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**KVK ACTION TOOL - III**

**Training Needs of KVK Staff in Training Management:  
An Assessment Instrument**

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**Training Needs of KVK Staff in Training Management in N.E. Region**

**PART - I**

1. Name of your KVK : .....
2. Name of Host Organisation : .....
3. Year of establishment : .....
4. Number of SMSs : .....

**PART-II**

Please indicate your opinion in consensus with all your SMSs, about the degree of training you need in each specific area in the nine major areas of competencies related with “training management”. You are requested to indicate your judgment in consensus by putting a tick mark (✓) in each specific area of competency on a 3-point continuum scale, where

- 3 = Highly needed
- 2 = Needed
- 1 = Slightly needed

Further, you are also requested to rate each specific area of competency in terms of how important the area is in your job situation. Use scores from 1 to 3, where

- 3 = Very important
- 2 = Needed
- 1 = Slightly needed

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**Senior Scientist (AE), Zonal Project Directorate, Zone - III, Barapani, Meghalaya.**

Sl. No.	Training Needs	Your training Need			Important on job situation		
		3	2	1	3	2	1
<b>A. Concept in Training</b>							
	(i) Concept of KVK training (ii) Steps in training process (iii) Characteristics of adult learning (iv) Role of trainers (v) Effective training-learning situation						
<b>B. Training needs assessment</b>							
	(i) Design of questionnaire (ii) Identify training needs through surveys etc. (iii) Identify training needs through discussion (iv) Identify training needs through observation in the field (v) Set priority of needs (vi) Prepare training plans						
<b>C. Design course programme</b>							
	(i) Establish behavioural/learning objectives for programme. (ii) Develop criteria for selection of participants (iii) Decide on programme contents, duration (iv) Decide on the training activities needed to achieve objectives (v) Sequence training contents (vi) Selection of appropriate methods and audio-visual aids (vii) Identify equipments required (viii) Develop session by session details (ix) Develop schedule for the course (x) Develop course materials (Exercise, cases, work-book, manuals etc.)						

Sl. No.	Training Needs	Your training Need			Important on job situation		
		3	2	1	3	2	1
<b>D. Arrangement for training</b>							
	(i) Write letters/announcement for training (ii) Write proposals for training for outside assistance (iii) Plan budget for training (iv) Design proforma for registration (v) Formulate check-list for observation on training (vi) Plan duty-chart for staff (vii) Arrange logistics (facilities for meals, lodging, travel etc.) (viii) Design training aids (ix) Organise space for training (x) Procure stationery for training						
<b>E. Implementation of training</b>							
	(i) Co-ordinate inaugural session (ii) Introduction of participants and course (iii) Use lecture method (iv) Use demonstration during training (v) Use group discussion technique (vi) Use film/videotape (vii) Operate audiovisual equipments (viii) Organise group-exercises (ix) Use cases method (x) Use role-play technique (xi) Use work-experience (xii) Use field-visit as method of training (xiii) Maintaining interests of participant during training (xiv) Establishing personal relationship with participants (xv) Tackling problem in class-room management						

Sl. No.	Training Needs	Your training Need			Important on job situation		
		3	2	1	3	2	1
<b>F. Evaluation of training</b>							
	(i) Design knowledge test for pre and post-evaluation (ii) Conduct skill-test (iii) Measure reactions of trainees about courses (iv) Measures impact (effect) of training on adoption (v) Develop check-list for observation of on-going training						
<b>G. Follow-up of Training</b>							
	(i) Publish news-letters (ii) Organise get-together of trainees (iii) Organise village level forum of trainees (iv) Involve development agencies in giving support of trainees						
<b>H. Organisation linkages</b>							
	(i) Seek support from state development departments (ii) Maintain linkage with central govt. departments. (iii) Linkages with other training centres (iv) Seek technical support from institute (v) Involve local non-officials						
<b>I. Basic knowledge and skill</b>							
	(i) The ability to communicate effectively orally (ii) The ability to write effectively (iii) The ability to gather and analyse data (iv) The ability to prepare simple audio-visual aids (v) Knowledge about literature on training management (vi) Knowledge about rural communication (vii) Knowledge about current rural development programmes						