

Proposal

Professional Development

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Submitted by
Syed Abu Ba

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About

a)	Consultant Name	-----	Abul Rehman Chairman - Spreading Smiles Organization	
b)	Address	-----	House No 2 Sublime Street behind UBL China Chowk Sialkot	
c)	Cell No.	-----	+92324 9748440	
d)	Website	-----	www.spo.org.pk	
			HRD Services https://hrdcompliances.blogspot.com/ HRD Compliances https://www.linkedin.com/company/77085656/admin/	
e)	Training Notes	-----	Training Material (English) https://trainingsmodules.blogspot.com/ Informative Essays https://learningsfirst.blogspot.com/ Training Material (Urdu) https://uwttc.blogspot.com/	-
f)	Proposal	-----	Professional Development Program	
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h)	Submitted by	-----	Abul Rehman	
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Chapter 1

Introduction

Training is the process for providing required skills to the employee for doing the job effectively, skillfully and qualitatively. Training of employees is not continuous, but it is periodical and given in specified time. Generally training will be given by an expert or professional in related field or job.

Training is required at every stage of work and for every person at work. To keep oneself updated with the fast changing technologies, concepts, values and environment, training plays a vital role. Training programmes are also necessary in any organisation for improving the quality of work of the employees at all levels. It is also required when a person is moved from one assignment to another of a different nature. Taking into account this context, this unit aims at providing insight into the concept, need and methods of training, also areas of evaluation of training, retraining and dimensions of organisational learning.

Training is a process of learning a sequence of programmed behavior. It is the application of knowledge & gives people an awareness of rules & procedures to guide their behavior. It helps in bringing about positive change in the knowledge, skills & attitudes of employees. Training is investment in getting more and better quality work from your talent.

Thus, training is a process that tries to improve skills or add to the existing level of knowledge so that the employee is better equipped to do his present job or to mould him to be fit for a higher job involving higher responsibilities. It bridges the gap between what the employee has & what the job demands.

Since training involves time, effort & money by an organization, so an organization should to be very careful while designing a training program.

The objectives & need for training should be clearly identified & the method or type of training should be chosen according to the needs & objectives established. Once this is done accurately, an organization should take a feedback on the training program from the trainees in the form of a structured questionnaire so as to know whether the amount & time invested on training has turned into an investment or it was a total expenditure for an organization.

Recurrent training is training that is scheduled at periodic intervals in order to keep employee skill abilities at a maximum level. Recurrent training often occurs in certain industries, like health care and aviation where human safety is involved. Recurrent training can be outsourced, provided by a visiting instructor, or performed by instructors from a corporate training department.

Training and Development

Training and Development is a structured program with different methods designed by professionals in particular job. It has become most common and continuous task in any organization for updating skills and knowledge of employees in accordance with changing environment. Optimization of cost with available resources has become pressing need for every organization which will be possible only by way of improving efficiency and productivity of employees, possible only by way of providing proper employee training and development conditioned to that it should be provided by professionals.

What is the difference between training and development?

Training is the process of improving and polishing the required Skills to an employee in order to make him/her skilled and perfectionist in the job which he / she does. Training is purely job focused but development is psychology and soft skills oriented.

Previously many authors have defined the difference between training and development, but still there is little confusion in understanding the difference. In fact many organisations are using term "training and development" as one and same. Mostly we hear the term "training" for the purpose of the inducing skills and knowledge among employees. Both training and development are continuous and core tasks of organisation, but employee training will be for the particular job to develop skills in concern particular job for a particular period and will be given periodically whenever updating of skills needed for performing particular job and moreover training is meant for the purpose of development of technicality among employees. Training is mainly provided for making employee aware on how to handle particular job, technology or equipment for doing particular task or function in the organisation. ultimately training of employees will be by way of teaching by the professional in particular job which involves technicality to develop skill.

In many and large organisations even in governmental organizations financial budgeting provides a separate budget for the purpose of employee training as a key overhead which has been not ignored ever. Because employee training is very expensive, especially if we take information technology companies spends large amounts for providing training to their employees and frequency of training is high because change of technology is not constant and updated continuously. Therefore to make aware of new technology and update their skills in accordance with new technology, training of employees is more frequent as that of other industries.

Coming to employee development we don't hear or see as that of employee training program in the organisation. Employee development is psychological oriented mainly provided for people who deals with managerial tasks.

Need and Benefit

Such development, however, should be monitored so as to be purposeful. Without proper monitoring, development is likely to increase the frustration of employees if when, once their skills are developed, and expectations raised, they are not given opportunities for the application of such skills. A good training sub-system would help greatly in monitoring the directions in which employees should develop in the best interest of the organization. A good training system also ensures that employees develop in directions congruent with their career plans.

Benefits of Training

1. Increased efficiency of employees:

An effective training programme can make the employees of the company work in an effective manner. With training people gain confidence and this confidence is seen in the output and results.

2. Reduced supervision:

An employee needs to be supervised when he works. When the employee has got sufficient training the amount of supervision required is less as mistakes are less. This reduces the workload of the supervisor.

3. Less amount of wastage:

The amount of wastage by an employee is reduced a lot due to training and therefore if we take an account of the amount of wastage we find that the company has saved a lot of money.

4. Reduced turnover:

Proper training improves chances of obtaining promotions and employees are happy because they have better opportunities. Due to this their chances of leaving their current job reduces greatly thereby reducing **employee turnover** in the company.

5. Helps new employees in the organization:

Training always benefits employees whether old or new. In case of new employees, training helps them a lot. This is because new employees may not be aware of the functioning of the organization and training helps them to gain knowledge and insight into the working of the company.

6. Better labor –management relations:

Labour – management relations are very essential for any organization. When companies introduce training programs and prepare employees for future jobs and promotions they send out a message to the unions that they are interested in employee welfare. Due to this the unions also adopt a positive attitude and labour- management relations improve.

7. Others

- As the business world is continuously changing and dynamic, organizations will need to provide to their employee training throughout their careers. If they do not provide continuous training they will find it difficult to stay ahead of the competition.
- The other benefit of training is that it will keep employees motivated. New skills and knowledge can help to reduce or minimize boredom. It also demonstrates to the employee that they are valuable enough for the employer to invest in them and their development.
- Employee Training can be used to create positive attitudes through clarifying the behaviours and attitudes that are expected from the employee by employer.
- Employee Training can be cost effective, as it is cheaper to train existing employees compared to recruitment of new employee with the skills you need.
- Training can save the organization money and time if the training helps the employee to become more efficient.
- Hence, a well-planned and well-executed training program should result in:
- Once you start providing training to the employees, they feel they are a part of your company family;
 - a) Knowledgeable employees make fewer mistakes;
 - b) reduction in waste and spoilage;
 - c) improvement in methods of work;
 - d) reduction in learning time;
 - e) reduction in supervisory burden;
 - f) reduction in machine breakage and maintenance cost;
 - g) reduction in accident rate;
 - h) improvement in quality of products;

- i) improvement in production rate;
 - j) improvement of morale and reduction in grievances;
 - k) improvement of efficiency and productivity;
 - l) reduction in manpower obsolescence;
 - m) enabling the organization to provide increased financial incentives, opportunity for internal promotion and raising of pay rates; wider awareness among participants, enlarged skill; and personal growth.
- Training is essential because technology is developing continuously and at a fast rate. Systems and practices get outdated soon due to new discoveries in technology, including technical, managerial and behavioral aspects. Organizations that do not develop mechanisms to catch up with and use the growing technology soon become stale. However, developing individuals in the organization can contribute to its effectiveness of the organization. There are some other reasons also for which this training becomes necessary. Explained below are various factors, giving rise to the need for training. Employment of inexperienced and new labour requires detailed instructions for effective performance on the job.
- People have not to work, but work effectively with the minimum of supervision, minimum of cost, waste and spoilage, and to produce quality goods and services.
- Increasing use of fast changing techniques in production and other operations requires training into newer methods for the operatives.
- Old employees need refresher training to enable them to keep abreast of changing techniques and the use of sophisticated tools and equipment.
- Training is necessary when a person has to move from one job to another because of transfer, promotion or demotion.

Chapter 2

Training Process

Step 1: Decide If Training is needed

We follow the following 5 training steps,

The first step in the training process is a basic one: to determine whether a problem can be solved by training. Training is conducted for one or more of these reasons: 1) Required legally or by order or regulation 2) to improve job skills or move into a different position 3) for an organization to remain competitive and profitable. If employees are not performing their jobs properly, it is often assumed that training will bring them up to standard. This may not always be the case. Ideally, training should be provided before problems or accidents occur and should be maintained as part of quality control.

Step 2: Determine What Type of Training is needed

The employees themselves can provide valuable information on the training they need. They know what they need/want to make them better at their jobs. Just ask them! Also, regulatory considerations may require certain training in certain industries and/or job classifications. Once the kind of training that is needed has been determined, it is equally important to determine what kind of training is not needed. Training should focus on those steps on which improved performance is needed. This avoids unnecessary time lost and focuses the training to meet the needs of the employees.

Step 3: Identifying Goals and Objectives

Once the employees' training needs have been identified, employers can then prepare for the training. Clearly stated training objectives will help employers communicate what they want their employees to do, to do better, or to stop doing! Learning objectives do not necessarily have to be written, but in order for the training to be as successful as possible, they should be CLEAR and thought-out before the training begins.



Step 4: Implementing the Training

Training should be conducted by professionals with knowledge and expertise in the given subject area; period. Nothing is worse than being in a classroom with an instructor who has no knowledge of what they are supposed to be teaching! Use in-house, experienced talent or an outside professional training source as the best option.

The training should be presented so that its organization and meaning are clear to employees. An effective training program allows employees to participate in the training process and to practice their skills and/or knowledge. Employees should be encouraged to become involved in the training process by participating in discussions, asking questions, contributing their knowledge and expertise, learning through hands-on experiences, and even through role-playing exercises.

Step 5: Evaluation Training Program

One way to make sure that the training program is accomplishing its goals is by using an evaluation of the training by both the students and the instructors. Training should have, as one of its critical components, a method of measuring the effectiveness of the training. Evaluations will help employers or supervisors determine the amount of learning achieved and whether or not an employee's performance has improved on the job as a result.

Training Methods

Employee training is a significant part of an organization's growth and success. A well-trained workforce is more productive and efficient at their roles, enabling them to contribute at a high level to their organization. With the importance of effective employee training being obvious, the next step is to choose the right employee training methods that are ideal for your overall organization, as well as individual team members. Different types of employee training methods come with different benefits, challenges, and goals. There are different learning styles for different people – some are visual learners, some need hands-on experience, some require an instructor to guide them, etc. To find an employee training method that works best for your workforce, we recommend the following techniques during the Training Process.

1. Simulators

Simulations are an effective training technique for fields that require a specific set of skills for operating complex machinery, such as in the medical or aviation industries. Successful simulations reflect actual work situations and allow trainees to solve issues that they will likely face on the job.

2. Coaching/mentoring

While a structured curriculum has its place in training, there are many benefits to mentorship and coaching. Implementing a mentorship program at your company, along with other training methods, creates employee development opportunities as well as develops relationships that help new employees feel welcomed and supported.

Mentorship is invaluable, but it does come with its challenges. Your best employees will be asked to take time away from their work to train and grow newer staff members. Though it proves to be beneficial in the end, it will require a little sacrifice.

3. Instructor-led training

Classroom-style training is the most traditional and popular training method for employees. This method mimics other classrooms in that an instructor prepares and leads the experience, usually using a lecture-style presentation with a visual component.

This style of training has many benefits, one of which being that trainees can interact with their trainer. Questions are asked that might otherwise go unaddressed in other training methods. It also allows for relationship building between the trainer and the trainee as well as among the employees that are going through the training together.

4. Roleplaying

This technique is usually executed with a trainee and a facilitator (or trainer), where each is allowed to act out different potential work scenarios. This method is most effective in industries that require client or customer interaction, as it allows employees to practice handling difficult situations.

5. Films and videos

Video has quickly gained popularity as an effective training technique. It aids companies in training employees more quickly and efficiently. Many employees prefer it to reading materials. There are several approaches to training videos. Some companies choose one approach depending on the material, while others combine a few approaches into one video seamlessly. The approaches include:

- a. Animation: This style allows complex topics to be explained through visual illustrations. If a topic is difficult to record, animation is probably the best method.
- b. Live-action: Live-action videos are more demonstrative and are great for showing appropriate and inappropriate interactions through role-play scenes.
- c. To-camera: This approach features a narrator who directly addresses the viewer. Typically, the narrator is communicating the information through a more lecture-style format.
- d. Screen recorded: This method features a recording of things happening on the computer screen. It's perfect for showing employees how to use new digital tools through a step-by-step process.
- e. Videos can make difficult material more interactive, engaging and demonstrative. Additionally, like computer-based training, the material is easily accessible. An in-person facilitator is unnecessary and employees can revisit the information whenever they need it.

Though making videos is relatively affordable, it can be time-consuming. It may be beneficial to partner with a training video agency to save yourself valuable time and frustration.

6. Case studies

When you're hoping to develop analytical and problem-solving skills, case studies could be the best training technique. Trainees are given scenarios, either real or imagined, that depict common work situations. Either independently or in a group, the employees are then asked to analyze the case and come up with ideal solutions and scenarios.

Chapter 3

Our Corporate Training Programs

Here's a list of 15 corporate training programs, we planned,

1. Work Life Balance

Work-life balance is a major factor in achieving a satisfactory and enhanced lifestyle. The Work-Life Balance Training course teaches you how to determine and focus only on relevant matters in life, which allows you to enjoy a sense of achievement and satisfaction in both your career and personal life

2. Collaboration

Collaborative training is a methodology where employees share their knowledge and expertise, teaching and learning from one another at the same time. This technique helps enhance the overall training experience for employees by capitalizing on their skills, ideas, and knowledge

3. Prioritizing

Prioritization in the workplace refers to a person's ability to correctly appraise the relevant importance or urgency of assigned tasks. Employees with better prioritization skills will be better equipped to make strategic decisions, show excellent judgment, and display strong time-management skills.

Similarly, in roles where staff must juggle several objectives, prioritization skills underpins a person's ability to keep up with their tasks, focus on the most important tasks, and objectively weigh up options when making decisions.

"Employees with better prioritization skills will be better equipped to make strategic decisions" - Ben Schwencke

Those that lack prioritization skills will inevitably focus their time and attention on less important tasks, misinterpret the urgency of incoming tasks, and will have difficulty thinking tactically when making decisions.

4. Innovation and Creativity

You could think of creativity as the ability to transcend traditional ways of thinking or acting, and to develop new and original ideas, methods or objects. Innovation, on the other hand, is the practical implementation of ideas that result in the introduction of new goods or services or improvement in offering goods or services.

Successful organizations over the long haul are those who are the most creative and innovative. These organizations don't copy what others do; instead, they may use innovative ideas from others as a spring board to

come up with a unique application, product or service for themselves. Creative and innovative companies tend to distance themselves from the competition rather than compete with them. If they see another company copying what they do, they create something new and better. In other words, they are able to leverage their creativity and their innovative capabilities to attain long-term success.

5. Leadership Training

Offering leadership training to existing employees is an excellent way of retaining them. A leadership training program helps such employees be future-ready and shows them that your organization wants to invest in their future at the company.

Such training aims at providing holistic development of employees by improving their communication skills, goal setting techniques, collaboration, forecasting, behavioral interviewing, conflict resolution, and team building.

6. Effective Team Communication

Effective team communication is crucial for successful team collaboration and goal alignment. Team communication training focuses on verbal and non-verbal aspects of communication. It allows team members to experience first-hand how well people receive their ideas and improve further.

This training offers multiple benefits such as team building, increased productivity, and efficient problem-solving. Your team members will also be able to resolve conflicts better and send out effective business communication in emails and messages.

7. Project Management

Project management is a skill required at every level of an organization, and organizations should train all employees in the basics of project management at least once. After implementing a project management training program, you can expect your employees to deliver efficiently on vital business goals, as well as becoming more organized workers.

8. The Power of Negotiation

Negotiation is a difficult skill and can be mastered over time with practice. Negotiation training programs allow employees to practice negotiation in an environment where stakes are low and learn how to be influential without clouding their judgment.

An effective negotiator brings a sense of power to the table and drives the conversation in their favor. Negotiation is a highly crucial skill set in situations like third-party collaborations, partnerships, and sales organizations.

9. Conflict Resolution

Workplace conflicts reduce productivity and lead to poor workplace satisfaction if not resolved in time. Training such as these becomes a mandate to empower employees to solve their differences without escalations and third-party mediations. A conflict resolution training program allows employees to fill their interpersonal skills gap and take responsibility for their behavior. It also helps them recognize conflicts early on before they become an issue.

10. Effective Time Management

Time is the most valuable resource to organizations, and with employees juggling multiple tasks simultaneously, it becomes essential to train employees on effective time management. There are instances when employees might fail to prioritize their work, leading to missed deadlines and stress. Time management training program teaches employees to prioritize multiple tasks without falling behind on the assigned deadlines.

11. Closing the Sale

Sales is the revenue generation department for an organization, and every lost deal costs an organization revenue. [Sales training](#) programs can go a long way in teaching entry-level sales employees negotiation, objection handling, and practical decision-making skills.

12. Emotional Intelligence

Emotional intelligence is instrumental in an individual's success, and a training program for developing emotional intelligence can provide your leadership team with the emotional skills to become better leaders. By training your leaders to be emotionally intelligent, you make them self-aware and improve their levels of compassion. These training programs will positively modify their daily interactions by forming more meaningful relationships and collaborations.

13. Effective Decision Making

Decision-making often becomes difficult when your managers are in a tight spot. Therefore, you need to train them for effective decision-making in a safe and low-risk environment.

With well-designed decision-making training, you can delegate more decisions and be confident that you can rely on your managers to make informed decisions in crucial situations.

14. Stress Management

Current work schedules can often stress your employees, resulting in a decline in productivity. Amidst stressful situations such as the ongoing pandemic, it is crucial to help your workforce keep their stress levels low. Effective stress management training programs will result in your employees being happy and productive at the same time. It also allows managers to empathize with their team member's conditions and provide them with all the necessary support.

15. Intercultural Communication

With more and more organizations working on improving their workplace's diversity or becoming global companies, intercultural communication is an important step to avoid future conflicts. Training your employees on intercultural communication will reduce the instances of miscommunication and make employees from different cultures work better together. It will also decrease prejudices and stereotypes against people from other cultures.

Chapter 4

Training Detail & Scope of Work

Which topics of training should be selected, it depends upon either the needs of the origination or Training Need Analysis (TNA). Training Needs Analysis (TNA) is the process in which the company identifies training and development needs of its employees so that they can do their job effectively. It involves a complete analysis of training needs required at various levels of the organization. The consultant will help the origination to reach to the best solution. However, in order to understand the complete scope of Professional Training, some detail about some common Training Topics is given below.

Training Modules

Here are the a few Training Modules.

Module 1 – Stress Management

- a) Stress management
- b) Causes of stress
- c) Disadvantages of stress on human health
- d) Benefits of stress management
- e) Types of stress
- f) Measuring stress
- g) Famous models of stress management
- h) Stress management at workplace

Module 2 - Manage a work-life balance

- a) Work-life balance
- b) Significance of work-life balance
- c) Creating a better work-life balance
- d) What is a good work-life balance?
- e) 5 steps to working life balance?
- f) Improving your work-life balance

Module 3 - Collaboration

- a) Collaboration.
- b) Why is collaboration so important?
- c) Types of collaboration.
- d) Collaboration examples in the Workplace.
- e) Effective collaboration?
- f) Which Kind of collaboration is “Right for you”?
- g) Essential elements of collaboration.
- h) Collaboration skills that bring teams together.
- i) What are the six collaborative behaviors?
- j) What are the fundamental elements of collaboration?

Module 4 – Prioritizing

- a) What is prioritizing?
- b) Significance of prioritizing
- c) How to increase priorities skills?
- d) Which task should be the first priority?
- e) Prioritizing work when everything's important?
- f) Mistakes that make effective prioritizing impossible?
- g) How Product Experts Prioritize?
- h) What are the 3 key components to prioritizing?
- i) What are your top 5 priorities in life?
- j) How do you find top priority?
- k) What happens when you don't prioritize?
- l) 4 levels of prioritizing tasks.
- m) 9 practical methods for how to prioritize your work.

Module 5 – Innovation and Creativity

- a) Creativity and Innovation.
- b) What are creativity skills?
- c) Examples of creativity skills and innovation skills.
- d) Improving Your Creative Thinking.
- e) What 4 skills are needed for innovation?
- f) Improving Innovation Skills and creativity skills
- g) Creativity skills in the workplace.

Training Material

The “**Consultant**” will design the following types of the training material

- a) Training Material and Notes
- b) Presentation PPT
- c) Identification of video documentaries about certain topics
- d) Templates for pre and post evaluation

Training Methods

Training Methods are subject to the Training Modules approved. To know complete information about the training style, please see the Training Plan. However the following methods will be used, which may be changed as per the client demand.

- a) Presentation – PPT
- b) Brainstorming/Participator Approach/Knowledge sharing
- c) Role Play/Activity
- d) Audio Video Method
- e) Assignments
- f) Ice Breakers

Training Schedule

The “**Consultant**” shall conduct training in subject matter in accordance with the schedule recommended.

Publicity and Marketing

The Client will authorize the “**Consultant**” to utilize the Client's logo and associated trademarks as well as any media, photos, or footage from the any training session solely for the purpose of marketing the Trainer's Services.

Training Duration and Participants’ Number

The duration and participants’ number depends on the approval of the “Recommended Modules”. It is recommended that there should not be more than 25 persons in a group and that the training duration should be at least eight hours so that the training participants may avail an opportunity to demonstrate the skills, in the form of “**Presentation/Assignment/Role Play/etc.**”. If the duration of the training is extended to eight hours, the participants can give their presentation according to the training topic, which will make easier to evaluate the training purpose and quality. However, at the stage, 2 types of Training Plans are being submitted, Plan A and Plan B. Plan A is a Full 5 Days Training Plan with total 40 hours, whereas Plan B has been reduced to 4 4 hours a day, for two separate groups of 25 participants each. In Plan B, daily 2 Training Events will be arranged, the Morning Session, the Noon Session, respectively. Detail has been provided.

Video Documentaries

During the process of Training, certain “Animated Documentaries” from YouTube, will be used. Complete list will be shared after the approval of the “**Training Modules**”. Right now, just a few links are being shared.

- a) Power of Team Work - <https://www.youtube.com/watch?v=4duPBWzf46E>
- b) Power of Felling - <https://www.youtube.com/watch?v=8AGgbIQyqR8>
- c) Team Work - <https://www.youtube.com/watch?v=kKxNBABwEG0>
- d) Team Work Significance - <https://www.youtube.com/watch?v=6fbE52YDEjU>
- e) Managing Stress - <https://www.youtube.com/watch?v=hnpQrMqDoqE>
- f) Good Team Work and Bad Team Work - https://www.youtube.com/watch?v=fUXdrl9ch_Q
- g) Don't be Angry - <https://www.youtube.com/watch?v=8vzSckg8jk8>
- h) Innovation - <https://www.youtube.com/watch?v=ZtHZyJTfvHc>

- i) Creativity - <https://www.youtube.com/watch?v=pCxY70kPDnM>
- j) Work Life Balance - <https://www.youtube.com/watch?v=lgnS-oBhfHk>

Resources Needed

To conduct the proposed training program successfully, the **“Consultant”** request the following services from the organization.

- a) Accommodation and lodging
- b) Logistic Support
- c) Training Material including stationery items (charts, writing markers, photocopies, etc.)
- d) Mini Speakers
- e) Internet Access

Trainee Assessment – Before Training/After training

For the assessment of the **“Trainee Pre and Post Knowledge Base”**, certain evaluation templates will be designed. These forms will be provided to the participants, at the start of the training as well as at the end of the each **“Training Module”**. In this **“Evaluation Form”**, certain questions will be asked from the “Trainees” so as to get an overview of their previous and current level of knowledge about specific topic.

Training Evaluation

To evaluate the Training Quality, Training Evaluation Template for each module will be designed. These Training Evaluation Forms will gauge the following criteria.

- a) Training content
- b) Training methods
- c) Most useful aspects of the training
- d) Which aspects of the workshop participants found LEAST?
- e) Recommendation for the “Room of Improvement”.
- f) Quality of coordination/facilitation
 - i. Poor
 - ii. Average
 - iii. Good
 - iv. Excellent



Training Evaluation Template

Activities	Excellent	Worthwhile	Confusing
1. Topic A			
Contents			
Methods			
2. Topic B			
Contents			
Methods			
3. Topic C			
Contents			
Methods			
4. Topic D			
Contents			
Methods			
5. Topic E			
Contents			
Methods			

2. Please share with us which aspects of the workshop you found most useful?

3. Please share with us which aspects of the workshop you found LEAST

4. Please share your recommendation for the "Room of Improvement".

5. Please rate the quality of Coordination/facilitation by circling only one number from the given category?

Poor	Average	Good	Excellent
			



Training Plan

Full Day Training Schedule

Total 40 Hours (Daily 8 Hours)

25 Participants



Proposed Training Plan (Stress Management)

Training Timings (09.00 to 5.00) - (Duration 8 Hours)

No.	Training Modules	Timing	(Minutes)	Methodology	Resources
1	• Introduction	9.00 to 9.20	20	Throwing Ball Activity	Ball for throwing
2	• Norms Setting	9.20 to 9.40	20	Participatory Approach	Stationery items
3	• Telawat e Quran Sharif	9.40 to 09.50	05	Participant Help	Participant
4	• Trainee Assessment – Before training	09.50 to 10.00	10	Template Filling	Photocopies
5.	• Stress management • Causes of stress	10.00 to 10.30	30	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
6.	• Advantages & Disadvantages	10.30 to 10.15	15	Video Documentary	Multimedia/etc.
7.	• Advantages & Disadvantages	10.15 to 11.00	45	Brainstorming/Lesson Learned	Participants
8.	• Tea Break	11.00 to 11.30	30	Working Tea	Tea/eatable items
9.	• Types of stress • Measuring stress • Famous models of stress management	11.30 to 12.30	60	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
10.	• Assignment for trainees • Giving instructions and group formation • Preparation Time • Presentation • Review and questions/answers	12.30 to 1.30	60	Group Assignment	Stationery items
11.	• Prayers and lunch break	1.30 to 2.30	60	Break	Prayers and lunch
12.	• Stress management at workplace	2.30 to 3.30	60	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
13.	• Overview – Module 1	3.30 to 4.30	60	Brainstorming	Stationery items
14.	• Trainee Assessment – After training	4.30 to 4.45	15	Template Filling	Photocopies
15.	• Training Evaluation	4.30 to 5.00	15	Template Filling	Photocopies



Proposed Training Plan (Manage a work-life balance)

Training Timings (09.00 to 5.00) - (Duration 8 Hours)

No.	Training Modules	Timing	(Minutes)	Methodology	Resources
1.	• Telawat e Quran Sharif	9.00 to 9.05	05	Participant Help	Participant
2.	• Overview – Module 1	9.05 to 9.30	25	Brainstorming	Stationery items
3.	• Trainee Assessment – Before training	9.30 to 09.45	15	Template Filling	Photocopies
4.	• Work-life balance • Significance of work-life balance	09.45 to 10.30	45	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
5.	• Creating a better work-life balance/What is a good work-life balance?	10.30 to 10.15	15	Video Documentary	Multimedia/etc.
6.	• Creating a better work-life balance/What is a good work-life balance?	10.15 to 11.00	45	Brainstorming/Lesson Learned	Participants
7.	• Tea Break	11.00 to 11.30	30	Working Tea	Tea/eatable items
8.	• 5 steps to working life balance?	11.30 to 12.30	60	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
9.	• Assignment for trainees • Giving instructions and group formation • Preparation Time • Presentation • Review and questions/answers	12.30 to 1.30	60	Group Assignment	Stationery items
10.	• Prayers and lunch break	1.30 to 2.30	60	Break	Prayers and lunch
11.	• Improving your work-life balance	2.30 to 3.30	60	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
12.	• Overview – Module 2	3.30 to 4.30	60	Brainstorming/ Lecturer/Presentation	Stationery items
13.	• Trainee Assessment – After training	4.30 to 4.45	15	Template Filling	Photocopies
14.	• Training Evaluation	4.30 to 5.00	15	Template Filling	Photocopies



Proposed Training Plan (Collaboration)

Training Timings (09.00 to 5.00) - (Duration 8 Hours)

No.	Training Modules	Timing	(Minutes)	Methodology	Resources
1.	Telawat e Quran Sharif	9.00 to 9.05	05	Participant Help	Participant
2.	Overview – Module 2	9.05 to 9.30	25	Brainstorming	Stationery items
3.	Trainee Assessment – Before training	9.30 to 09.45	15	Template Filling	Photocopies
4.	- Collaboration/why is collaboration so important? - Types of collaboration - Collaboration Examples in the Workplace - Effective collaboration? - Which Kind of collaboration is “Right for you”? - Essential elements of collaboration	09.45 to 10.30	45	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
5.	Collaboration	10.30 to 10.15	15	Video Documentary	Multimedia/etc.
6.	Collaboration	10.15 to 11.00	45	Brainstorming/Lesson Learned	Participants
7.	Tea Break	11.00 to 11.30	30	Working Tea	Tea/eatable items
8.	Collaboration skills that bring teams together	11.30 to 12.30	60	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
9.	- Assignment for trainees - Giving instructions and group formation - Preparation Time - Presentation - Review and questions/answers	12.30 to 1.30	60	Group Assignment	Stationery items
10.	Prayers and lunch break	1.30 to 2.30	60	Break	Prayers and lunch
11.	- What are the six collaborative behaviors? - What are the fundamental elements of collaboration?	2.30 to 3.30	60	Brainstorming/ Lecturer/Presentation	Multimedia/etc.

12.	Overview – Module 3	3.30 to 4.30	60	Brainstorming/ Lecturer/Presentation	Stationery items
13.	Trainee Assessment – After training	4.30 to 4.45	15	Template Filling	Photocopies
14.	Training Evaluation	4.30 to 5.00	15	Template Filling	Photocopies



Proposed Training Plan (Prioritization)

Training Timings (09.00 to 5.00) - (Duration 8 Hours)

No.	Training Modules	Timing	(Minutes)	Methodology	Resources
1	Telawat e Quran Sharif	9.00 to 9.05	05	Participant Help	Participant
2	Overview – Module 3	9.05 to 9.30	25	Brainstorming	Stationery items
3	Trainee Assessment – Before training	9.30 to 09.45	15	Template Filling	Photocopies
4	- What is prioritizing? - Significance of prioritizing - How to increase priorities skills? - Which task should be the first priority? - Prioritizing work when everything's important? - Mistakes that make effective prioritizing impossible?	09.45 to 10.30	45	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
5.	Prioritizing	10.30 to 10.15	15	Video Documentary	Multimedia/etc.
6.	Prioritizing	10.15 to 11.00	45	Brainstorming/Lesson Learned	Participants
7.	Tea Break	11.00 to 11.30	30	Working Tea	Tea/eatable items
8.	- What happens when you don't prioritize? 4 levels of prioritizing tasks	11.30 to 12.30	60	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
9.	- Assignment for trainees - Giving instructions and group formation - Preparation Time - Presentation - Review and questions/answers	12.30 to 1.30	60	Group Assignment	Stationery items
10.	Prayers and lunch break	1.30 to 2.30	60	Break	Prayers and lunch

11.	9 practical methods for how to prioritize your work (and time)	2.30 to 3.30	60	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
12.	Overview – Module	3.30 to 4.30	60	Brainstorming/ Lecturer/Presentation	Stationery items
13.	Trainee Assessment – After training	4.30 to 4.45	15	Template Filling	Photocopies
14.	Training Evaluation	4.30 to 5.00	15	Template Filling	Photocopies



Proposed Training Plan (Innovation and Creativity)

Training Timings (09.00 to 5.00) - (Duration 8 Hours)

No.	Training Modules	Timing	(Minutes)	Methodology	Resources
1	Telawat e Quran Sharif	9.00 to 9.05	05	Participant Help	Participant
2	Overview – Module 4	9.05 to 9.30	25	Brainstorming	Stationery items
3	Trainee Assessment – Before training	9.30 to 09.45	15	Template Filling	Photocopies
4	- Creativity and Innovation - What are creativity skills? - Examples of creativity skills and innovation skills	09.45 to 10.30	45	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
5.	Creativity and Innovation	10.30 to 10.15	15	Video Documentary	Multimedia/etc.
6.	Creativity and Innovation	10.15 to 11.00	45	Brainstorming/Lesson Learned	Participants
7.	Tea Break	11.00 to 11.30	30	Working Tea	Tea/eatable items
8.	- Improving Your Creative Thinking - What 4 skills are needed for innovation?	11.30 to 12.30	60	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
9.	- Assignment for trainees - Giving instructions and group formation - Preparation Time - Presentation - Review and questions/answers	12.30 to 1.30	60	Group Assignment	Stationery items
10.	Prayers and lunch break	1.30 to 2.30	60	Break	Prayers and lunch

11.	Overview – Overall	2.30 to 3.30	60	Brainstorming/ Lecturer/Presentation	Multimedia/etc.
12.	Trainee Assessment – After training	3.30 to 3.45	15	Brainstorming/ Lecturer/Presentation	Stationery items
13.	Training Evaluation	3.45 to 4.00	15	Template Filling	Photocopies
14.	Event Closer Ceremony	3.45 to 5.00	90	Group Gathering/Question Answers/Brainstorming	Cake for Cutting /Group Photo