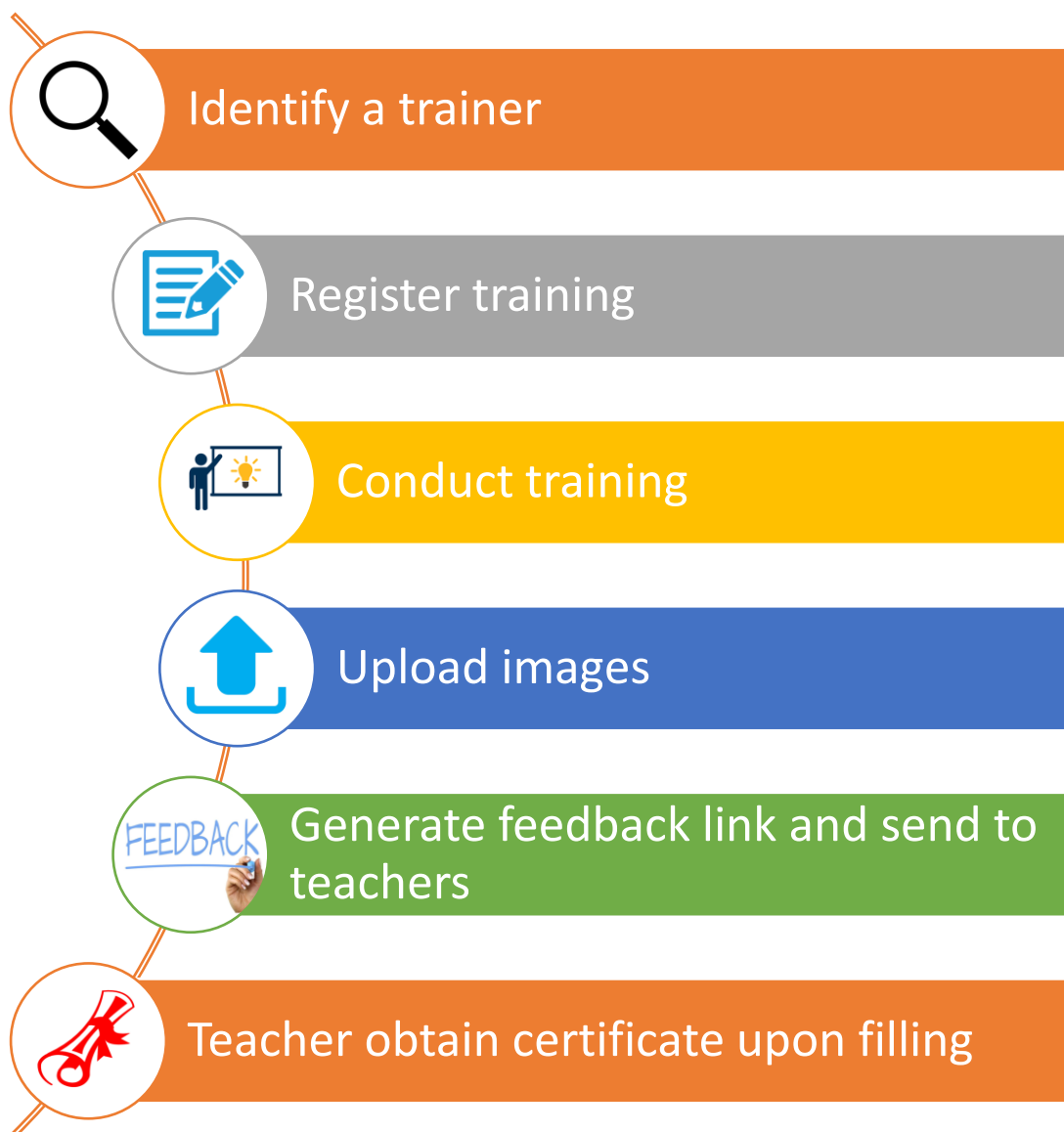


# Online Teacher Training Process Flow

To successfully conduct an online Teacher Training with RILM, Rotary Clubs will just have to follow few simple steps. Please read the process flow mentioned below for a smooth implementation of Online Teacher Training.

## FLOW CHART



## GUIDELINES

### 1. Training Partners

- a. Identify Training Partners/Individual Trainers and select topics for training laid out by RILM.
- b. Remember, before selecting the individual trainer or partner, contact them and ensure the availability and consent to take up the program. The list and contact is available in TRAINING PARTNER section.
- c. If Clubs wish to conduct a teacher training by identifying their own Individual Trainer, they can do so. Clubs will just have to add the details of the identified trainer along with the topics in this section.

### 2. Register Training

- a. Click on 'Add Training' option to register new training
- b. Select Trainer and Topic
- c. If Clubs or individual trainer has developed any link for the training, then the same can be provided here
- d. **Please Note:** Each Online Teacher Training should be of minimum 8 hours
- e. 8 hours of session can be scheduled in multiple dates and time
- f. For individual trainer, you may select multiple topics. If needed add Training date and time with each topic individually
- g. After submitting all training related information, please click on 'Generate Training'
- h. Now, clubs can start conducting the Teacher Training.
- i. Remember to take pictures / screenshots of the online training for upload (minimum 2)



### **3. Post Training Guidelines – Feedback Form & Certification**

- a. After finishing the Teacher Training, club will have to log in to the portal to upload images of the training
- b. Upload up to 2 images of your Training to generate the link of the Feedback Form for the teachers
- c. Send the Feedback Form link to the teachers by just clicking on the Copy Link option which will be available upon uploading images
- d. Link can be sent through Email or WhatsApp
- e. The auto-generated certificate will be available for the teachers to download upon filling the Feedback Form.
- f. Based on the number of certificates downloaded by teachers, the club will receive star certificate towards end of rotary year.