

# Direct Trainer Skills (DTS)

**A**t present the Academy is organizing a five day training programme from June 10-14, 2019 on Direct Trainer Skills (DTS). The course is being attended by 21 officers from different departments/institutes. This course is sponsored by DoPT Govt. of India.

**The course objective:** by the end of the course participants will be able to:

1. Distinguish between education, training and learning.
2. Describe the four stages in Systematic Approach to Training.
3. Review the role of a trainer within Systematic Approach to Training.
4. Apply the concept of Learning Unit to training activities.
5. Write training objectives.
6. Plan training activities, using the four ways of learning.
7. Explain the process and importance of feedback in training.
8. Describe the use of the coaching method in helping people to learn.
9. Plan and implement a coaching session for a practical task.
10. Assess coaching.
11. Describe the use of the lecture method in helping people to learn.
12. Describe the steps required to plan a lecture.
13. Prepare and deliver a lecture.
14. Describe the use and benefits of visual aids.
15. Devise visual aids.
16. Assess a lecture.
17. Describe the use of discussions in helping people to learn.
18. Describe the influence of various behaviours during a discussion.