



GUIDELINES FOR THE RESOURCE PERSONS

The Directorate of Staff Development is a training institution which caters to the training needs of the work force of the Punjab Government School Education Department. We invite experienced/eminent Resource Persons as Guest Speakers to address the participants of our various training programs.

The Resource Persons are held in high esteem. The success of a training program largely depends on the quality, commitment and teaching skills of a resource person. He/she is supposed to know different teaching techniques and should be able to arrest and hold the attention of the audience. A training program tends to fail if a Resource Person fails to come up to the expectations of the participants.

A Resource Person is a multi-faceted individual needs to be equipped with competencies that enable him/her to carry out responsibilities in a proficient and effective manner. He/she also has personal values and qualities.

A Resource Person is a **subject matter specialist, a facilitator, planner, developer and counselor.**

A Resource Person should Possess excellent **communication interpersonal skills**, and ability to provide and receive feedback from the participants.

Training course participants are usually heterogeneous group from in-service teachers who are required to be trained on functional/practical lines rather than on academic lines exclusively.

Resource Persons are rendering valuable services for DSD.

In order to get the most of their precious time and input, DSD issue the following guidelines for all the Resource Persons to follow and apply during the course of their job at DSD i.e., **training.**

Introduction	Give a brief introduction of the topic, elaborating its significance in day-to-day / professional life. At the end of the lecture/session; ask the participants that whether set objectives had been achieved.
Setting of Objectives	Set the objectives of lecture/session relevant to the topic, which would be achievable, measurable and target oriented.
Format of the Session	Give a brief outline of the topic and subtopics to be covered in the start of the session. A session of 90 minutes may be divided in to the following parts: Introduction of the topic (May be lecture by using MM slide show, videos etc). About 18 to 20 minutes



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	Activity/ interactive 30 to 40 minutes Explanations & Q/As 15 to 20 minutes Summing up 05 to 10 minutes It is required to add relevant video clippings where possible. Use of case studies considered more effective for learning.
Questions / Answers	Specify the Questions / Answers pattern. Tell the participants either to hold their questions for the questions / answers session or ask them as and when they come to their minds. Respond to each question properly and professionally, calmly and objectively. Keep your temper. Avoid confronting the "Problem" participants. Intimate the course coordinators instead.
Language of Communication	Communicate preferably in English and partially in Urdu (if unavoidable). Avoid long discussions/ communication in Punjabi or any other dialect.
Use of Teaching Equipment / Facilities	Class rooms are well-equipped with teaching gadgets like, multimedia, White Board etc. The use of these facilities does make a difference in the presentation style. Try to use these facilities as much as possible. Use of audio visual training aids is known to improve the impact of training manifolds rather than just simple lecturing.
Handouts / Lecture material	Send a hard and soft copy of your handouts/ presentation in advance, and also indicate the use of any audio-visual facility.
Class Decorum	It is the duty of the Resource Person to arrest and hold the attention of the audience. If audience is not attentive, review your teaching techniques or consult the course coordinator.
Avoid Controversies	Conducting session in DSD is a privilege. This is a responsible and highly formal forum. Engaging in any controversial issue wastes valuable time. We strongly recommend the Resource Persons/ Participants not to discuss any controversial issue, politics or personality during the course of training.
Recap / Summary	At the end of the lecture, recapitulate the main points / topics. Go through the objectives set at the outset of the session. Ask the participants for their feedback and discuss with the course coordinator.
Bibliography	Give a list of suggested readings / bibliography references for further study.
Arrival at DSD for conducting session	Persons of your caliber and profile need not to be asked to ensure availability atleast 30 minutes before the time of your session.