali
11.30-12.00	Tea Break	
12.00-01.00	<i>Practice of Microteaching</i>	Professor Dr. M. Mozahar Al
01.00-02.00	Prayer and Lunch Break	
02.00-03.00	<i>Practice of Microteaching</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh
03.00-04.00	<i>Planning of Skill teaching (psychomotor)</i>	Professor Dr. M. Mozahar Ali, GTI, BAU, Mymensingh

Day: Thursday (Day-4)**Date: 21/03/2019**

Time	Planned Sessions and Topics	Lecturer/Facilitator
9.00-9.30	Review of the previous day	Dr. Md. Golam Mostafa, Sr. AD, NATA
9.30-10.30	<i>Preparation of Microteaching (psychomotor)</i>	Professor Dr. Md. Abdul Momen Miah, Dept. of Extn. Education, BAU
10.30-11.30	<i>Preparation of Microteaching(psychomotor)</i>	Professor Dr. Md. Abdul Momen Miah

11.30-12.00	Tea Break	
12.00-01.00	<i>Practice of Microteaching(psychomotor)</i>	Professor Dr. Md. Abdul Momen Miah
01.00-02.00	Prayer break	
02.00-03.00	<i>Practice of Microteaching (psychomotor)</i>	Professor Dr. Md. Abdul Momen Miah
03.00-04.00	<i>Practice of Microteaching(psychomotor)</i>	Professor Dr. Md. Abdul Momen Miah

Day: Friday (Day-5)**Date: 22/03/2019**

Time	Planned Sessions and Topics	Lecturer/Facilitator
08.45-09.00	Review of the previous day	Dr. Md. Golam Mostafa, Sr. AD, NATA
09.00-10.00	<i>Qualities of a Good Trainer</i>	Md. Hamidur Rahman, Ex. DG, DAE & Member, APA Expert Pool, MoA
10.00-11.00	<i>Motivation Techniques</i>	Md. Hamidur Rahman
11.00-11.10	Tea Break	
11.10-12.10	<i>Tips of Effective Communication</i>	Dr. Muhamamd Math hurulHoque, Ex DG, NATA
12.10-01.10	<i>Non-verbal Communication Techniques</i>	Dr. Muhamamd Math hurulHoque
01.10 -01.40	Lunch and Prayer Break	
01.40-02.40	<i>Experiential Learning and Peer Learning</i>	Dr. Muhamamd Math hurulHoque
02.40-03.00	Course Evaluation	Dr. Md. Golam Mostafa, Sr. AD
03.00-03.30	Closing Ceremony	DG/Directors, Course Coordinator and 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. *Bloom's Taxonomy*
6. *Aims & Learning Outcomes*
7. *Selection of Teaching Aids*
8. *Question and Answer Techniques*
9. *Model Teaching Delivery*
10. *Practice of Microteaching*
11. *Preparation of Microteaching (psychomotor)*
12. *Practice of Microteaching (psychomotor)*

The topics they disliked :

1. *Experiential Learning and Peer Learning*
2. *National Web Portal and Digitalization of Service*

The topics need to be added

1. Preparation of mobile software from offline mobile responsive website
2. Preparation of e-book and Domain hosting

Best Training Methods choose by the participants

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

The issues that are disliked by the participants

1. Less time for Practice
2. Heterogeneous group
3. Load shedding
4. Very tight schedule
5. Mosquito biting
6. 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

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
9. Sub-centre should be set up for incessant electricity supply
10. 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
7. Whole campus should be under CCTV
8. Help desk facilities

16. Resource Speakers Evaluation by the Participants(Batch-01)

Day-1 (24.02.2019)						
Participants	<i>Bloom's Taxonomy</i>	<i>Aims & Learning Outcomes</i>	<i>Selection of Teaching Methods</i>	<i>Selection of Teaching Aids</i>	<i>Preparation of Lesson Plan</i>	<i>National Web Portal and Digitalization of Service</i>
Ave	5.37	5.28	5.15	4.95	4.48	4.28

Participants	<i>Practice of Lesson Plan Preparation</i>	<i>Question and Answer Techniques</i>	<i>Microteaching Planning</i>	<i>Model Teaching Delivery</i>	<i>Preparation of Microteaching for Practice</i>
Ave	5.17	5.37	4.45	5.32	4.78

Day-3 (26.02.2019)

Participants	<i>Preparation of Microteaching for Practice</i>	<i>Practice of Microteaching</i>	<i>Planning of Skill teaching (psychomotor)</i>
Ave	4.65	4.95	4.82

Day-4 (27.02.2019)

Participants	<i>Preparation of Microteaching (psychomotor)</i>	<i>Practice of Microteaching (psychomotor)</i>
Ave	5.42	5.46

Participants	<i>Qualities of a Good Trainer</i>	<i>Motivation Techniques</i>	<i>Tips of Effective Communication</i>	<i>Non-verbal Communication Techniques</i>	<i>Experiential Learning and Peer Learning</i>
Ave	4.45	4.27	5.11	4.94	4.78

Resource Speakers Evaluation by the Participants(Batch-02)

Day-1 (18.03.2019)						
Participants	<i>Bloom's Taxonomy</i>	<i>Aims & Learning Outcomes</i>	<i>Selection of Teaching Methods</i>	<i>Selection of Teaching Aids</i>	<i>Preparation of Lesson Plan</i>	<i>National Web Portal and Digitalization of Service</i>
Ave	5.27	5.18	5.17	4.89	4.38	4.13

Participants	<i>Practice of Lesson Plan Preparation</i>	<i>Question and Answer Techniques</i>	<i>Microteaching Planning</i>	<i>Model Teaching Delivery</i>	<i>Preparation of Microteaching for Practice</i>
Ave	5.16	5.43	4.26	5.27	4.95

Day-3 (20.03.2019)

Participants	<i>Preparation of Microteaching for Practice</i>	<i>Practice of Microteaching</i>	<i>Planning of Skill teaching (psychomotor)</i>
Ave	4.65	4.95	4.82

Day-4 (21.03.2019)

Participants	<i>Preparation of Microteaching (psychomotor)</i>	<i>Practice of Microteaching (psychomotor)</i>
Ave	5.24	5.43

Day-5 (22.03.2019)

Participants	<i>Qualities of a Good Trainer</i>	<i>Motivation Techniques</i>	<i>Tips of Effective Communication</i>	<i>Non-verbal Communication Techniques</i>	<i>Experiential Learning and Peer Learning</i>
Ave	4.48	4.350	5.24	4.86	4.78

17. Training Time: 24-28 February 2019 (Batch-01)

Total Marks-50

Sl. No.	Name	Designation	Pre Evaluation	Post Evaluation
1	Md. Mizanur Rahman	Cotton Development Officer, CDB, Bogura Zone, Bogura	15	32
2	Md. Razib Hossain	Seed Analyst, Regional Seed Certification Office, Seed Certification Agency, Chattogram	12	27
3	Mushabbir Hossain	Seed Certification Officer, District Seed Certification Office, Seed Certification Agency, Khulna	14	28
4	Dr. Shamsunnahar Begum	P SO, Plant Breeding Division, BINA, Mymensingh	13	36
5	Farjana Simi	Scientific Officer, BIRTAN Regional Office, Barishal	12	26
6	Elora Parvin	Scientific Officer, BIRTAN Head Office, Dhaka	13	24
7	Md. Shiful Islam	Scientific Officer, Soil Resource Development Institute, District Office, Moulvibazar, Sylhet	11	27
8	Md. Mamun al ahsan Chowdhury	Scientific Officer, Soil Resource Development Institute, Regional Laboratory, Dinajpur	13	28
9	Tahmina Zaman Tonoya	Instructor, Agriculture Training Institute, Sher-e-Bangla Nagar, Dhaka	12	33
10	Ayesha Akter	Instructor, Agriculture Training Institute, Shimultoli, Gazipur	12	35

Sl. No.	Name	Designation	Pre Evaluation	Post Evaluation
1	Afrin Akter Faria	Instructor, Agriculture Training Institute, Faridpur	10	32
1	Md. Kishor Ahmed	Instructor, Agriculture Training Institute, Daulatpur, Khulna	11	39
1	Md. Shahin Islam	Instructor, Agriculture Training Institute, Daulatpur, Khulna	12	38
1	Md. Shahanur Rahman	Instructor, Agriculture Training Institute, Khadimnagar, Sylhet	09	26
1	Md. Mehedi Hassan	Instructor, Agriculture Training Institute, Ishwardi, Pabna	13	29
1	Md. Abdur Razzak	Agriculture Extension Officer, Upazila Agriculture Office, Atgharia, Pabna	11	31
1	Nipa Monalisa	Vice Principal, BADC Training Institute, Madhupur, Tangail	07	29
1	Dr. Md. Siddiqure Rahman	Principal Scientific Officer, Crop Physiology Division, BINA, Mymensingh	11	31
1	Jahan Al Mahmud	Senior Scientific Officer, OFRD, BARI, Kushtia	09	28
2	Dr. Mohammad Siddiqure Rahman	Senior Scientific Officer, BARI, Gazipur	11	29
2	Kanak Chandra Roy	Agriculture Extension Officer, Upazila Agriculture Office, Dimla, Nilphamari	09	24
2	Dr. Sweety Shahinur	Senior Scientific Officer, Bangladesh Jute Research Institute, Dhaka	08	33
2	Dr. Md. Sohrab Hossain	Senior Scientific Officer, RSRS, BSRI, Thakurgaon	11	29
2	Susanta Saha	Additional Deputy Director (Crops), Department of Agricultural Extension, Chattogram	12	30
2	Md. Shahinul Islam	Senior Assistant Director, National Agricultural Training Academy, Gazipur	09	33
2	Shamsun Nahar	Senior Assistant Director, National Agricultural Training Academy, Gazipur	12	36
2	K, M, Badrul Haque	Additional Deputy Director (Horticulture), Department of Agricultural Extension, Sirajganj	11	38

Training Time: 18-22 March 2019 (Batch-02)

Total marks: 50

Sl. No.	Name	Designation	Pre Evaluation	Post Evaluation
1.	Mostafa Shawkat Al-Faisal	Deputy Secretary (Common Service), BADC, Dhaka	05	24
2.	Md: Abdus Sattar	Chief Instructor, ATI, Sherpur	08	22
3.	Shofinaz Akhter	Instructor, ATI, Homna, Cumilla	11	28
4.	Ahsanul Habib Al Azad Jani	Instructor, ATI, Faridpur	11	29
5.	Mst.Moslema Khatun	Instructor, ATI, Tajhat, Rangpur	09	32
6.	Md. Kaium Chowdhury	Instructor, ATI, Gaibandha	10	33
7.	Md. Shahabuddin	Instructor, ATI, Ishwardi, Pabna	11	30

Sl. No.	Name	Designation	Pre Evaluation	Post Evaluation
	Ahmed			
8.	Md. Abdul Malek	Senior Instructor, ATI, Ishwardi, Pabna	10	31
9.	Mohammad Nurayalam Siddique	Instructor, ATI, Begumganj, Noakhali	10	28
10.	NargishAkter	Instructor, ATI, Faridpur	09	32
11.	Md. Musfikussalehin	Scientific Officer, BIRTAN Regional Station, Netrokona	06	24
12.	Prince Biswas	Scientific Officer, BIRTAN, Head Office, Dhaka	07	25
13.	Md. Atikur Rahman	Assistant Engineer, BMDA Head Quarter, Rajshahi	06	22
14.	Razia Sultana	Scientific Officer, Agricultural Economics Division, BINA, Mymensingh	08	23
15.	Dr. Md. Habibur Rahman	Principal Scientific Officer, BINA, Mymensingh	09	23
16.	Taslima Yeasmin	Seed Analyst, Seed Certification Agency, Gazipur	11	25
17.	Roushanara Khatun	Seed Pathologist, Seed Certification Agency, Gazipur	11	23
18.	Md. Golam kibria Bhuiyan	Senior Scientific Officer, BRRI, Gazipur	13	31
19.	Dr. Shahanaz Sultana	Principal Scientific Officer, BRRI, Gazipur	10	34
20.	Md. Saiful Islam	Senior Assistant Director, NATA, Gazipur	11	27
21.	Khalifa Shah Alam	Senior Scientific Officer, BSRI Sub-station, Rahmatpur, Barishal	09	24
22.	Mohammad Maniruzzaman	Senior Scientific Officer, BJRI, Dhaka	10	31
23.	Md. Mahabubur Rahman	Senior Scientific Officer, SRDI, Cumilla	09	22
24.	Milia Bentemomtaz	Cotton Development Officer, CDB, Gazipur	09	31
25.	Md. Jahangir Hossain	Instructor, ATI, Rahmatpur, Barisal	09	21
26.	Dr. Md. Shawquat ali khan	Senior Scientific Officer, BARI, Gazipur	08	22
27.	Mohammad Sarfuddin Bhuiyan	Senior Scientific Officer, BARI, Bandarban	07	21
28.	Md. Abu Hanif	Chief Instructor, ATI, Sherpur	09	28

17. Photo Session



Inaugural ceremony of ToT on Teaching Methods and Techniques



Group work done by the participants



Session taken by Md. Hamidur Rahman, Ex. DG, DAE & APA Expert Pool Member, MOA

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



Group photo of the participants with Professor Dr M Mozahar Ali GTI, BAU, Mymensingh



Certificate distribution among participants by Ex DG, DAE and DG, NATA