

# **Internal Quality Assurance Cell**

### **Report of the Faculty Development Program**

on

#### **Participatory Learning**

(18<sup>th</sup> -22<sup>nd</sup> June, 2018)

A series of Faculty Development Programs on "**Participatory Learning**" for young faculty members of the various Schools of the University were organized by IQAC in the summer vacations of session 2017-18. The first one was conducted from 18<sup>th</sup> to 22<sup>nd</sup> June, 2018. Main resource persons for the Faculty Development Program were Ms. Sujatha Singh and Mr. Prasenjit Sinha from YANTRA-Centre for Skill Development, Sharda University.

#### 1) Objective of Training Program:

The main objective of the workshops was to equip the teachers with the techniques for improving the teaching-learning process. The workshop comprised of two modules. The first three days were dedicated to module 1 which concentrated on enhancing the facilitation/delivery skills. The next two days covered the aspects of mentoring and coaching which a teacher should take up to become a role model for the student. The workshop was highly interactive with inbuilt hands-on sessions. The pre-work and the study materials were shared with the participants in advance. The Major highlights of the five days were as follows:

Торіс	Time	Methodology	Resource Person
Welcome Note and Overview of Workshop	9.00 am - 9.15 am	Extempore	Prof. Ranjit Goswami Director, IQAC
Interactive Introduction and Needs Compilation, Expectation Setting and Ground rules	9.15am - 9.45 am	Interactive Introduction through a kinaesthetic exercise based on Pre Work Day 1	Sujatha Singh & Prasenjit Sinha
Good And Bad Training Experiences	9.45am - 10.15 am	Small group Charting and Debriefing Exercise	Sujatha Singh &Prasenjit Sinha
The Training Cycle	10.15am-	PPT	Sujatha Singh

#### **Day 1**

	10.25		
6 Facts about ALP-Adult Learning Principles	10.25am- 10.45am	PPT, Handout, experience sharing and individual learning's	Sujatha Singh & Prasenjit Sinha
Reflection Time and Eagle Video of Change	10.45am- 11.00am	Audio Visual and Debrief by participants	Sujatha Singh
Kolb's Learning Styles-Their relevance in Classroom Teaching	11.15am- 12.00 noon	Self-Assessment Questionnaire, Debrief of styles, understanding each style, facilitator learning from Learning Styles	Sujatha Singh & Prasenjit Sinha
Group Development Model, It's relevance in Classroom Teaching	12.00pm- 12.30pm	Audio Visual, experience sharing and action points for classes by participants	Sujatha Singh & Prasenjit Sinha
Recap at Half day Closing	12.30 pm- 1:00 pm	Charting Exercise based on the Visual Learning Experience, 5-6 members group activity and teach back	Sujatha Singh & Prasenjit Sinha
5 Levers of Effective Teachers/Trainers- Energy and Enthusiasm : Group Evolution Stages, Building Rapport, Voice Tonality, Body Language	1.45pm- 2:45 pm	PPT, discussion, AV for learning through senses, Experience Sharing good and bad ,action points for participants	Sujatha Singh& Prasenjit Sinha
Action Planning-Ways to Maximise Energy and Enthusiasm	2:45pm - 3.15 pm	Group discussion on the 4 aspects of Energy and Enthusiasm, teach back of charting exercise	Prasenjit Sinha
Pygmalion Effect-In the classroom	3.15pm- 3.55 pm	AV, debrief of observations, Reflection and Participant Learnings	Sujatha Singh

# <u>DAY 2</u>

Торіс	Time	Methodology	Resource Person
RE-CAP, Ways to RECALL	9.00 am - 9.15 am	Participant Charting Exercise	Prasenjit Sinha
5 Levers of Effective Teachers , Connecting with People, Types of Students	9.15am- 10:00 am	Activity –Be the Class, Debriefing on typical student behaviours and experience sharing, PPT	Sujatha Singh
The Art of Questioning/Probing	10.00am- 10.45 am	Lighthouse Activity with Hand-out, Small groups discussion and action planning on type of questions in different classroom scenarios	Sujatha Singh & Prasenjit Sinha
5 Levers of Effective Teachers : The 3 S's of Presenting, Building interpersonal Skills, The Inspiring Teacher/Facilitator/ Faculty/ Trainer	10.45am- 11:05am	PPT and experience sharing	Sujatha Singh
5 Levers of Effective Teachers : Staying Attentive, involve all participants	11.05am- 11.30am	PPT, Action Planning, Handout to understand socio grams	Prasenjit Sinha

5 Levers of Effective Teachers Staying Attentive: Feedback- types and Do's and Don'ts Keeping Trainees Attentive Group Influencers	11.45am- 12.30am	PPT, discussion and experience sharing	Sujatha Singh & Prasenjit Sinha
5 Levers of Effective Teachers Staying Attentive: Listening Skills Ground Rules for Teachers	12.30am- 1.00 pm	PPT, Interactive Discussion, Active Listening Self-Assessment Questionnaire	Sujatha Singh & Prasenjit Sinha
5 Levers of Effective Teachers Managing Time	1.45pm- 2.00 pm	PPT and Interactive discussion	Prasenjit Sinha
5 Levers of Effective Teachers Training Tools	2:00 pm- 3.30pm	Ice Breakers, Energizers, Visual Aids, Grounding and Reviews, Best Practise Sharing by participants and action planning	Sujatha Singh, Prasenjit Sinha (One more from IQAC or Yantra)
Expectation Setting and Q and A for Day 3	3:30pm Onwards	Facilitation Skills Observation Rubric Sharing and discussion	Prasenjit Sinha

# <u>DAY 3</u>

Topic	Time	Methodology	Resource Person
Participant Teach Backs with Live Feedback and Active Learning Participant 1-8	9:00 am- 11:20 pm	Video graphed teach back of 10 minutes,5 minute feedback and replay using Peer Evaluation method (EIC Model)	Participants, Leader, Facilitator
Participant Teach Backs with Live Feedback and Active Learning Participant 9-12	11:35am 12:50 pm	Video graphed teach back of 10 minutes,5 minute feedback and replay using Peer Evaluation method (EIC Model)	Participants, Leader, Facilitator
Participant Teach Backs with Live Feedback and Active Learning Participant 13-25	1:20 pm - 3:55 pm	Video graphed teach back of 10 minutes,5 minute feedback and replay using Peer Evaluation method(EIC Model)	Participants, Leader, Facilitator
Closing Note and Course work for Level 2	3:55pm - 4.15pm		Sujatha Singh and Team

# <u>DAY 4</u>

Торіс	Time	Methodology	Resource Person
Practical Motivational Coaching Skills- Your Story-Sharing Experiences of coaching highlights and challenges	9.00 am to 9.30 am	Class Discussion and experience sharing	Sujatha Singh and Team

<ul> <li>Distinguishing between Coaching, Mentoring, and Counselling</li> <li>Key Coaching Skills (diagnostic, techniques, qualities, model)</li> <li>Characteristics of a Good Coach</li> </ul>	9.30 am- 10.30am	PPT, Discussion, Charting Exercise	Sujatha Singh & Prasenjit Sinha
<ul> <li>The Essential Skills of Communication and Motivation</li> <li>Understanding your Personal Communication Style-Style Flexing for better results</li> <li>Language - Verbal and Non-verbal (body language)</li> <li>Emotional Intelligence – an introduction through a case study</li> </ul>	10.45am - 1.00 pm	PPT, Self-Assessment, AV, case study	Sujatha Singh & Prasenjit Sinha
Giving Effective Feedback with Emotional Intelligence (EI)	1.40pm- 2.10pm	Small group activity using the pre work of challenging coaching scenarios	Sujatha Singh & Yantra Team
Mentoring in the current workplace •Coaching & Mentoring - the differences •Mentorship Programs-Benefits and Need •Mentoring Relationships - formal and informal •Most commonly used Models by Mentors •Mentoring Students-Key Expectations What is Coaching & Mentoring	2.10 pm- 3.55pm	PPT, Discussion, experience sharing, Overview of two prominent coaching models and session wrap up with action planning for day 5	Sujatha Singh

# <u>DAY 5</u>

Торіс	Time	Methodology	Resource Person
Re Cap of Day 1 through creative exercise	9.00 am - 9.30 am	Activity based Re Cap	Sujatha Singh ,Team Yantra

The Coaching Mindset	9.30am - 10.30am	PPT, Discussion, Charting Exercise	Sujatha Singh &
•The RAIN and SUN brainstorming techniques			Prasenjit Sinha
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•TELL/ASK			
Practical skills for Student Counselling- Key steps in coaching for Optimum performance	10.45am - 1 .00 pm	PPT, AV, case study, debrief,	Sujatha Singh & Prasenjit Sinha
•The SOLER Model for Improved Communication			
•Developing your Coaching Skills through G R O W			
•Practising your coaching skills through the coaching discussion approach model			
Coaching scenario practise-small group activity with peer observation and feedback	1.45pm- 2.30pm	Small group activity using the pre work of challenging coaching scenarios	Sujatha Singh & Yantra Team
Career Coaching and Coaching Yourself	2.15pm - 4.00pm	PPT,SWOT Analysis for self, 4 M Strategy discussion, Goal Setting for academics, Self	Sujatha Singh & Yantra Team
•Understanding your Career Journey		Coaching tips, Action Planning	
•A Personal Career SWOT Analysis			
•Setting Career Goals			
•What type of learning & development suits you?			
•Becoming your Own Coach			
•Personal Action Planning			

### 2) Total number of Participants

The number of participants who attended the Faculty Development Program was 23.

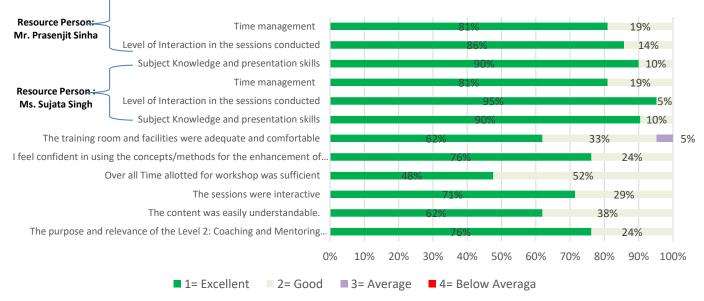
### (Attendance List for FDPs is attached)

#### 3) Outcomes:

A feedback about the Faculty Development Programs was taken on the **format attached.** The feedback was aimed at assessment of relevance of the FDP, knowledge of resource persons, level of interaction of the session and overall time management of the faculty development program. Analysis of the feedback reveals that most of the participants were of the opinion that *training sessions were very useful*. The analysis of day wise feedback is given below.







# Day 4 to 5 (Coaching and Mentoring)

Few of the suggestions and comments given by participants were:

- This type of programs is very useful for faculty in the starting of their career.
- The duration of workshops could be longer may be more group activities can be introduced for interactive sessions.
- These sessions were very helpful for all the faculties and it will help them to improve their teaching skill.

**Visuals of the workshops:** Few of the visuals of the Faculty Development programs are given below.













Suman Lata Workshop Coordinator SHARDA UNIVERSITY Workshop on Participatory Learning Organised by Internal Quality Assurance Cell 18th-22th June, 2018 Attendance Sheet Day 1 (18.06.2018)



Session Morning

Signature Name of Participants Name of School Sr. No Mr Sandeep Saxena 1 Mr Pankaj Sharma SET 2 Dr. Ram Saran Chaurasiya 3 Dr. Piali Haldar 4 SBS Ms. Chhavi Jain 5 Arunesh Kumar 6 Ritu Verma SCADMS 7 AL Md.Arif Ahmad 8 Ms. Neha Tripathi U SOL 9 Ms. Madhavi Sharma 10 Ms. Dolly Donica 11 Ms. Neeru Paintola 12 Ms. Tanuja Harbola 13 SNSR Ms. Koyal Kumari 14 Ms. Megha Sindhwal 15 Ms. Akansha 16 Ms. Surjabala 17 Ab Dr. Amit Roy 18 agrees Ms. Mayuri Rastogi 19 SAHS Ms. Amrapali Dasgupta H 20 SOE Ms. Sonali 21 22 SOP Mr. H. N. Singh 18/05/18 Harsimran Kaur 23 SAP Pranjali Varshney AL 24 Dr. Uzma Manzoor 25 SBSR Dr. Dipender Kumar 26

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8		Md.Arif Ahmad	(AB)
9	SOL	Ms. Neha Tripathi	(AB)
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11		Ms. Dolly Donica	and
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13		Ms. Tanuja Harbola	- and a
14	SNSR	Ms. Koyal Kumari	Fort
15		Ms. Megha Sindhwal	Windlund
16		Ms. Akansha	Kanlike
17		Ms. Surjabala	Jar A
18	*	Dr. Amit Roy	(46)
19	SAHS	Ms. Mayuri Rastogi	Hannun
20		Ms. Amrapali Dasgupta	(AB)
21	SOE	Ms. Sonali	Jovaly 18/6/18
22	SOP	Mr. H. N. Singh	18/06/19
23		Harsimran Kaur	102 m - al a 18/1/13
24	SAP	Pranjali Varshney	(AD)
25	and a second	Dr. Uzma Manzoor	(AA)
26	SBSR	Dr. Dipender Kumar	Phil

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