

Train the Trainer: Skills Training for Focal Persons - Session 2 (Livelihood)

OBJECTIVES OF THE TRAINING

- To equip the participants with the skills needed in becoming an efficient & effective Focal Persons
- To determine the components and methods used in Project Management Cycle
- To identify the scope of tasks and responsibilities as the focal persons (Livelihood and ICT)

TRAINER'S GUIDE TO TRAINING

1. Preparation (Pretraining)

- Brainstorming - ideas and general outline of the program; Training Needs Assessment (TNA)
- Planning & Organization - training manual, materials, tests, speakers, participants
- Logistics - venues, meals, transportation, etc.

2. During the training

- Verbal Language (Voice Modulation, Diction, Words of Encouragement & Appreciation)

- Nonverbal Language (Body Gesture, Facial Expression, Appropriate Physical Touch)
- Mastery of the Program
- Closing: Integration of all topics

3. Assessment (Posttraining)

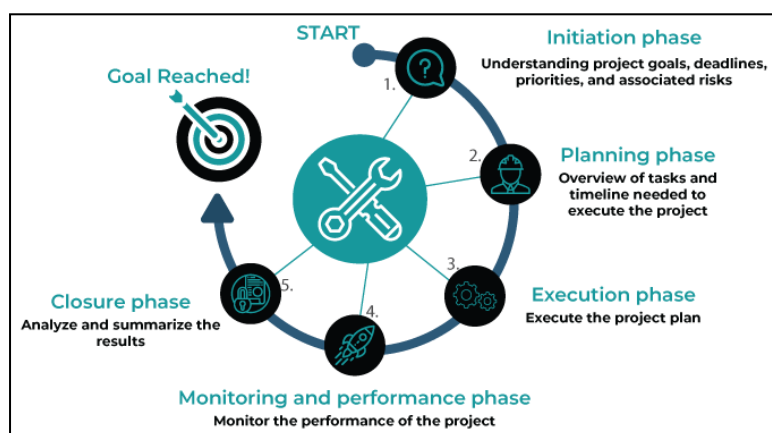
- Evaluation - training program, facilitators, logistics
- Measurement of Training effectiveness & efficiency - KAP Survey Model (Knowledge, Attitudes, & Practices)

PROJECT MANAGEMENT CYCLE

- process of planning, organizing, coordinating, and controlling a project effectively and efficiently throughout its phases, from planning through execution then completion and review to achieve pre-defined objectives or satisfying the project stakeholder by producing the right deliverable at the right time, cost, & quality

- technical expertise, people skills, and mastery of the project management basics are essential for completing a project according to plan

Phases



- Feasibility Study – an evaluation of the project's goals, timeline and costs to determine if the project should be executed. It balances the requirements of the project with available resources to see if pursuing the project makes sense

2. Planning - gives guidance for obtaining resources, acquiring financing and procuring required materials. The project plan gives the team direction for producing quality outputs,

handling risk, creating acceptance, communicating benefits to stakeholders and managing suppliers

3. Execution - commonly associated with project management as it is all about building deliverables that satisfy the customer

1. Initiation - it is where the project's value and feasibility are measured

Evaluation Tools:

- Business Case Document – justifies the need for the project, and it includes an estimate of potential financial benefits

- Execution relies heavily on the planning phase. The work and efforts of the team during the execution phase are derived from the project plan

4. Monitoring & Performance - monitoring tasks prevent scope creep, calculate key performance indicators and track variations from allotted cost and time. This constant vigilance helps keep the project moving ahead smoothly

5. Closure - allows the team to evaluate and document the project and move on to the next one, using previous project mistakes and successes to build stronger processes and more successful teams

- teams close a project when they deliver the finished project to the customer, communicating completion to stakeholders and releasing resources to other project

SCOPE OF TASKS & RESPONSIBILITIES

Job Summary

- the Livelihood PTA Focal Persons are individuals selected and evaluated by the General PTA officers, who possess the experience and are currently (or previously) demonstrating knowledge and skills in the area of livelihood

- ✓ the point person (or the 'person in charge') in the livelihood-related issues, concerns, and questions in the PTA
- ✓ partner of the Project YUNIT in implementing livelihood-related activities for the PTA
- ✓ leader in bringing significant contributions that benefit the PTA and its partnerships and stakeholders
- ✓ support the Goals, Mission, and Objectives of the PTA and Project YUNIT in the livelihood-related activities

Job Description

1. Supervise the whole business project cycle
2. Provide training and coaching to co-members to improve their micro-business
3. Conduct market research
4. Define business objectives, scope, roles & responsibilities
5. Prepare a plan to schedule key business milestones, workstreams, & activities
6. Managing delivery of the business according to the plan
7. Provide regular (monthly) reports on business status to PTA officers and key stakeholders
8. Ensure customer satisfaction is a priority
9. Manage and adjust for any changes in business scope, schedule and / or budget
10. Identify and mitigate potential risks
11. Manage the relationship and communication with the client and all stakeholders, ensuring the business is delivered to their satisfaction
12. Utilize best practices, techniques, and standards throughout entire project execution
13. Monitor progress and make adjustments as needed
14. Measure business performance to identify areas for improvement
15. Select qualified and skilled employees for the business and present to Gen. PTA officer for decision-making
16. Make a viable feasible assessment to envision the possibilities of the business

