

## Instructor Led Training Ready-Reckoner for Activities

Activity	Description	Purpose
Just a Minute	Ask participants to take a minute to write down the key message they derived from the session.	Useful activity to summarize.
Two Ends	Ask participants to write down the point that's most clear and the point on which they are confused/apprehensive.	Useful activity to summarize and follow up.
From Your Heart	Ask participants to share their reaction to some facet of the content.	Useful for content that addresses the affective domain.
Looking Back	Pose questions based on the content--- should address thoughts, reflections and reasons regarding an issue, and not facts.	Useful to promote critical thinking.
Summarize in Pairs	Participant summary of another participant's answer.	Useful to promote active listening.
Concept Cauldron	Ask participants to submit one main question that they want addressed during the session. Facilitator picks at random and addresses the queries.	Useful to address participants' expectations and doubts.
Questionnaire	Administer this as pre-work. Ask participants to come with questions that they have regarding the content. For example, what's in it for me, intuition about a topic and so on.	Useful to address participants' reaction to some aspects of the training/content.
Puzzles/Paradoxes	Give puzzles, such as, brainteasers,	To develop creative thinking and

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	lateral thinking puzzles, perception exercises etc. Ask participants to solve these.	problem-solving skills.
Paired Discussion	Ask participants to write down the answer to a question posed by the facilitator. After they complete this, ask them to compare their answers and discuss similarities and dissimilarities, reasons for the dissimilarities and so on.	Useful for content that has different schools of thought. This enables participants to consider and respect different points of view.
Peer Evaluation	Ask participants to evaluate a peer's work.	Useful to develop higher order cognitive skills – Level 6 (Evaluate) as per Bloom's Taxonomy in the Cognitive domain.
Mind over Matter	Present a problem/situation. Ask participants to use mind tools such as, Concept Maps, Force Field Analysis, Decision Trees, Visual Lists to solve this.	Useful for problem solving and decision-making.
Jigsaw Group Projects	Ask each group to complete one discrete part of a large assignment.	Useful to complete a complex real world tasks.
Role Play	Ask participants to take on the role of a character/characters---while the others observe and reflect. Pose questions based on this.	Useful to provide experience of a typical real-world situation.
Panel Discussions	Assign a topic to groups (to research)	Useful to develop information-

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	and ask the participants to present their finding.	gathering and presentation skills.
Debate	Assign a topic on which different opinions can be voiced. Ask one participant to speak for and another against the topic.	Useful to develop critiquing skills.
Games	<p>Design games based on the content. The games can be a variation of routine games, such as:</p> <ul style="list-style-type: none"> <li>- Bingo</li> <li>- Crossword</li> <li>- Solitaire</li> <li>- Treasure Hunt</li> <li>- Word Pairs</li> <li>- Board Games</li> <li>- Hangman</li> <li>- Pictionary</li> </ul>	Useful to summarize, keep the participants engaged and to lighten the mood between serious work and discussions.