

# **TRAINING OF TRAINERS COURSE FOR OFFICERS**

*(Approved by Training dte. Signal No. S.XII. 10/2014-TRG.DA.13, dtd 30/05/14)*

## **AIM OF THE COURSE**

To prepare the officers to assume instructional responsibilities.

## **SCOPE OF THE COURSE**

To organize Indoor and Outdoor Classes

1. To make both Indoor and Outdoor training-Trainees Centered and Interesting
2. To use training aid as per adopted training methodologies
3. To prepare demo and lesson plan
4. To describe importance and significance of training for improving police performance and image.
5. Enlist characteristics of Adult learners; Communication principles
6. Select and use Training methods
7. To design /manage / monitor training programme

## **ELIGIBILITY:-**

Asstt. and Deputy Comdts of the force.

## **CAPACITY**

25

## **BLOCK TIME TABLE**

<b>DURATION</b>	<b>24 working days</b>
Total periods in a day	08 periods
Total no of indoor periods during course (22x7)	154 periods
Duration of indoor periods	40 minutes
No of outdoor (PT/Yoga) periods	21 periods
Duration of outdoor (PT/Yoga) period	40 minutes
<b>Study tour</b>	<b>02 days</b>
<b>Total No. of Periods</b>	<b>175 periods + 02 days</b>

## **BLOCK SYLLABUS**

<b>S/NO</b>	<b>SUBJECT</b>
01	PT/Yoga
02	Management of Training
03	Miscellaneous
04	Study Tour

**Note:-** Games period after the end of training sessions– 01 period of 40 minutes duration daily.

**01. PT/YOGA**

**02. MANAGEMENT OF TRAINING**

S/No	SUBJECT
1	Ice breaking sessions
2	ToT objectives, Role of trainer, Qualities of trainer
3	Communications,
4	Training Need Analysis (TNA) & Exercise
5	Organising Training (Outdoor, Map reading, FC/tactics, demo, Jungle training, firing etc)
6	Training methodologies – Various types (Lecture method, Group & Syndicate method Case Study, Role Play, Panel discussion, Symposium, Quiz etc.), discussion followed by exercise
7	Design of training
8	Developing trainer skills, workshops on presentation and communication skills, body gestures and soft skills etc.
9	Basic training (Planning, design, implement & feedback) & exercise
10	Adult learning – Concepts & peculiarities & exercise
11	Physical & Endurance training, Demo & Practice (Circuit trg & ultra fit PT)
12	Fundamentals of training, Systematic approach to trg, module based training, Arranging P.I. trg, Rotational / on the job trg/sports meet/cultural prog etc.
13	Feedback and evaluation of training & exercise
14	Micro lab

**03. MISCELLANEOUS**

S/No.	SUBJECT
01	Review of previous days learning.
02	Spare / library studies
03	Test and Evaluation
04	Course overview, inaugural and Valedictory address

**04. STUDY TOUR for Two days** will be conducted to give direct learning expose to the trainee officers, so that they can learn various training methodologies, innovations and best practices of other institutions/ academies and can use the same in our training/job scenario.

**Note:-** 1) In addition to above, brain storming/open sessions/group discussions /workshops, screening of training films etc. will also be a part of the course in pursuance to Training Directorate, CRPF directives to include smart practices.

2) Academy can do some para-phrasing of the sub-topics mentioned in detailed syllabus as per need, requirement, immediate feedback and utility of trainees, without changing the block time table and block syllabus.

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