

Guideline for Online Awareness workshop on “Enhancing Teachers Competencies (planning & conducting need- based trainings)”

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- **Date of the workshop:** 29th April, 2025
- **Timings (tentative):** 10 a.m. to 12:00 p.m.

A. The objective of the workshop is to understand challenges faced by schools with respect to enhancing teachers competencies. Following are the major aspects covered in the proposed workshop:

- Understand important aspects of identifying training needs of teaching staff.
- Identify purpose and use of varied tools to conduct training need analysis
- Understand concept & format of Competency and Skill matrix
- Acquire skills for developing competency and skill matrix
- Understand importance of creating mechanism of SOPs & feedback mechanism for effective human resource management

- Acquire skills to develop SOPs and feedback mechanism
- Acquire skills for establishing link between the aspects of performance review, tools and identification of trainings.
- Acquire skills to conduct data driven analysis with respect to identification of need-based trainings.

Details of the workshop:

- Cost: INR 1000/- (Exclusive of GST) per participant +(GST 18%) **Total Cost: INR 1180/- each registration (Including 18% GST).**
- After registration, fee is not refundable.
- Participation e-certificate shall be issued on completion of the online workshop.
- Attendance is compulsory.
- In case of any query/ clarification, please reach out to Ms. Chhavi Sharma (+91 95825 35756) - chhavi.sharma@qcin.org & Ms. Diksha (9870118030) diksha.nabet@qcin.org.