



## Tibetan Homes Foundation

Registered under the Societies Registration Act XXI of 1860 In the year 1963

<b>Project Title</b>	<b>Presentation Skill Computer Training</b>
<b>Location</b>	<b>Tibetan Homes Foundation, Mussoorie</b>
<b>Target Group</b>	<b>All teachers and Staff</b>
<b>Project Duration</b>	<b>9 – days</b>
<b>Fund Requested</b>	<b>₹ 1,62,640.00</b>
<b>Implementing Agency</b>	<b>Mr. Karma Chungdak, General Secretary Dr. Passang Dhondup, Education Officer Mrs. Dekyi Wangmo, Project Coordinator</b>

**Capacity Area:** The project is to cover all the teaching staff, school faculty, office staff and non teaching staff. A total of 164 teachers and non-teaching will benefit from the realization of the project. This short term basic computer workshop and training will cover Tibetan Homes Foundation, Mussoorie, branch school Rajpur and branch school Gohri Mafi.

### Objectives of the capacity building

- ✓ To improve staff as an individual, as a team.
- ✓ To improve organizational performance from academic and management as a whole.
- ✓ To make teaching more effective by imparting students with presentation teaching method by teachers.
- ✓ To provide participants with basic computer skills especially in spreadsheets and presentation.
- ✓ To provide staff with communication skills while corresponding on behalf of organization.
- ✓ Skilling computer unskilled staff with basic skills of MS office and social media usage.
- ✓ To develop confidence and personality.
- ✓ To help teachers able to monitor student's performance and outcomes by working on spreadsheets on regular basis.
- ✓ To make teacher's self dependent with the result data preparation and broadcasting the same in web page.

### Benefits to the Organization:

Teachers are one of the main stakeholders who played a major role in moulding a child under the overall development of our organization. More Effective teachings can bring better progress in children living with us in THF for all year through which in turn will have positive output and outcome in the mission of the organization.

All the teaching, faculty, non-teaching and office staff will benefit from the training. Teachers will be able to work effectively on computer especially MS office – Spreadsheets and Power point. This will assist teachers to develop improved skill in teaching to students through slide shows and presentation which will have a visual impact on our students. The academic performance of the students will increase with positive annual result outputs and outcomes. Teachers will be able to work effectively and independently on result making database which is, at present performed by only a team of 5 staff on behalf of all the teachers.

“If you have basic concern for others , even failure cannot disturb your mind”

--- His Holiness the Dalai Lama



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Tibetan Homes Foundation is a non-profit charitable institute taking care of children and senior citizens as well. Major communication with friends, sponsors, donors and grant makers were done through soft copies by emails, social media's and file sharing. Improving the computer skills of office staff becomes very important to make the communication effective, prompt and easy which is cost effective and less time consuming also.

When every one at work is proficient in using computers either it be teachers, office staff or administrative staff, our foundation is likely to benefit from high employee productivity and efficiency. The same will have a positive outcomes and impacts on our children.

### Participants

S.N.	School	Teacher	Office Staff
1	Tibetan Homes Foundation - Mussoorie	71	32
2.	Tibetan Homes Foundation – Rajpur	27	11
3.	Tibetan Homes Foundation – Gohri Mafi	16	7
<b>Sub Total :</b>		<b>114</b>	<b>50</b>
<b>Total number of Teachers and office staff participating in the training : 164</b>			

### Activity Plan

- a) Ice breaking, share the importance of teaching skills, personality and child management.
- b) Group interaction and discussion – Essential skills of teaching, different teaching methods and recognizing the learning abilities of child.
- c) Strategies – Effective teaching as core subject, sharing views, maintaining communication with child.
- d) Team works, assignments and group exercise.
- e) To impart project based learning of core subject

**Total Fund Requested: ₹ 1,62,640.00**



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