**Kathmandu University**

**School of Education**

**Continuing Education and Professional Canter (CPEC)**

**Training Manual**

**Name of the facilitator:**

|  |  |
| --- | --- |
| **Topic** |  |
| **A brief description and importance of the topic** |  |
| **Place, Date, and Duration**  |  |
| **Course/session Objectives/****Outcomes**  | E.g., At the end of this session, participants will have:* Reflected on project designing practices,
* Designed an interdisciplinary project
 |
| **Delivery methods** | Group work, |
| **Training Materials**  | Chart Papers,  |
| **Activities in Details (Timelines and Narrative of Activities)** | **e.g.,****Step 1**: I begin the session with a greeting and share the purpose of the session. (5 minutes) **Step 2**: I engage the participants to reflect on professional practices (e.g., what worked and what did not) with the help of the following questions:* What are the activities that went well?
* What are the things that I have to improve? Why?
* What are my emerging needs?
* What resources do I have?
* ……………..

**Step 3**………….. |
| **Specific Roles of Facilitator and Participants (we should inform beforehand)** | Facilitator:Participants: |
| **Assessment of the Training Participants**  | e.g., Self-assessment tool |
| **Follow-up task/Action Plans/Assignments** | e.g., Implement an interdisciplinary project on…and keep a record of it. |
| **Possible Challenges and ways out** |  |
| **Annexes** 1. **Reading Materials**
2. **PowerPoint Slides**
3. **Videos**
4. **etc**
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**PS: This should be submitted two days before by the facilitators to** **cpep@kusoed.edu.np**