

### *Training of Trainer Program (TOT) - Module Outline*

SI No	Module and Units
1	<b>Introduction to Training of the Trainer Program</b>
	Understanding Adult Learning
	Effective Communication Skills
2	<b>Foundation of Effective Training</b>
	Designing Effective Training Programs
	Delivery Techniques and Styles
	Facilitation Skills
	Foundation of Effective Training
3	<b>Module 1- Introduction to Skill India Mission &amp; Job Role of Early Childhood Educator (Bridge Module)</b>
	<b>Unit 1.1</b> - Introduction to Skill India Mission
	<b>Unit 1.2</b> - Current Scenario & Importance of Early Childhood Education
	<b>Unit 1.3</b> - Roles & Responsibilities of a Preschool Teacher & Day Care Facilitator
	<b>Unit 1.4</b> - Employment opportunities and scope of ECE in various fields
4	<b>Module 2- Child Welfare &amp; Safety (MEP/N4101)</b>
	<b>Unit 2.1</b> - Introduction to Child Rights
	<b>Unit 2.2</b> - Health & Nutrition
	<b>Unit 2.3</b> - Hygiene and Sanitation
	<b>Unit 2.4</b> - Safety and Security (Child abuse, neglect, emergencies)



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	<b>Unit 2.5-</b> Inclusion (Equality & Diversity) in early years
	<b>Unit 2.6-</b> Handling Children with Special needs
<b>5</b>	<b>Module 3- Learning Experiences for Holistic Development of Children (MEP/N4102)</b>
	<b>Unit 3.1-</b> Human Development
	<b>Unit 3.2-</b> Designing, Planning and Implementing of Educational Programs
	<b>Unit 3.3-</b> Effective Teaching & Learning Methods
	<b>Unit 3.4-</b> Special Events
<b>6</b>	<b>Module -4 Collaborate with Child's Parents/ Family for child's learning MEP/N4103</b>
	<b>Unit 4.1-</b> Parent Involvement
	<b>Unit 4.2-</b> Parent's feedback
<b>7</b>	<b>Module 5- Assessing Children's Progress &amp; Documentation (MEP/N4104)</b>
	<b>Unit 5.1-</b> Documentation
	<b>Unit 5.2-</b> Assessment
<b>8</b>	<b>Module 6- Communicate with visitors and colleagues effectively (MEP N9914)</b>
	<b>Unit 6.1-</b> Communication with various Stakeholders
	<b>Unit 6.2-</b> Communication about the Professional Responsibilities
	<b>Unit 6.3-</b> Communication while working as a Team & an Individual
	<b>Unit 6.4-</b> Finding Solutions to Customer Problems
	<b>Unit 6.5-</b> Barries to Effective Communication
	<b>Unit 6.6-</b> Communication Etiquette at Workplace
<b>9</b>	<b>Module 7- Health &amp; Safety Practices at Workplace (MEP/N9903)</b>

	<b>Unit 7.1-</b> What is an emergency in workplace
	<b>Unit 7.2-</b> Situations that lead to Accidents at Workplace and their Prevention
	<b>Unit 7.3-</b> Selection of Materials for entire School
	<b>Unit 7.4-</b> Roles & Responsibilities of guards and other stakeholders during emergency situations
	<b>Unit 7.5-</b> Safety Signs and Different types of Prevention Methods & Instruments
	<b>Unit 7.6-</b> Health & Hygiene at Workplace
<b>10</b>	<b>Module 8- Professionalism &amp; Ethics at Workplace (N9912)</b>
	<b>Unit 8.1-</b> Ethics in the Professional world
	<b>Unit 8.2-</b> Conflict Resolution & ways to resolve it
	<b>Unit 8.3-</b> Behaviour and Appearance in the School / workplace
	<b>Unit 8.4-</b> Policies & Rights
	<b>Unit 8.5-</b> Role & Responsibilities of different authorities at the workplace
	<b>Unit 8.6-</b> Development of Personal & Professional Goals
<b>11</b>	<b>Facilitation and Engagement</b>
	Assessment and Evaluation
	Managing Training Logistics
	Adapting to Virtual Training



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**SKILL AND SCALE TRAINING INSTITUTE LLP**

contact@titli.co | 2nd Floor, Deluxe House, B-50, Veera Desai Road, Off New Link Road, Andheri West, Mumbai - 400053