

Faculty Development Program

Two Day Highly Interactive Workshop to Teaching Staff

Background

Teachers are the backbone of any educational Institutes for Quality Assurance in professional Education. One of the undoubted strengths of the Institute is the skill and knowledge of staff and institutes encourage them to develop both professional and personal skills as well as knowledge appropriate to their role. There is a strong link between the continuing development of the institute's staff and the development of the institution.

Faculty Development Program prepares the Teaching Staffs the essential skills to transfer knowledge to adult learners in a way that is educational, interesting and interactive. Participants will learn how to determine the needs of an audience, improve classroom charisma, handle hecklers, use activities effectively, and much more FDP help participants gain skills that will enhance their performance as faculty members. Program offer a wide range of opportunities for faculty to increase their teaching effectiveness, expand their skills, identify strength and weakness, and become better administrators. Faculties who take part in FDP will take away new ideas.

Objectives

- Learn to manage nervousness, handle disruptive behaviour, coach and provide feedback to others and how & when to use visual aids
- Self discipline & Creating PMA (Positive Mental Attitude)
- Knowing Interpersonal relationship
- Understanding the change management
- Commitment towards their work
- Identify "best" and "worst" training/teaching practices
- Actually apply the Adult Learning Process
- Demonstrate the four communication modes, skills for engaging others and practice using these skills
- Identify training/teaching strengths and weaknesses
- Create content using Instructional design inputs
- Understand how people learn
- Handle media and plan training room layouts
- Motivation to excel in teaching and research.
- Extra academic activities and Generate integrity and belongingness

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FDP Course Outline:

Module 1: Key Skills to Improve Teaching Staff Performance and Productivity

- Managing difficult or emotional situations
- Evaluate poor performance and give feedback to change behaviour or performance
- Influence staff, the triggers
- Giving feedback to sensitive people
- Introducing difficult and new changes
- Developing and coaching staff including practical delegation techniques
- Teaching as a Noble Profession & Teachers are the Ladders

Module 2: Understanding Self and Others

- Understand ones behaviour and how it impacts others.
- Recognize, understand, respect, and respond to others' behavioural styles.
- Enhance participant's effectiveness in accomplishing tasks by improving their relationships with others.
- Gain a better understanding of those with whom the participant experience difficulty.
- Develop strategies for working together to increase productivity.
- Acknowledge the value of individual differences on a team
- Adjust approach to different behavioural styles to increase effectiveness in communicating with others.

Module 3: Attitude, Change and Role as Teaching Staff

- Roles and Responsibility of Teaching Staff
- Understand and burn my' EGO"
- Knowing Change and the need for change
- Change, transformation and transition in industrial environment
- Qualities of a New Age Teaching Staff
- Attitude – Behaviour – Personality – Motivation
- Mobilizing Confidence, Ownership, Commitment, Loyalty and Strength
- Understand ones behaviour and how it impacts others.
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- Plan of Action for implementation of the learning

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Module 4: Communication and Interpersonal Relationship

- Communication Process, Barriers & Realize the importance of non-verbal communication
- Understanding inter personal relationship
- Learn the differences in the three types of communication: assertive, aggressive, and non-assertive
- Use active listening responses to solve problems
- Use non-defensive listening techniques to handle criticism
- Empathizing and appreciating others' perspective
- Value system- Perceptions
- Basic social etiquette in College
- Plan of Action for implementation of the learning

Module 5: Managing Time, Target Setting, Managing Stress for Optimum Results

- Recognize how to manage time.
- Identify ways in which participants typically use time effectively and ineffectively.
- Identify specific ways to improve time management skills in twelve categories.
- Share examples of time management tactics or techniques that work effectively.
- Positive Thinking, Possibility Thinking
- Visualisation & goal clarity
- Result Language
- Identify the symptoms and causes of stress.
- Determine the stressors in life.
- Discover the techniques and skills to help eliminate, change, and manage stressors.
- Develop an action plan to create a better work life balance.
- Road Block Management
- Plan of Action for implementation of the learning

Module 6: Team Work, Enthusiasm, Ownership and Motivation

- Team skills & Qualities
- Team Work, Team performance
- Win and Win- Groups only can win
- Attitudinal Change towards work
- Sharing of Information in team
- Commitment & Ownership towards work
- Moral values – importance & benefits

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- Motivation – the change of mind set and attitude towards self, work and others- (no theories)
- Areas of Concern and Conflict
- Approach to work at work place
- Problem solving techniques
- Positive Approach to Work
- Plan of Action for implementation of the learning

Module 7: Understanding the Concept of Teaching

- Sensitizing the participants to the concept of Teaching
- An insight into the participants own perceptions/approach to Teaching
- When I was the student
- When I am rendering lecture
- Impact of excellent and bad teaching on an Individual / on the institution
- Understand the teaching session
- Understand the impact of the Faculty in the classroom session
- Develop an understanding of the correlation between the target audience and the contents of the teaching program
- Understand the structuring strategies involved in the teaching session
- Understand the credibility, reasoning and emotional appeal in persuasive communication
- Emphasise the importance of teaching as a two-way process
- Stress the importance of teaching as inter-active sessions
- Emphasising on the need for a dialogue and not a monologue
- Creating rapport with the target group
- Establishing your credibility
- Look for cultural differences and pace them
- Using the "Yes Set"
- Develop skills in application of persuasive strategies
- Gain an insight into participative techniques
- Gain an insight into presentation strategies
- Importance of how you put across your words
- Emphasis on skills - what you do and what you leave out

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Module 8: Develop understanding of the following

- Appearance
- Tact
- Attentiveness
- Assertiveness: Self Esteem, Self Knowledge, Respect for others, Clear Communication
- Guidance
- Gracious Problem Solving
- Body Language - Kinesics, Proxemics, Paralanguage

Module 9: Coaching & Leading Skills

- Structuring one to one coaching sessions
- Key skills for the effective coach
- Giving constructive feedback
- Influencing styles
- Positive Language
- Understanding and working with individuals
- Action planning for performance improvement

Module 10: Teaching Delivery & Evaluation

- Participative methods
- Accelerated learning techniques
- Facilitative technique & Teaching technique
- The Teachers role
- Ability to make maximum usage of OHP and the visual aids
- Role of group teaching
- Evaluation and assessment of individuals
- Frameworks and strategies of evaluation

Methodology:

- Real-World Experience Simulation between Facilitator & Participants
- Participants will be led in a Directed Learning Mode, not Just with Facilitator's one-sided Lectures
- Combination of Presentations and Examples from Facilitator and Interactive / Hands-On Participants' Exercises with Individual / Group Report-Outs
- Experiential workshop environment where participants will be educated to take risks and make adjustments based on their results from Role-Plays before approaching large real-time projects.

SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.
Ph: +91 7550053010, +91 7550053011, HP: +91 9840097567, Email: training@siegergroups.com | Visit us at: www.siegergroups.com

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Other Details:

- Invoice will be raised on the beginning of the training course and full payment must be made on the last day of the training course;
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only;
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only;
- CLIENT will have to arrange training venue, LCD, Speakers, Mike on their own;
- CLIENT will arrange for trainers Tea / Coffee and Lunch during the training Days;
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable;
- CLIENT will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training;
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client;
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of CLIENT and CLIENT shall not entertain Sieger Group Trainer's or their Associates to facilitate the training program directly without prior written approval of Sieger Training Consultants (P) Limited;
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices;

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