

ASAP-Government of Kerala
Schedule for the 21-Days (excluding 3 Sundays) Training of Student-Trainers (SDE's)
in CLT, Soft Skills, and IT Components at St. Aloysius College, Elthuruth - April, 2015

Content	Time	Duration
Session 1	9.00 to 10.00 am	1 hour
Session 2	10.00 to 11.00am	1 hour
Tea break	11.00 to 11.15 am	15 min
Session3	11.15 to 12.15 pm	1 hour
Session 4	12.15 to 1.15pm	1 hour
Lunch	1.15 to 2.00 pm	45 min
Session 3	2.00 to 3.00 pm	1 hour
Session 4	3.00 to 4.00 pm	1 hour
Tea break	4.00 to 4.15 pm	15 min
Session 5	4.15 to 5.15 pm	1 hour
Personal time	5.15 to 6.00 pm	45 min
Session 6	6.00 to 7.00 pm	1 hour
Session 7	7.00-8.00 pm	1 hour

Day	Time	Session	Communication /Soft Skills Topics	Duration (hrs.)	Tasks involved
1 Date:	FN	1.1	Journey from student to Communicative English Trainer	1	ASAP - An introduction ASAP Relevance of 21 Day Training Process of SDE selection from 21 Day Training participants
		1.2	Journey from student to Communicative English Trainer	1	
		1.3	Role of Communicative English Trainer & Understand the process of communication	1	Refer to Alan Barker-Improve Your Communication Skills_ Present with Confidence_ Write with Style_ Learn Skills of Persuasion Chapter 1 What is communication?
		1.4	Role of Communicative English Trainer & Understand the process of communication	1	
	AN	1.5	Knowing Oneself; Session 1	1	Refer QF session for detailed training methodology
		1.6	Confidence Building: Session 1	1	Refer QF session for detailed training methodology
	Evening	1.7	Confidence Building: Session 2	1	Refer QF session for detailed training methodology
		1.8	Defining Strengths: Session 1	1	Refer QF session for detailed training methodology
		1.9	Personal Values: Session 1	1	Refer QF session for detailed training methodology
2 Date:	FN	2.1	Personal Values: Session 2	1	Refer QF session for detailed training methodology
		2.2	Thinking Creatively: Session 1	1	Refer QF session for detailed training methodology
		2.3	Thinking Creatively: Session 2	1	Refer QF session for detailed training methodology

	AN	2.4	Module 1: Language Practice Session 1	1	Refer QF session for detailed training methodology
		2.5	Module 1: Language Practice Session 2	1	Refer QF session for detailed training methodology
	Evening	2.6	Module 1: Language Practice Session 3	1	Refer QF session for detailed training methodology
		2.7	Time and Stress Management	1	Refer QF session for detailed training methodology
		2.8 (a) 2.9(b)	Understanding and Building Relationships Appropriate Expressions	1 1	Refer QF session for detailed training methodology
3 Date:	FN	3.1 (a) 3.2(b)	Positive Thinking Formal VS. Informal Interactions	1 1	Refer QF session for detailed training methodology
		3.3	Emotional Intelligence Session 1	1	Refer QF session for detailed training methodology
		3.4	Emotional Intelligence Session 2	1	Refer QF session for detailed training methodology
	AN	3.5	Body Language	1	Refer QF session for detailed training methodology
		3.6 (a)	Tableau	1	Refer QF session for detailed training methodology
	Evening	3.7 (b)	The Clay and The Sculptor	1	Refer QF session for detailed training methodology
		3.8 (a) 3.9(b)	Working Together Taking Roles	1 1	Refer QF session for detailed training methodology
		FN	1.1 (a) 1.2(b)	Being Cheerful and Assertive Being Tolerant and Flexible	1 1
1.3 1.4	Access internet & browse sites Use specialized searching tools		1 1	Refer IT Module	
AN	1.5		Prepare documents using Open Office/ LibreWriter/ Office, Formatting	1	Refer IT Module
	1.6 (a)		Negotiating Skills	1	Refer QF session for detailed training methodology
4 Date:		1.7 (b)	Good Relationships and Togetherness	1	Refer QF session for detailed training methodology

	<i>Evening</i>	1.8(a) 1.9(b)	Newspaper Headlines Reading Newspaper	1 1	Refer QF session for detailed training methodology
5 Date:	<i>FN</i>	2.1	Writing A Review Session 1	1	Refer QF session for detailed training methodology
		2.2	Writing A Review Session 2	1	Refer QF session for detailed training methodology
		2.3	Prepare posters, reports and magazine content using Open Office/ LibreWriter/ Office Letter Preparation	1	Refer IT module
		2.4		1	
	<i>AN</i>	2.5	Visiting Cards	1	Refer IT module
		2.6 (a)	From The Dais	1	Refer QF session for detailed training methodology
	<i>Evening</i>	2.7 (b)	Types of Speeches	1	Refer QF session for detailed training methodology
2.8(a) 2.9 (b)		Speaking Confidently Speaking- Different Occasions	1 1	Refer QF session for detailed training methodology Refer QF session for detailed training methodology	
6 Date:	<i>FN</i>	3.1 (a) 3.2 (b)	Speaking to influence What we read	1 1	Refer QF session for detailed training methodology
		3.3	Prepare posters, reports and magazine content using Open Office/ LibreWriter/ Office Prepare digitized project reports	1	
		3.4		1	
		<i>AN</i>	3.5	Addictions	1
	3.6 (a)		Master Chef	1	Refer QF session for detailed training methodology
	<i>Evening</i>	3.7(b)	Managing emergencies	1	Refer QF session for detailed training methodology
		3.8(a) 3.9 (b)	Prioritizing Sharing Responsibility	1 1	Refer QF session for detailed training methodology
7	<i>FN</i>	1.1 (a) 1.2 (b)	Assigning Specific Duties Setting Goals	1 1	Refer QF session for detailed training methodology

Date:		1.3 1.4	Mail Merge Mail Merge for different types of letters	1 1	Refer IT Module
	AN	1.5	Resume Preparation - Introduce various formats and purpose	1	Refer IT Module
		1.6 (a)	Scheduling Appointments	1	Refer QF session for detailed training methodology
	Evening	1.7(b)	Organizing Meetings	1	Refer QF session for detailed training methodology
		1.8(a) 1.9(b)	Shared Vision Right Attitude	1 1	Refer QF session for detailed training methodology
8 Date:		FN	2.1 (a)	Participation Team spirit	1 1
	2.2(b))				
	2.3 2.4		Image Manipulation Software and formats Design Brochures	1 1	Refer IT Module
	AN	2.5	Internal Evaluation 1	1	
		2.6 (a)	Riddles and Tales	1	Refer QF session for detailed training methodology
	Evening	2.7(b))	Crosswords & Collage	1	Refer QF session for detailed training methodology
		2.8	Structuring and communicating ideas Session 1	1	Support of softs skill trainer using materials provided in training
2.9		Structuring and communicating ideas Session 2	1	Support of softs skill trainer using materials provided in training	
9 Date:	FN	3.1	Public Speaking (Soft Skills) Session 1	1	Support of softs skill trainer using materials provided in training
		3.2	Public Speaking (Soft Skills) Session 2	1	Support of softs skill trainer using materials provided in training
		3.3	Module 3 : Language Practice Session 1	1	Refer QF session for detailed training methodology

	AN	3.4	Module 3 : Language Practice Session 2	1	Refer QF session for detailed training methodology
		3.5	Module 3 : Language Practice Session 3	1	Refer QF session for detailed training methodology
		3.6	Problem Solving	1	Refer QF session for detailed training methodology
	Evening	3.7	Dream Job	1	Refer QF session for detailed training methodology
		3.8	Searching for the Ideal Job	1	Refer QF session for detailed training methodology
		3.9	Securing the Job : Session 1	1	Refer QF session for detailed training methodology
10 Date:	FN	1.1	Securing the Job : Session 2	1	Refer QF session for detailed training methodology
		1.2	Online Services - online ticket booking, bill payments Online Services - job portals, online photo albums, video sharing At the Interview	1	Refer IT Module
		1.3		1	
		1.4		1	Refer QF session for detailed training methodology
	AN	1.5	On the job : Session 1	1	Refer QF session for detailed training methodology
		1.6	On the job : Session 2	1	Refer QF session for detailed training methodology
	Evening	1.7	Professional Etiquette: Session 1	1	Refer QF session for detailed training methodology
		1.8	Professional Etiquette: Session 2	1	Refer QF session for detailed training methodology
		1.9	Telephoning	1	Refer QF session for detailed training methodology
11 Date:	FN	2.1	Memos and Certificates	1	Refer QF session for detailed training methodology
		2.2	Spreadsheet Software, formula for calculation Formatting Use Online Spreadsheet in Google drive	1	Refer IT Module
		2.3		1	
		2.4		1	
	AN	2.5	Letters 1	1	Refer QF session for detailed training methodology
		2.6	Letters 2	1	Refer QF session for detailed training methodology
	Evening	2.7	Learning outcome: Session 1	1	Support of softs skill trainer using materials provided in training
		2.8	Learning outcome: Session 2	1	Support of softs skill trainer using materials provided in training
		2.9	Learning outcome: Session 3	1	Support of softs skill trainer using materials provided in training
	FN	3.1	Use the Data Analysis features of Spreadsheet	1	Refer IT Module

12 Date:		3.2	Lesson Plan: Session 1	1	Support of softs skill trainer using materials provided in training
		3.3	Lesson Plan: Session 2	1	Support of softs skill trainer using materials provided in training
		3.4	Lesson Plan: Session 3	1	Support of softs skill trainer using materials provided in training
	AN	3.5(a) 3.6 (b)	Create an Online Data form Internet Security	1 1	Refer IT Module
		Evening	3.7	The World Tomorrow	1
	3.8		Venturing on a New Learning Programme: Session 1	1	Refer QF session for detailed training methodology
	3.9		Venturing on a New Learning Programme: Session 2	1	Refer QF session for detailed training methodology
13 Date:	FN	1.1	Email	1	Refer QF session for detailed training methodology
		1.2	Create email account & accessing emails, Characteristics of an effective Email Email Etiquettes	1	Refer IT Module
		1.3	Create email account & accessing emails, Characteristics of an effective Email Email Etiquettes	1	Refer IT Module
		1.4	Create email account & accessing emails, Characteristics of an effective Email Email Etiquettes	1	Refer IT Module
	AN	1.5(a) 1.6(b)	Social Networking View, Read Blogs, Blog Account Creation	1 1	Refer IT Module
	Evening	1.7	Experiential Learning: Session 1	1	Support of softs skill trainer using materials provided in training
		1.8	Experiential Learning: Session 2	1	Support of softs skill trainer using materials provided in training
		1.9	Experiential Learning: Session 3	1	Support of softs skill trainer using materials provided in training
	14 Date:	FN	2.1	Search, Archive & compress files, Install Applications & software packages	1
2.2			Training Methods: Session 1	1	Support of softs skill trainer using materials provided in training
2.3			Training Methods: Session 2	1	Support of softs skill trainer using materials provided in training

		2.4	Training Methods: Session 3	1	Support of softs skill trainer using materials provided in training
	<i>AN</i>	2.5(a) 2.6 (b)	Make presentations Insert a picture, audio & video, Add & Edit motion path, Remove animation	1 1	Refer IT Module
	<i>Evening</i>	2.7	Use of audio visual aids to support training: Session 1	1	Support of softs skill trainer using materials provided in training
2.8		Use of audio visual aids to support training: Session 2	1	Support of softs skill trainer using materials provided in training	
2.9		Use of audio visual aids to support training: Session 3	1	Support of softs skill trainer using materials provided in training	
15 Date:	<i>FN</i>	3.1	Micro-teaching: Session 1	1	Support of softs skill trainer using materials provided in training
		3.2	Micro-teaching: Session 2	1	Support of softs skill trainer using materials provided in training
		3.3	Micro-teaching: Session 3	1	Support of softs skill trainer using materials provided in training
		3.4	Data backup & restore, External storages, CD writing	1	Refer IT Module
	<i>AN</i>	3.5	Agreeing on a Theme and Setting up a Timeline	1	Refer QF session for detailed training methodology
		3.6	Brainstorming and Doing Effective Internet Searches: Session 1	1	Refer QF session for detailed training methodology
	<i>Evening</i>	3.7	Brainstorming and Doing Effective Internet Searches: Session 2	1	Refer QF session for detailed training methodology
		3.8	Brainstorming and Doing Effective Internet Searches: Session 1	1	Refer QF session for detailed training methodology
		3.9	Brainstorming and Doing Effective Internet Searches: Session 2	1	Refer QF session for detailed training methodology
16 Date:	<i>FN</i>	1.1	Gathering Information: Session 1	1	Refer QF session for detailed training methodology
		1.2	Gathering Information: Session 2	1	Refer QF session for detailed training methodology
		1.3	Writing Good Paragraphs	1	Refer QF session for detailed training methodology

		1.4	Compiling and Analyzing Information: Session 1	1	Refer QF session for detailed training methodology
	AN	1.5	Compiling and Analyzing Information: Session 2	1	Refer QF session for detailed training methodology
		1.6(a)	Revising and Editing	1	Refer QF session for detailed training methodology
	Evening	1.7(b)	Preparing and Designing a PowerPoint Presentation: Session 1	1	Refer QF session for detailed training methodology
		1.8	Preparing and Designing a PowerPoint Presentation: Session 2	1	Refer QF session for detailed training methodology
		1.9	Internal Evaluation 2	1	
17 Date:	FN	2.1	Aptis Practice Test	1	Use sample tests in BC website
		2.2	Aptis Practice Test	1	Use sample tests in BC website
		2.3	Aptis Practice Test	1	Use sample tests in BC website
	AN	2.4	Aptis Test	1	
		2.5	Aptis Test	1	
	Evening	2.6	Aptis Test	1	
		2.7	Aptis Test	1	
		2.8	Aptis Test	1	
		2.9	Aptis Test	1	

18 Date:	<i>FN</i>	3.1	Training demonstration and Assessment: Session 1	1	Refer QF session for detailed training methodology
		3.2	Training demonstration and Assessment: Session 2	1	Refer QF session for detailed training methodology
		3.3	Training demonstration and Assessment: Session 3	1	Refer QF session for detailed training methodology
		3.4	Training demonstration and Assessment: Session 4	1	Refer QF session for detailed training methodology
	<i>AN</i>	3.5	IT Test	1	
		3.6	IT Test	1	
	<i>Evening</i>	3.7	Online Feedback Submission	1	
		3.8	Online Feedback Submission	1	
		3.9	Valedictory	1	