

*M*anagement of Skill Development



69

Programme	Annual International Training Course, Thai International Cooperation Programme
Course Title	Management of Skill Development
Duration	July - August, 2007 * (4 weeks)
Closing Date for Application	March 31, 2007
Number of Participants	20
Invited Countries	Afghanistan, Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Iran, Egypt, Jordan, Kenya, Loa PDR, Madagascar, Malaysia, Maldives, Mauritius, Mongolia, Myanmar, Nepal, OAS Member States, The Philippines, Senegal, Sri Lanka, Timor Leste, Vietnam and Thailand *

* Subject to change by further notifications

Objectives

Upon completion of this course, participants will understand the role of project management in better prepared to work as their skills relevant to the labour market.

Participants will understand project management concepts such as:

- understanding the Management of Skill Development reasons for the project
- successfully launching a project
- defining project scope
- creating the project schedule
- using risk analysis to determine project contingency
- preparing a complete project plan
- reporting project performance utilizing earned value concepts
- controlling the project plan
- conducting effective project meetings
- managing project communications
- resolving conflicts
- using different decision making techniques

Qualifications

Participants for this course should:

- be citizen of South East Asian Countries;
- Addressed HRD specialists/decision maker, directors, head instructors and instructors, from government and private training institutions;
- be under the age of fifty (50);
- be able to fluently speak and write in English;
- be in good health. Pregnancy is regarded as a disqualifying condition for participation in the course.

Course Content

1. Communication Skill

- Communication skills training which increase human sensitivity to the behaviour of others, to project themselves with confidence, not only during presentations but also in daily working environment. This communication skills training is designed for anyone who wants to improve their ability to influence, motivate, inspire and communicate with others.

2. Confidence Building Training

- Confidence Building training is designed to help human build themselves confidence and self-esteem. This confidence building training course achieves its aims through a wide variety of techniques: role-play; group exercises; cognitive training and relaxation strategies.



3. Consulting Training

- Consulting Training is to develop the consulting skills of professional staff to promote and improve a service centered approach. Having completed this consulting skills training participants will be able to: Build an effective working relationship with their clients, people, Carry out an initial diagnosis of client, people needs, Contact with client, people to provide a framework within which they will work, Provide feedback to a client, people, Review and evaluate solutions implemented, Develop ongoing relationships with their client, people.

4. Delegation & Time Management Training

- Delegation & Time Management Training is for professional, technical and specialist staff who want to gain more control of the way they spend their time. This is also suitable for managers who have had no previous time management training; to work smarter-not harder-and achieve better results and greater satisfaction.

5. Effective Meetings Training

- Effective Meetings Training aims to assist in dealing with those aspects which inhibit the effectiveness of meetings and emphasise the best practices which make meetings successful.

6. Facilitation Training

- Facilitation training is highly participative and designed to help delegates achieve a practical understanding of the process and skills of facilitation. Delegates will receive a "Facilitator's Toolkit" containing a range of powerful techniques they can utilise back at work.

7. Innovative and Creative Training

- Innovative and Creative training is designed to show people how to "Think Outside the Box" and be more Innovative and Creative in the way they approach situations; whether they are serious problems, New Product creation, or simple day to day activities. Its an old adage "work smarter not harder".

8. Personal Effectiveness training

- This Personal Effectiveness training will be beneficial for those who; Need to manage their time and priorities more effectively, Find it sometimes difficult to refuse requests and say "No", Need to learn how to manage their emotions more effectively, Want to build their confidence in dealing with "difficult" people, Need to persuade and influence others in order to achieve results, Wish to raise their own personal profile and impact.

9. Personal Organisation Skill Training

- Personal Organisation Skill Training training course explores the fundamental reasons behind this phenomenon & introduces a number of tools & techniques which can be applied back at work in an effort to "work smarter not harder".





10. Presentation skill training

- Having completed this presentation skill training participants will be able to: Build presentations that create maximum impact, Use their nerves to enhance their presentation, Choose the right visual aids, Use their voice to greater effect, Recognize and transform problem areas, Handle their audience with confidence.

11. Strategy Planning into Action Training

- Strategy Planning into Action Training is the key to bringing to life any strategic business plan to create a clear direction and purpose that is translated into individual actions.
- Direction/Purpose/goals agreed
- Strategies understood and translated into actions
- People have a sense of passion and commitment to deliver

12. Writing Business/ Organisation Plans Training

- The primary value of a business /organization is to create a written outline that evaluates all aspects of the economic viability of your business venture including a description and analysis of your business prospects.

13. Writing Course ware Material Training

- Writing Course ware Material Training to allow for written examples to be created using design techniques and templates. It will require both work on computers and in groups discussing ideas. You'll also get MS Word templates that you can use to create professional-looking manuals quickly and easily.

14. Writing Professional Reports training

- Presenting information in a written form is a problem that is increasingly faced by all managers. While financial data is frequently a key part of such reports, it is usually the narrative element which causes trouble for the writer and, sadly, confusion for the reader. Since written reports are often the starting points for action, such trouble and confusion can only cause unwarranted delay. Having completed this Writing Professional Reports training course participants will be able to:
 - identify the purpose of their reports
 - apply a recognised and helpful report structure
 - organise the material logically
 - present the information clearly and readably on paper or screen

 **Institution**

The course will be conducted by:

Chiangsaen International Institute for Skill Development (CS-IISD)

Department of Skill Development, Ministry of Labour

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