

# RASHTRIYA KARMAYOGI LARGE SCALE JAN SEVA PROGRAM

## MASTER TRAINER TRAINING (3-DAY PROGRAM)

---

### DEPLOYMENT PROTOCOLS, INFRASTRUCTURE & LOGISTICAL REQUIREMENTS

Detailed planning for the roll out of the Karmayogi Facilitator Program should be done along with CBC so that the program is deployed in an efficient manner.

To ensure smooth and effective delivery of the program, the following checklists can be used:

1. Are the Lead Trainers program-ready?
  2. Are the participants (Karmayogi Facilitators) program-ready?
  3. Is the training location program-ready?
  4. Is the training room program-ready?
- 

#### 1. LEAD TRAINERS READINESS CHECKLIST

- ☐ Lead Trainers must be officially released to conduct the assigned number of batches.
- ☐ All 3-days of the program must be conducted by two Lead Trainers operating in pairs.
- ☐ The workshop cannot be conducted by only one Lead trainer. In case of unavailability, a replacement should be ensured. For this we suggest that sufficient buffers are kept.

#### 2. PARTICIPANTS (KARMAYOGI FACILITATORS) READINESS CHECKLIST

- ☐ All participants for Karmayogi Coaches/Master trainer training program must attend all 3 days of the program to be eligible for certification. Therefore, participants must be officially released for the full duration of the program.
- ☐ All participants must bring their laptops and smartphones for the program.

#### 3. TRAINING LOCATION READINESS CHECKLIST

- ☐ Boarding & lodging arrangements must be made for both participants & Lead Trainers for all 3-days of the program if they are coming from different locations.

- ☐ All training infrastructure and materials required for the workshop are listed in Checklist 4 and must be set up prior to the program.
- ☐ An additional room, separate from the main training room is required for practice/ breakout sessions on Day 2 & Day 3 of the workshop.
- ☐ The batch-size must not exceed 30-35 participants.
- ☐ Training Platform – Pedgog

Its accessibility should be checked on the local network beforehand.

- Website: <https://auth.pedgog.in> & its subdomains
- IP address for the local network: 64.225.87.144

#### 4. TRAINING ROOM SET-UP CHECKLIST

- ☐ Adequate space for 30-35 people to sit in groups of 4-5 members each (6-7 groups). For each group of 5 members, provision for them to work together on a table for group exercise.
  - ☐ A laptop/ desktop computer.
  - ☐ Reliable internet facility (like Wi-Fi/ hotspot/ LAN based internet).
  - ☐ Training Platform – **Pedgog** must be accessible throughout the program and hence needs to be whitelisted on the local network.
  - ☐ Projector connected to the laptop/ computer.
  - ☐ Speakers connected to the laptop/ computer.
  - ☐ 3 microphones (ideally 2 collar mics for trainers and 1 hand mic for participants).
  - ☐ ~ 15 Chart papers per batch of 30.
  - ☐ Sketch Pens for each group to do group work.
  - ☐ Whiteboard for the trainer to write on.
  - ☐ 2 markers (1 blue and 1 black) and 1 duster.
  - ☐ Basic Amenities - water, tea, food, bathroom, available nearby.
-