

**Dattopant Thengadi**  
**National Board for Workers Education & Development**  
**Theme Based Modular Training Programme (MTP)**  
**Organised Sector Training Programmes**

Modular Training Programme is a new pattern of interventional learning. Learning & Development Experts advocate for Short Term guided learning processes on Module based training that are most effective in the behavioral training process. Modular Training Programmes with *Theme Based approach* not only improves trainees learning experience but are also more result oriented with mappable impacts. It also saves time and resources for both Trainees & Trainers.

We have been able to imbibe fundamental parts of behavioral training in the Organized Sectors because the Level of knowledge has already been enhanced. Now there is a growing need for advanced inputs for sustainability and higher productivity with optimum quality parameters so Modular training programmes in accordance with the Training Need Assessment (TNA) is more feasible. Therefore, the board is introducing Modular Training Programmes for organized sector workers.

**Standard Organizing Procedure (SOP)**

**Selection of Area & Theme:**

- These Modular Training Programmes (MTP) can be organised in organised sector. (Example: All Industries, State/Central/PSUs/MNCs Corporates as well as Service Sectors)
- MTP has to be focused on theme-based training programmes as per Training Need Identification (TNI) and Training Need Assessment (TNA) provided by the concerned industries or organisations.
- Minimum number of participants in ONE MTP will be 20 which should not exceed more than 40.
- MTP shall be conducted by the Team of Officers for better impact by having meticulous planning and by involving Regional Director and staff at Regional Directorate as and when required.
- All MTPs have to be planned in advance and shall be part of the Training Calendar of Regional Directorate.
- The deliverables in the Theme Based MTP is to be planned in advance with both quantitative as well as qualitative outcome parameters.

- Each MTP shall have a detailed report with 07 Parts –
  - a. Programme details like Venue, Participants Statistics (like Age, Qualifications, Mb. Number, Email ID and Employees URN Number).
  - b. Session details to be delivered with special focus on PRE & POST Questionnaire and observable change in outcome parameters.
  - c. Future Road Map of programme should also be chalked out (Follow-up/ Impact Study).
  - d. 02 Photographs of participants including officer in charge of inauguration & Valediction sessions.
  - e. 2–3 minutes video clippings shall be stored at Regional Directorates.
  - f. Google Form Feedback has to be taken and the Press Release/Press clippings etc to be stored by the Regional Directorate.

#### **Procedural Checklist of MTP:**

- Each MTP may be part of the Quarterly Advance Training Calendar.
- Letters must be written to industries well in advance mentioning the Theme of the Programme (Like Swadakshata, Sanjeevani, Shram Saver, Udantika, BBS etc as per the TNI & TNA)
- The Proposed List of Participants has to be collected in the excel sheet in template, along with the Programme Completion Letter with assessed Impact by the industries concerned.
- Study Material/Leaflet/ Brochure should be prepared in the local language related to the Programme.

#### **Responsibilities of Education Officer**

- Advance planning of MTP and intended theme in discussion with RD is to be chalked out.
- Submission of Proposal, Session Planning, involving Guest Speakers & Experts.
- Submission of detailed Report to office (within 5 days).
- Impact Report as well as deliverables in each programme should also be submitted.
- Ensure availability of Brochures in local language & Banner for displaying.

### **Responsibilities on part of industry :**

- TNI and TNA has to be provided for the training by the industry concerned.
- Finalisation of date, duration and venue in consultation with EO in charge.
- Facilities at training Venue: Furniture/AV Aids/Sitting/Drinking Water etc. is to be ensured.
- Programme Feedback

### **Responsibilities of Regional Directorate (Staff)**

- Issuing Letters to Dignitaries & Guests.
- Assisting the E.O.s where number of Officers less in organising Programme
- Entries in MIS of Participants immediate after Programme
- Up-keeping of all Programme reports.
- Storage of Programme Feedback, Photo, Videos, News Paper cuttings in soft copy.
- Updating forms and formats on instruction from H.O.

### **Responsibilities of Regional Director/ RD Incharge**

- Monitoring advance Planning & Training Calendar for MTP
- Prioritising the theme and focus of MTP as per the needs of industries.
- Ensuring quality of contents and deliverables by inspecting the programme and review in **Monthly Programme Monitoring & Review Meeting** (PMRM)
- PMRM Registers to be maintained invariably, shortcomings in programme are to be part of meeting as well as best practices may also be entered in Registers.
- Organising refresher courses as and when required (Online/Offline)
- Ensuring checklist, at the time of approval.
- Monitoring the entries in MIS by staff and submission by E.O.s.
- Motivating Education Officers for organising more MTPs.

### **Responsibilities of Zonal Director/ ZD Incharge**

- Monitoring the progress of MTP in RDs under the Zone.
- Organising Monthly Zonal Level PMRM (Online) with all Officers of Zone for motivating and sharing best practices.

- Inspection of Regional Directorate as well as Programmes to monitor the quality of deliverables.

### **Responsibilities of Education Section at HO**

- Standardising Forms & Formats, Certificates for MTP, to have Pan India uniformity.
- Prioritising themes for Month/Quarter to encourage for Advance calendar.
- Monitoring Content and Deliverables.
- Ensure time bound online reporting mechanisms.
- Motivating the Field officers to keep up the pace and quality of deliverables and avoid fatigues in process by inculcating new ideas.
- Monthly e-Magazine for presentation before MoLE regarding MTP.
- Guiding RDs for few impacts assessment and Budgetary Allocations as and when required.