



Gujarat Technological University

Centre for Business Ethics & CSR (CBECSR)

Report: One week International FDP on “Learning & Development” And Be a Certified Educator

Dates: 9th Sep. 2015 to 11th Sep. 2015

12th Sep. 2015 to 15th Sep. 2015

GTU Post Graduate Research Centre for Business Ethics and CSR had organised one week International FDP on “Learning & Development” And Be a Certified Educator. This program aimed to build the desired knowledge, skills, attitude and behaviour to command the respect in the faculty members of GTU and to grab the attention of various stakeholders. This not only enhances dimensions like self-esteem and confidence but also ensures long term success as a training professional. This Faculty Development Program (FDP) was equipping faculty members with everything necessary to enter the Training/Teaching field with ease and grow into being a successful Faculty in the shortest possible time.

This one week FDP had along with other thoroughly researched material validated and compiled by our pool of renowned experts such as Ms. Karen Smyte, Dr. Kalpana Date, Dr. Shailesh Thakker, G. Narayana, Ms. Martina, Dr. Shatish Batra, and Mr. Humasnu Buch. While some of this content is a compilation from some of the best resources from the internet and otherwise, some of its own creation. With blessings of *Dr. Akshai Aggarwal, honourable Vice Chancellor - GTU* and under his inspiration this program for GTU affiliated faculties is convened with the help of *Dr. Shailesh Thakker, Hon. Director, GTU-CBECSR*.

Day-1: 9th September, 2015

The program begun with Introduction of the program and felicitation of Speakers by *Ms. Krutika Raval, Assistant Professor, PG Research Centre for Business Ethics and CSR (CBECSR)*. The dignitaries on the dais were Ms. Karen Smythe, Dr. kalpana Date, and Dr. Shailesh Thakker, Hon. Director, GTU-CBECSR.



It is really pleasant to state here that *more than 45 faculty members* from the different fields participated in the Learning and Development program.

Dr. Mitesh Dadhania, Dy. Director, Gujarat Technological University, welcomed the speaker to the event. He also expressed that this program is very useful for the faculty

members to learn about the various teaching techniques and make the class interesting.

The first three days training modules were conducted by *Ms. Karen, owner/director of The Vibrant Edge Pty Ltd*, a consulting company based in Australia offering global opportunities in training, coaching and development.

Before starting the session she divided all faculty members in the group of five for doing various practical exercises and activities. First module was focused on the Making the Transition to a Trainer. She explained in detail about the Roles and Responsibilities of a trainer, Previous Experience counts!, Exploring your Training Style, Strategies for Success.

In the noon session, she explained various principles of Adult Learning. Over all session and exercise were focused on types of adult learners, Strategies for success, Motivators and Barriers to Learning. She gave activity to the faculties to write their own definition of what it means to be an adult learner. Then she explained it in detail about the Adult Learner by giving various characteristics:

- Internally motivated and self-directed
- Bringing life experiences/knowledge to learning experiences
- Goal-oriented
- Relevancy-oriented
- Practical
- Seeking respect



At the end of the day one, she explained about the three types of Adult Learners.

There are three types of learners:

1. Visual: Learn through seeing
2. Auditory: Learn through listening
3. Kinesthetic: Learn through moving, doing and touching

She clarified various Training Strategies for these three types of learners. She further stated some reasons and barriers of (motivators) adult learners pursue training and education opportunities are:

Motivators:

- To improve communication skills
- To engage in social contact
- To prepare for further education
- For professional advancement in a current job
- To re-enter the workforce
- To train for a new and better job
- To provide for a family



Barriers:

- Cultural: The learners do not believe they should be doing it.
- Perceptual: The learners feel that they will not be able to do it
- Intellectual: The learners cannot cope with the learning
- Emotional: The learners feel it may be really stressful

DAY- 2: 10th November 2013

On Day-2 Ms. Karen focused on Lessons of Planning and Development. She described about how to define learning objectives. She had also given exercise to the faculty member for drafting a course outline, writing a lesson plan, lesson planning for course development, importance of introduction and summary. She explained in detail about how to frame course outline and what are the factors one should think before preparing it such as purpose of the course, objective, resource material, training method, Assignment and evaluation.



In the noon session she enlightened in detail about the various training methods and their advantages and disadvantages:

Such as Trainer presentation with multimedia software

- Group discussions
- Demonstrations
- Independent reading and writing
- Question periods
- Role playing and simulations
- Case study review and discussion
- Field trips or viewer participation

Advantages:

- Trainers are able to deliver the same type of message (lecture) at the same time every day or on a pre-set schedule.
- Trainers are aware prior to teaching the expected start and stop times of their lesson.
- Trainers have a greater amount of control in the classroom when lecturing because they are the focus.
- Trainer has a greater control of where conversation goes during the session.

Disadvantages:

- Trainers may not present lectures effectively.
- Lectures are not learner-centered. There is greater risk of learners getting distracted.
- There is little opportunity for reflection.



- There is little opportunity for self-directedness.
- Learners lose interest during lengthy speeches and can only handle 20 - 40 minutes of information at a time.

Then she focused on the types of learning material such as record of what was discussed in the session, illustrations or steps for a procedure, summarise key points of a presentation, various activity and reading, work well for visual learners and reinforce

information, for an auditory learner: video/picture. Karen explained about the Determining usefulness of learning materials

Creating your own learning materials, Choosing a textbook, using visual aids. She further added various evaluation methods such as Essay, Research Reports, Presentation, Peer Review, Collage/Pictorial, Portfolio, and test/Exam.



At the end she had also gave checklist to help faculties to choose a useful textbook.

- Review the text thoroughly.
- Make a list of the chapters you can use and make note of the ones you will not incorporate.
- Determine if the percentage of textbook you can use is enough to justify buying it.
Participants do not want to pay for a textbook if they are only using half of it.
- Determine if the text is easy to follow. Is it

“busy” and unorganised?

- Locate the introduction and summary sections.

Are there proper introductions and proper summaries?

Are they easy to understand?

- Locate participant activities.

- Does the text include summary questions and options for alternative reading or website visits?

- Consider how you will progress through the textbook:

- Start to finish?
 - Jump around?

- Are there opportunities for participants to read and work on their own?

- Is there enough “white space” for notes and writing?

- Locate the glossary or definitions section.

- Is there one?
 - Is it comprehensive?

- Read through the instructor materials

- Is it useful to you?
 - Do you find it lacking or confusing?

Over all, all the modules were very practical, interactive and full of activities for each point. She gave activity to each group to give a presentation in the effective manner on the third day of the program.

DAY- 3: 11th November 2013

On Day-3 before starting the presentation from the each group, she explained about how to present with impact. She stated if a person comes into work with slumped shoulders, low energy, and a dishevelled appearance, people see this person and say “hey, you look awful, what’s wrong?”

Remember: how you sound, how you look and what you say are all considered moment by moment. Every moment you create a new impact. Pay attention to all three of these ways we communicate, especially your body language (how you look and represent) and voice tone (how you sound). The common



agreement within the communications field and from UCLA's Dr. Albert Mehrabian's research, others interpret our message using the following percentages:

- Body Language 55%
- Tone of Voice 38%
- Words 7%

To look confident, you need to look relaxed, at ease, comfortable with yourself, as well as pay attention to what is happening around you. Then, other people will be more inclined to feel at ease with you. Projecting enthusiasm and involvement will attract others. When you become shy or self-conscious, you may become preoccupied with your internal states and your own self-talk. Talking to yourself, you are talking to your most enchanted listener. To be effective at communication you must come out from your shell and concentrate on other people and what they are saying. It is essential to learn interactive listening skills!



She further explained about Managing Your Time as a Trainer. For that she focused on below Key Learning Points:

- 1 - Making time to plan
- 2 - Reducing stress
- 3 - Dealing with difficult participants
- 4 - Conclusion

At the end all the groups gave presentation by keeping in the mind various tools and techniques given by **Ms. Karen** and **Ms. Kalpana Date** from last three days.



Day-4:13th September, 2015

Module-1 Ms. Karen Smythe:

Ms. Karen talked about the Understanding Your Representational System in the first session. She talked about the one of the most important elements in creating rapport with others successfully is to match the words that they use.

With the quick questionnaire she explored the participants with the preferred presentation style which also reflected on how different people have preferred ways of speaking or how they understand/perceive the world around them - we call this their representational system.

Module-2 Martina Gleissenebner - Teskey:

In the post Lunch session of Martina Gleissenebner - Teskey, she talked about in detail about the personal Branding. She talked about the 100 Questions for Personal Branding. Questions that pave the way to the strategy-not the strategy itself. She share with the participants that personal bradding depend upon the below mentioned sections.



1. Where do you come from? -Your Story
2. What makes you special? -Your USP
3. How will you be recognized? -Your Sign
4. How will you connect? -Your Style of Communication
5. What's your purpose? -Your Reason

Further she talked about DEVELOPING YOUR PERSONAL BRAND. She had prepared worksheet for the faculties based on the below mentioned sections:

1. My personal Ambitions: My personal vision: how should work/ life/ circumstances look like/ feel like?
2. My personal Brand Assessment: Personal SWOT (Strengths/Weaknesses/Opportunities/Threats) - Analysis
3. My personal Balanced Score Card: Balance Score Card will focus on
 1. What are the internal factors that will contribute to your success?
 2. What is your ambition with this specific factor?
 3. How do you measure your performance/ your improvement of this specific factor?
 4. What are you doing to improve your performance of this specific factor?
 5. What is the status of this success factor?

Over all session was interesting with practical exercise of the participants. She also further added that the other External Factors, Knowledge and Learning, Financials, which affects the Personal Brand.

Module-3 Dr. Shailesh Thakker, Hon. Director, GTU-CBECSR.

Dr. Shailesh Thakker talked about the requirement of Leadership and motivation for the faculty. He said Leadership is a demonstration, which does not have a definition. It is a performance not position. He said you are responsible for the application of knowledge. Let your performance allow people for thinking or sharing or discussing or inspiring...

"Just show results... Of course result is not under your control but God wants you to try and try and try"



Day-5:14th September, 2015

Module-1 G. Narayana: 'Excellence in Education'

First Training Session was conducted by G. Narayana on 'Excellence in Education'. He talked about the inner view of the teacher. Teacher takes the student (learner) step by step towards self-realisation. First after indicating the external light teacher guides the learner to direct the vision towards his own inner self. At that moment learner suddenly realizes that all light, all energy is his own self and the difference between outside and inside vanishes. The teacher and student become one with the understanding of Truth and Joy.

He talked about the three qualities of a Teacher are Knowledge, Experience and Effective Communication. Knowledge without Experience is theory without application. Experience without Knowledge is doing without knowing. Knowledge and Experience without Communication is potential without transformation into currents of offering and receiving. An excellent Teacher knows well, does well and communicates well. Further he related the essence of Gita with the teacher's character. He explained 18 features which requires in a good education. He also shared how to get excellence in education process.



- When Learners Dare, They Will Grow
- When Administrators Care, Learners Will Flow
- When Teachers Share, Learners Will Know
- When Parents Bear, Learners Will Glow
- When Partners Explore, There Will Be Excitement

He said Teaching is Limited and Learning is Unlimited. Practise, Perseverance, Persistence, and perfection are must to become a perfect teacher. At the end he briefly discussed about the other two concepts Priceless and Practical Ways: Highways to Happiness and Quality beyond I. Q.

Module-2 Martina Gleissenebner - Teskey: Lost Talent versus gain Comfort:

She started with relating Your Personal Identity and USP with Personal Communication & Behaviour. To measure Identity and USP she gave practical exercise to the participants on below mentioned questions.

1. Who am I?
 □History
 □Values
 □Characteristics
 □Roles

2. What are my competences?

- Talents
- Education
- Experiences

3. What drives me?

- My Mission“



By giving various practical examples she explained what does GAIN OF COMFORT really mean?

Comfort zone“is..

- Where you feel truly “at home”.
- Where you feel working to your strengths.
- Where you can apply your specific personality

It is NOT: procrastination, saturation, free of ambition.

At the end she gave Questions * To Find Your, Comfort Zone“

1. What is the first attribute that comes to your mind when thinking of yourself as a child?
2. What were your first hobbies and how did they make you feel, when following them?
3. What position did you take in your school community/ your class?

Day-6: 15th September, 2015:

Module-1 Dr. Shatish Batra: Techniques of Living wonderful life.



Dr. Shatish Batra is a renowned Author Motivational Speaker and Trainer. He talked about the various Techniques of Living wonderful Life by giving various practical and live examples of our life.

He focused in detail on four quotients to make balance in your dimensions of life.

Such as

1. Physical quotient (PQ): Exercise, Nutrition, Stress Management
2. Mental/ intelligent quotient (IQ): Reading, Visualisation, Planning, Writing
3. Social/Emotional quotient (EQ): Service, Empathy, Senergy, Intrinsic
4. Spiritual quotient (SQ): Value, Clarification, Commitment, Meditation

He said that willpower is needed to people as anyone can do anything. One cannot make time but one can utilize it with its value.

Module-3 Mr. Himanshu Buch: Life Balance

Mr. Himanshu Buch a multi-talented Author, Motivational Speaker, Corporate Trainer and Stage Actor leaded the second half of the last day of the training program. Mr. Buch spoke on different style of leadership in teaching. He delivered his adaptable speech with incredible examples on Teaching Life with hard work and perseverance. His delivery style was at par with excellence and faculties many times felt Goosebumps.



Dr. Mitesh Dadhania, Dy. Director at GTU had given concluding remarks at the end of the six days of the program. He thanked each and every speaker for sharing their input and enlightening all the participants with their knowledge and experiences.

The audience gave a standing ovation to this one week Faculty Development Program. It was also demanded that such Training should be conducted at least more than once a year. All the participants took an oath to imply all the teaching principles and techniques that were discussed and shared by the knowledge contributors. During the closing ceremony of the program, all faculties have expressed gratitude towards GTU for organizing such type of useful workshop for the faculty members. At the end Certificate of participation were distributed to all the participants who had successfully attended this program.

Ms. Krutika Raval, Assist. Professor of Centre for Business Ethics and CSR thanked Hon. Vice Chancellor for giving an opportunity to organise as a wonderful training program under his leadership. She thanked Dr. Thaker for providing his continuous guidance and support for this one week program. Lastly she thanked all the participants for sparing their valuable time and attending one week program interestingly.

For a brief profile of the Resource Persons of the program, please see the 'Invitation for the program' at <http://files.gtu.ac.in/circulars/15Aug/31082015.pdf>

Press Coverage:

Faculty development programme at GTU



Centre for Business Ethics and Corporate Social Responsibility of Gujarat Technological University (GTU) is organising a 7-day International Faculty Development Programme (FDP) on 'Learning & Development and Certified Educator', which started on Wednesday. The programme is being held at GTU Chandkheda campus. Participants will be trained for principles of adult learning, lesson planning and development, training methods, learning resources and materials, evaluating the adult learner and managing your time as a trainer.

તાલીમ | જીટીયુમાં એફડીપી પ્રોગ્રામ સપ્તાહની ઉજવણી

અમદાવાદ | જીટીયુના સેન્ટર ફોર બિજનેસ એથિક્સ એન્ડ ક્રોપોરેટ સોશિયલ સીસ્પોન્સિબિલિટીના ઉપક્રમે હિન્દુનેશ્વરાલ કેન્દ્રટી રેવલપમેન્ટ પ્રોગ્રામ(એફડીપી) સપ્તાહનું આમોજન કરવામાં આવ્યું છે. જેના ભાગનું કેન્દ્રી રેવલપમેન્ટ પ્રોગ્રામ ઓન લાર્નિંગ એન્ડ રેવલપમેન્ટ એન્ડ સર્ટિફાઈડ એજ્યુકેટર રાખવામાં આવ્યો છે. જીટીયુ કેચ્સ, ચાંદખેડા ખાતે આયોજિત આ કાર્યક્રમ અંતર્ગત ઉપરોક્ત વિષય બાબતે સધન તાલીમ આપવામાં આવનાર છે.

Feedbacks:

It was really one of the best days of my life as a learner. We learn a lot from the FDP the trainer like **Karen Smythe** and **Dr.Kalpana Date** and **Dr. Shailesh thaker**. First three days are related to types of learner, how to identify them and train them. How to motivate adult to make them active participant? We also learn about technique, resource and its importance in teaching as well as various evaluation techniques.

On last three days we learn about how to improve ourselves, personal branding, Learning From Experiences, Highways to Happiness,Personal Excellence, Motivation & Development , from Dr. Shailesh Thaker , Ms. Karen Smythe, Martina Gleißenebner, G. Narayana and Dr. Satish Batra and Mr. Himanshu Buch. This type of FDP boosts the moral and make active in teaching as well as in real life.

Vijay L.Ghori

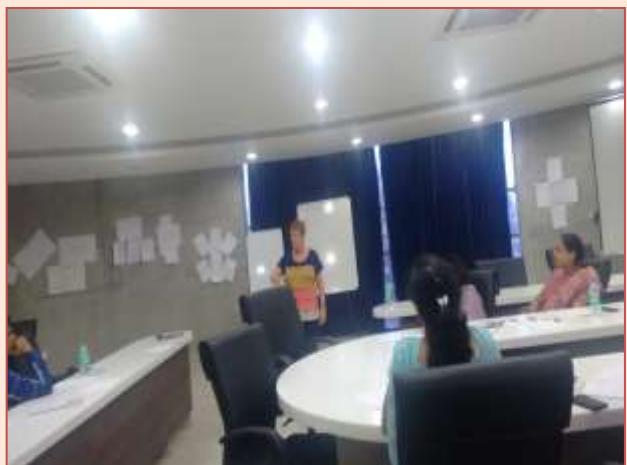
"Really thanks mam it was pleasure to attend fdp...I am thankful to you, team at gtu..... And specially our vc sir...."

Rohit Lala

"It was awesome. Really it was more than my expectations and will really be helpful to me. I enjoined a lot. It not only gave me improves knowledge but apart from that also enhances dimensions like self-esteem and confidence"

Dr. Rekha Nair

Memories of the Program:



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