

Train the Trainer: Skills Training for Focal Persons - Session 1

OBJECTIVES OF THE TRAINING

- To identify the skills needed in creating and conducting a Participatory Assessment
- To determine the components and methods used in creating and conducting a Skills Training
- To equip the participants with the skills needed in becoming an efficient & effective Focal Persons

PARTICIPATORY ASSESSMENT TRAINING

- process of building partnerships with the selected clients by promoting meaningful participation through structured dialogue
- involves holding discussions with the participants in order to gather accurate information on their specific issues and needs, understand their capacities, and hear their proposed solutions to their encountered problems

Methods

1. Collection of Data - the procedure of collecting, measuring and analyzing accurate insights for research using standard validated techniques

2. Identification of Problems & Solutions - define the root cause of a problem and list the possible solutions for each problems;

listed problems should be:

- Specific
- Measurable
- Attainable
- Relevant (or Factual)
- Time-Bound

Techniques

1. Brainstorming - involves the spontaneous contribution of ideas from all members of the group

2. Focus Group Discussions (FGD) - involves gathering people from similar backgrounds or experiences together to discuss a specific topic of interest about their perceptions, attitudes, beliefs, opinion or ideas.

3. Interviews - formal consultation usually to evaluate qualifications; may be done through personal meeting, online, or phone call

4. Surveys - list of questions aimed for extracting specific data from a particular group of people which may be conducted by phone, mail, via the internet, and also at street

EVALUATION

- process that critically examines a program (problem) and involves collecting and analyzing information about a program's activities, characteristics, and outcomes
- the purpose is to make judgments about a problem in order to properly select the relevant problems that need decisions and solutions

Critical Thinking

- a kind of thinking in which you question, analyze, evaluate and make a judgment about what you read, hear, say, or write
- ability to analyze the way you think and present evidence for your ideas, rather than simply accepting your personal reasoning as sufficient proof
- the term 'critical' comes from the Greek word 'kritikos' meaning "able to judge or discern"

Thinking Critically in Evaluating

- Consider all options and alternatives before acting
- Aware on the difference between a rational thought and an emotional response
- Keen on prioritization of relevant problems
- Perceptive when weighing problems and solutions
- Promotes creativity
- Balanced in being firm and open-minded when deciding

Strategies in Solving Problems

- Guess & Check (Trial & Error)
- Action
- Reasoning: Induction or Deduction
- Organized List
- Chart or Diagram
- Table

ORGANIZATION & PLANNING




- Planning involves thinking about and preparing tasks that need to be done to achieve specific goals. Since it is a tool to manage a project, a job, an activity or a situation that you are going to undertake, it is directly associated with scheduling and time management
- Organization involves managing the plan and arranging each task in the appropriate order by considering your time constraints and workload — it includes preparing back-up plans and solving problems, prioritizing tasks and knowing which job should be done first or later

Action Plan

- detailed plan outlining actions needed to reach one or more goals
- also defined as a "sequence of steps that must be taken, or activities that must be performed well, for a strategy to succeed"

When to Develop an Action Plan

1. After – after developing the vision, mission, objectives and strategies.
2. Early – within 6 months
3. Ongoing – an action plan must be revised monthly.

OBJECTIVES (KATUYOAN)	ACTIVITIES (KALIHOKAN)	RESPONSIBLE PERSON (RESPONSABLE NA TAG)	TIME FRAME		RESOURCES NEEDED	
			START DATE (SUGDAN)	COMPLETION DATE (MAHUMAN)	MATERIALS (MGA MATERYALES)	BUDGET (BADYET)

Criteria of an Action Plan: 1. Complete 2. Clear 3. Current

Methods

1. Constitution of Groups - the group's fundamental principles, purposes, and structure
2. Community Development - process where community members are supported by agencies to identify and take collective action on issues which are important to them. It empowers community members and creates stronger and more connected communities.
3. Elaboration & Implementation of Action Plans
 - Elaboration is the act of adding more information to existing information to create a more complex, emergent whole. It can be defined as adding details or "expanding on" an idea as it involves developing an idea by incorporating details to amplify the original simple idea
 - Implementation is carrying out, execution, or practice of a plan, a method, or any design, idea, model, specification, standard or policy for doing

something. As such, implementation is the action that must follow any preliminary thinking in order for something to actually happen.

4. Partnership & Contractual Arrangements - formal arrangement by two or more parties to manage and operate a business or program and share its profits or positive outcomes. This is beneficial for both parties when utilizing resources, assets and liabilities, and ideas.

5. Involvement of Stakeholders - a stakeholder is any individual, group, or party that has an interest in an organization and the outcomes of its actions — employees, customers, shareholders, suppliers, communities, and governments.

