

IMPACTFUL SKILL DEVELOPMENT AND VOCATIONAL TRAINING

Essential Guide for Creating Success Stories in Skilling and Vocational Programs



Introduction

Success stories are inspirational; they can create role models! They help us in appreciating the efforts of an individual or an organization in accomplishing a goal. They can motivate others to enroll in a training program by getting to know about how the role models have overcome different challenges to get trained and take up a job. Skilling programs can gain a lot by sharing success stories of trainees, trainers, mobilizers, counselors and entrepreneurs. You can create a story by following simple process and share it on social media or through the website and newsletter of your organization.

This document is an essential guide and questionnaire for conducting interviews and capturing the ground - level information from passed out candidates/beneficiaries who have completed the training. Let's get started by using simple devices to capture information and present it in the required format. Following this step, you can study the content that is created in audio, video format, transcribe it and create a document. The textual part can be used to write couple of paragraphs and you can supplement this with a video.

Important Instructions:

1. While you meet the candidates, use your mobile phone for audio recording in addition to making notes on your notepad/notebook.
2. Please don't make notes on your mobile phones.
3. It is essential to have an audio backup so that we can transcribe it later.
4. For video recording, prepare a storyboard after initial meeting with the candidate.
5. You may have to meet the same candidate twice for actual video recording.
6. Make sure the audio track is recording with absolute noise reduction.

7. Test your mobile device/camera for recording before you do the actual interview.
8. Save the audio/video files with proper name, date and version number.

For every candidate you meet, please fill in the following details.

I. Profile of the candidate

Name	
Age, Gender	
Local address, contact number (also check if their original place, if they are migrants)	
Family background, number of people, source of income	
Current employment, name of the company/organization	
Duration in the present job role	
Describe the present job	
Salary (optional)	
Any other job (in case of dual incomes, or parallel employment)	

II. Individual case study: questions (these questions need to be answered separately for each candidate – applicable to both audio/video/text based documentation)

(a) Identify the catalyst for training

1. Motivation to join the training – how did he or she get to know about the training, was it through a mobilizing campaign
2. What is the main reason to join the training program and what are the expectations (school dropout's aspiration/ monetary reasons...)
3. Family support for training, any other encouragement, support that helped them to enroll and continue with the course

(b) Looking back at the training that was completed

1. The name of the course, duration, attendance, name of the trainer
2. Candidate's response to training – response to classroom and practical sessions, participation, interest, interaction with trainers
3. Challenges faced: the course, trainer's expectations, peers in the classroom, communication, language, subject matter, reaching the training center, accommodation in the city/town, expenses etc.
4. Any unique attribute of the candidate or most challenging aspect of training and how the candidate coped with it

5. Observations on completion of training – level of difficulty in terms of the training content, assessment performance, future plans, enrolment in advanced training,

(c) Post – training, placement, employment

1. Is the learning from the course useful to perform on the job – how useful are the skills that were taught during the training?
2. Did the training meet their expectations when they set out. Note down both positive and negative aspects
3. Will the candidate recommend this training to others? What is his or her feedback? What are the short term and long term benefits perceived by the candidate?
4. Does the candidate expect any other support from training provider, like financing their business, infrastructure? If yes, please mention in detail.

(d) Positive impact in the lives of the candidates

1. Monetary improvement after learning new skills and getting into a job
2. Financial security and increase in self-confidence
3. Preparedness to take up new challenges in professional lives
4. Motivation to go for advanced courses and improve educational qualifications

5. Social benefits: how do the peers perceive him/her, how does the family benefit from this improvement
6. What if they hadn't completed the training ? (how would their lives be?)
7. Any other points the candidates wishes to mention...

(e) Fill in the following details about the training program (from which this candidate has completed the course) by talking to the center head.

Name of the training program	
Place and date – when and where the training was held	
Number of participants	
Category – (livelihood-CSR/School/Industry)	
Name of the training coordinator	

Share your feedback

We would be happy to receive your feedback and suggestions in improving the contents of the handbook. Write to us at nsnindia16@gmail.com.

About National Skills Network – NSN

NSN is a dynamic online platform that provides practical, analytical and reflective knowledge to support decisions and actions in skill development and vocational training. All our content is created by interacting with stakeholders in training and skilling domain and we are backed by a team of researchers and subject experts who design highly impactful and practical content solutions. To know more visit:

<http://www.nationalskillsnetwork.in/>