

Preface (Fifth Edition)

The overwhelming response to the last four editions of Training Methodology has motivated and encouraged me to bring out its enlarged revised edition in a entirely new fashion.

Meticulous care has been taken to make this volume perfect and useful in every respect and help to develop the most efficient system of instructions for the Teachers and for the Trainers who are in the field of Vocational Education and Training System.

This revised edition of the book features a balanced combination of theory and application too. It is divided into twelve modules which is developed entirely to the teaching learning process.

While compiling this volume, I have tried to develop the subject matter in the line of the framework and approach implied in the syllabus of the subject Training Methodology prescribed by both D.G.T. under Craft Instructors Training Scheme (C.I.T.S.) and also MSBVET for Vocational Teachers Training Course respectively and made a humble attempt to make the book comprehensive, accessible and self-contained as far as possible.

I know there is always a room for improvement. I would be highly obliged to the esteemed readers of this book for giving their valuable feedback for further improvement of the next edition.

— M.A.R. Siddiqui

CONTENTS

Re-designed C.I.T.S. Syllabus of Training Methodology (under Semester System) (xiii–xvi)

Module 01: Fundamentals of Teaching and Learning

Lesson No.		Page No.
TM – 01	Teaching—General, Profession	3
TM – 02	Education—Formal and Informal	4
TM – 03	Objectives of Vocational Training	5
TM – 04	Instructor and his/her Job	6
TM – 05	Transfer of Occupational Skills	7
TM – 06	Methods of Acquiring Skills	8
TM – 07	Development of Trainee's attitude	9
TM – 08	Motivation—Types, Methods and Sources of Motivation	10
TM – 09	Maintaining Learner's Interest	11
TM – 10	Instructor and His Responsibilities	12
TM – 11	Pre-requisites of Good Instructor	13
TM – 12	Traits of a Good Instructor	14
TM – 13	Characteristics of Good Instructions	15– 16
TM – 14	Common Defects in Instruction	16–17
TM – 15	Evaluating Personal Qualities	18

Module 02: Educational Psychology

Lesson No.		Page No.
TM – 01	Learning Psychology	21–22
TM – 02	Individual Differences	23
TM – 03	Development Psychology	24–25
TM – 04	Laws Related to Training	25
TM – 05	Learning Process	26–27
TM – 06	Theories of Learning	28–29
TM – 07	Conditions for Learning	30
TM – 08	Percepts and Concepts	31
TM – 09	Senses as Avenues of Learning	31–32
TM – 10	Principles of Learning	33–34
TM – 11	Laws of Learning	35
TM – 12	Principles of Teaching	36–37
TM – 13	Questions and Questioning	38–39
TM – 14	Oral Questions	40
TM – 15	Psychology of Growth and Development	41–42
TM – 16	Stages of Growth and Development	42
TM – 17	Principles of Development	43–44
TM – 18	Educational Implication of the Principles of Growth and Development	45
TM – 19	Factors Influencing Growth and Development	46–47
TM – 20	Period of Adolescence	48–49

TM – 21	Mental/Intellectual Development of Adolescents	49–50
TM – 22	Characteristics of the Adolescent	50–52
TM – 23	Understanding Personality Development	52–54
TM – 24	Erikson's Theory of Psycho-social Development	54–55
TM – 25	Motivation	55–56
TM – 26	Theories of Motivation	56–58
TM – 27	McClelland's Needs of Achievement, Affiliation and Power	59
TM – 28	Vroom's VIE Model	59–60

Module 03: Analysis of Syllabus and Construction of Course

Lesson No.		Page No.
TM – 01	Organising a Training Programme	63
TM – 02	Methods and Advantages of Analysis of Syllabus	64–65
TM – 03	Related Information and Skills	66
TM – 04	Construction of Course	67

Module 04: Planning for Instructions (PFI)

Lesson No.		Page No.
TM – 01	Planning a Lesson	71
TM – 02	Four Steps of Teaching	72–74
TM – 03	Requirements of a Lesson	75–76
TM – 04	Lesson Plan— Advantages and Disadvantages	77
TM – 05	Lesson Plan and its Standard Format	78–79
TM – 06	Methods of Presentation	80–82
TM – 07	Demonstration Techniques	83–84
TM – 08	Training Vehicles	85
TM – 09	Training Wheels	86

Module 05: Instructional Technology

Lesson No.		Page No.
TM – 01	Forms of Communication	89–91
TM – 02	Effective Classroom Communication	91–92
TM – 03	Educational Technology and Learning	93–96
TM – 04	Importance of Teaching Aids	96–97
TM – 05	The Chalk Boards	98–99
TM – 06	Display Boards	100
TM – 07	Charts and Posters	101
TM – 08	Three Dimensional Aids	102
TM – 09	Projected Aids	103–104
TM – 10	Overhead Projector	104–106
TM – 11	Opaque Projector	107–108
TM – 12	The Sound Film	108–109
TM – 13	Micro Teaching-I	110–111
TM – 14	Micro Teaching-II	112–113
TM – 15	Simulation	113–114
TM – 16	Varieties of Skills to be Practised through Micro-Lessons	115
TM – 17	The Skill of using the Blackboard	116

Module 06: Written Instructional Material (W.I.M.)

Lesson No.		Page No.
TM – 01	Teaching and Learning Material	119
TM – 02	Instructional Media	120
TM – 03	Information Sheets	121
TM – 04	Operation Sheet	122–123
TM – 05	Job Sheets	124
TM – 06	Assignment Sheets	125
TM – 07	Exercise Books	126
TM – 08	Pre and Final Job Check Sheet	127

Module 07: Measurement and Evaluation

Lesson No.		Page No.
TM – 01	Test— Functions and Characteristics	129
TM – 02	Advantages of Tests	130
TM – 03	Classification of Test	130
TM – 04	Advantages of Oral Tests	131
TM – 05	Written Tests	132
TM – 06	Objective Type Tests	133
TM – 07	Performance Tests	134
TM – 08	Analysis of Tests	135

Module 08: Organisation and Management of Instructional Functions

Lesson No.		Page No.
TM – 01	Good House Keeping	139–140
TM – 02	Workshop Layout	140–141
TM – 03	Management of a Workshop	142
TM – 04	Procurement & Maintenance of Tools & Materials	143
TM – 05	Colour Dynamics in Instruction	144
TM – 06	Maintenance of Training Record	145–146
TM – 07	Safety Precautions	147
TM – 08	Shop Discipline	148
TM – 09	Specialised Class-Rooms	148–149
TM – 10	Library of Audio-Visual and Teaching Aid	150–151
TM – 11	Preparatory Room.....	152
TM – 12	New Type R.I. Class Rooms	153–154

Module 09: Counselling and Mentoring

Lesson No.		Page No.
TM – 01	Definitions of Counselling and Counselling Process	157–158
TM – 02	Communication	159
TM – 03	Counselling Skills and Techniques	160
TM – 04	Stages of Counselling (Eagen's Model)	161–162
TM – 05	Qualities of a Good Counsellor	162
TM – 06	Mentoring and Guidance	163–164
TM – 07	Nature and Principles of Guidance	165
TM – 08	Types of Guidance	166

Module 10: Distance Learning Programme

Lesson No.		Page No.
TM – 01	Concept of Distance Learning	169–170
TM – 02	Forms of Distance Education	170–171
TM – 03	Need for Distance Education	172–173
TM – 04	Distance-Learning Methods	174
TM – 05	E-Learning	175
TM – 06	Characteristics of E-learning	176–177
TM – 07	Advantages of E-learning	177–178
TM – 08	Weaving E-learning into the Class Room	178

Module 11: Entrepreneurship Development

Lesson No.		Page No.
TM – 01	Leadership Qualities and Personality Development	181–184
TM – 02	Stress Management	184–188
TM – 03	Time Management	189–191
TM – 04	Scope and Advantages of Self-Employment	192–193
TM – 05	Entrepreneurial Skills, Values and Attitudes	193
TM – 06	Characteristics of Successful Entrepreneurs	194
TM – 07	Identification of Entrepreneur through	194
TM – 08	Generating Business Idea	195
TM – 09	Micro, Small and Medium Enterprises	196
TM – 10	Creativity and Idea Generation	197
TM – 11	Understanding Consumer, Market Survey: Scope and Influence of Publicity and Advertisement	198–199
TM – 12	Accounting and Analysis	200
TM – 13	Assistance Provide by Central and State Govt. Organizations	201
TM – 14	Project Formation, Feasibility and Profitability Estimates	202–206
TM – 15	Investment Procedure-Loan Procurement-Banking Process	207
TM – 16	Setting Up a Small Business (A Schematic Representation)	208
TM – 17	Assessing Oneself-I	209–211
TM – 18	Assessing Oneself-II	212

Module 12: Information and Communication Technology (ICT) and Internet

Lesson No.		Page No.
TM – 01	Use of Internet in Teaching	215–216
TM – 02	Teaching Competencies	217
TM – 03	Advantages of ICT	218
TM – 04	Limitations of ICT	219–220
TM – 05	Infusion of ICT in Teaching and Learning	221
TM – 06	IT for Teacher Education	222–223
TM – 07	Working of a Computer	224
TM – 08	Advantage of ICT	225
TM – 09	Internet	226–228

Appendix: Multiple Choice Questions (Theory)