**Kathmandu University**

**School of Education**

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

**Training Manual**

**Name of the facilitator:**

|  |  |
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| **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** |  |

**PS: This should be submitted two days before by the facilitators to** [**cpep@kusoed.edu.np**](mailto:cpep@kusoed.edu.np)