



DAV PUBLIC SCHOOL

MANPUR, VILL - KAIYA, KHARHARI, GAYA - 823 003

A Sr. Secondary English Medium Co-Educational School

(Affiliated to Central Board of Secondary Education, Delhi, Affiliation No. - 330157)

Tel No. 0631 2900388 (O), Email : davmanpur@yahoo.com

DAVMNP/Gaya/RTC/2016-17/005

17/05/2016

Ref. No.

Date

All the Heads
D.A.V. Public Schools
Bihar Zone - B

Dear Sirs / Madams,

Please find, enclosed herewith Annual Training Report Proforma for the Academic year 2016-17. You are requested to kindly submit the Training Report conducted in your school as soon as the training program is over to our E-mail address – davmanpur@yahoo.com. This is earnestly required for onward submission to the Hon'ble Regional Director, DAV Public Schools, Bihar Zone – B and finally to DAVCAE, New Delhi for further needful.

We are also sending the following proformas for your ready reference and further needful.

Thanking you in anticipation.

With regards.

Yours faithfully

(Arvind Kr.)

Principal-Cum-Training Coordinator
Bihar Zone - B

Training Coordinator

DAV Public Schools

Bihar Zone - B, Gaya

Encl.:

- (i) Training Observation and Feedback Form
- (ii) Reporting & Documentation of Training
- (iii) Entrance Proforma
- (iv) Exit Proforma

All Heads

CC: DAVPS, BZ-F

Training Observation and Feedback Form

Trainer's Name:

Training Objective(s):

S.no.	Performance	Good	Needs work	Comments /suggestions
1.	Stated session objective clearly, including performances, any conditions, or standards required.			
2.	Explained how objectives relate to employees' jobs and interests: What's in it for me?			
3.	Elicited employees' previous knowledge or experience related to topic.			
4.	Explained main points of the session clearly and in logical sequence.			
5.	Used visual aids effectively to highlight main points.			
6.	Used questions to involve employees and check understanding.			
7.	Encouraged employees' own questions/ comments.			
8.	Used effective delivery skills: - Interest/enthusiasm shown; - eye contact with all employees; - gestures and movement natural; - voice: loud enough, pace and tone varies, pauses; - language understandable, no jargon or slang;			
9.	Provided enough time to apply/practice new information and skills.			
10.	Used an assessment tool and/or reviewed session with employees.			

Training Course/Seminar Evaluation

S.no.	Statement	E	VG	G	F	P
1.	Course/seminar relevance and usefulness in my job.					
2.	Degree of participation and involvement.					
3.	Practical discussion and exercises.					
4.	Provision of time for discussion/practice/application.					
5.	Overall effectiveness of course/seminar leader(s).					
6.	Overall effectiveness of course/seminar.					
7.						
8.						

Write in the spaces above any other statements you want feedback on.

Identify three things you learnt from the course:

1. _____
2. _____
3. _____

Explain how you will apply these three things on the job:

1. _____
2. _____
3. _____

Would you recommend this course to other employees? Give the reason for your recommendation or choice not to recommend:

Additional Comments/Suggestions: _____

Employee signature: _____

REPORTING & DOCUMENTATION OF TRAINING

Report writing is an analytical way of recording the events of the Training programme conducted. Report has to be written by (minimum) two of the participating individuals to eliminate any subjectivity.

Report contains in the first paragraph:

- a. Name of the Training Programme
- b. Duration (no. of days)
- c. Time
- d. Venue
- e. Number of participants attended
- f. Name of the resource persons
- g. Name of the reporter
- a. Total expenditure incurred by the host school.

Each subsequent paragraph contains the report of the session with the following details:

- a. Topic under deliberation (discussion)
- b. Mode of conducting (Lecture/ seminar/ workshop/ conference)
- c. Involvement of participants
- d. Any important question asked by the participant
- e. Important clarification made by the resource person
- f. Any new information given/ emerged
- g. Time taken by the expert to explain
- h. Time given to the participants for discussion
- i. Relevance of the topic to the class
- j. Method of implementing in the class room
- k. Tentative time of initiating the transaction of the workshop in the class room/ feasibility of transaction.
- l. Report the achievement/ non-achievement of the objective of the workshop
- m. Report some valuable critical comments of the participants without mentioning their names for future corrections.
- n. Suggestion for the forthcoming Training Programmes.
- o. Conclude with vote of thanks to the organizers

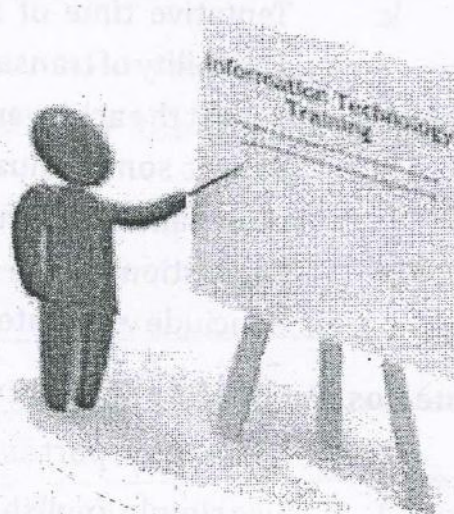
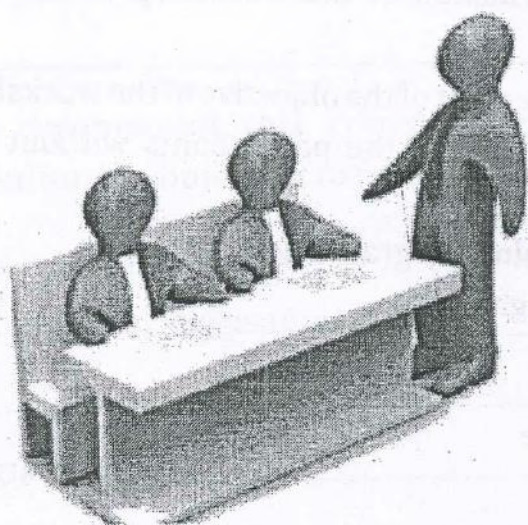
Some Dos and Don'ts of Report writing

1. Write the report as precise as possible
2. Use simple English language
3. Try to avoid grammatical errors while reporting
4. Ask yourself whether the report is evaluative or not
5. Read the report twice before you send to the Head quarters
6. Get the signature of the Principal in-charge of the workshop

7. Give your signature at the end with date of report written and date submitted.
8. Do not use jargons
9. Don't make the report descriptive
10. Don't use long sentences.
11. Don't include tables / figures/graphs/pictures in the report.
12. Don't hide any facts/ events

Annexures to Report

1. Schedule of the training programme (minute to minute planner)
2. List of schools within the region required to attend training
3. List of Participants who attended with their addresses/contact no.s
4. List of Resource persons with name address and Telephone numbers
5. List of Material/ activity sheets given during the workshop
6. Any two Photographs of participants in action with the name of the workshop
7. The total amount of expenditure incurred on:
 - a. Payment to resource person/trainer
 - b. Food
 - c. Transport
 - d. Stationary
 - e. Xeroxing
 - f. Any other



Aiming For Excellence: Role of Regional Training Centre
ENTRANCE PROFORMA- TWO DAY ORIENTATION

Name of the Principal/Teacher:

Qualification:

Name of the school:

Experience:

1. Are you aware of the creation of Regional Training Centres? If yes, state briefly its function and role.

2. In what subject do you think your school is strong? Specify the class and name of the teacher.

3. What is your subject specialization? Do you feel confident to conduct any training for the teachers in that subject?

4. How many in-service training programmes have been organized for teachers in your school last year. List below the areas and who were the resource persons. Kindly fill this.

Theme of the workshop	No. of Teachers Trained	Resource Person

1. Did you find any improvement in the teaching learning processes?

2. How much time does it take for learning of a training programme to get transferred to the classroom?

3. Have you undergone any In-service training last year? Please specify.

Signature :

Date :

Aiming For Excellence: Role of Regional Training Centre

EXIT PROFORMA- ONE DAY ORIENTATION

Name of the Principal/Teacher:

Name of the school:

1. Mention the first thing that you would do after getting back to your school from this orientation programme.

2. Do you think this orientation was necessary?

3. Mention the topics that you understood well and can implement within the next year.

4. How would you prefer to identify the needs of your teachers?

5. Keeping the qualities of a trainer/resource person in mind, do you have any resource person in knowledge whom you can suggest (name) and in what subject?

6. In your opinion when will you prefer to carry out the evaluation of in-service training?

7. Was the time for each session sufficient to make the objective clear?

8. Would you like to suggest some measures to improve this programme?

Signature :

Date:

