

Help Our Homeland's Program

**Fiscal Year
2005**

No 43, Group 5, Sonsomkusal Village II, Boeungtumpun
District, Khan Meanchey, Phnom Penh, Cambodia
Tel: (016) 715 415 / 012 986 969
Email: hoh_association@yahoo.com
Website: www.helpourhomeland.org

Provincial Address:

No 149, Group 30, Steoungsen Village, Kompongkrabouv
Commune, Steoungsen District, Kompong Thom Province,
Cambodia.
Tel: (012) 952 646 / 012 877 9

1. Regular scheduled Classes Fees for 2005

Scheduled workshops normally consist of 35 hours of classroom time. In addition the trainings include lunch, two snacks, certificate, graduation, and class materials. Regular daily classroom time is from 8:00 A.M to 5:00 P.M.

Courses	CNGO	INGO
1. Administration		
a) General Office Skills	\$120	\$140
2. Management and Human Resource Development		
a) General Management I		
b) General Management II		
c) Conflict Resolution		
d) Managing Yourself		
e) Training of Trainers		
f) Advanced Training of Trainers		
g) Marketing		
3. Communication		
a) Communication Skills for Group Building		
b) Report Writing Skills		
c) Facilitation and Documentation		
d) Active Non-Violence		
4. Project Planning and Management Skills		
Proposal Writing		
Project Planning and Design		
Monitoring & Evaluation		
Participatory Rapid Appraisal (PRA)		
Grass root Advocacy Strategy		
Board Governance		
Project Management		
5. Financial Management		
a) Basic Financial Management		
b) Internal Financial Controlling		
c) Internal Audit		

Training Schedule for the Year 2005

Courses	Description	Page	Date
January			
Marketing I			
General Management I			
Training of Trainers			
Basic Financial Management			
Advanced Training of Trainers			
Office Skills			
Communication Skills for Group Building			
February			
Project Planning and Design			
Action Non Violence (New)			
Participatory Rapid Appraisal (PRA)			

Internal Financial Controlling			
Proposal Writing			
Report Writing			
Grass root Advocacy Strategy (New)			
Board Governance (New)			
March			
Office Skills			
Project Planning and Design (New)			
Managing Yourself			
Facilitation and Documentation (New)			
Project Management (New)			
April			
Training of Trainers			
General Management II			
Project Planning and Design (New)			
Board Governance (New)			
Communication Skills for Group Building			
Internal Financial Controlling			
May			
Advanced Training of Trainers			
Basic Financial Management			
Report Writing			
Project Monitoring and Evaluation			
Internal Financial Controlling			
June			
Project Management (New)			
Office Skills			
Project Planning and Design			
General Management II			
Managing Yourself			
Participatory Rapid Appraisal (PRA)			
Advanced Training of Trainers			

2. Training Courses Descriptions

2.1 Administration and Communication

2.1.1 Office Skills

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Managing information and work files • Managing petty cash • Managing office supplies, program material and office equipment • Organizing meeting and 	<p>Target Group</p> <p>NGO staff, government ministries and departments of public/private institutions</p>	<p>Course Objectives</p> <p>Participants gain practical administrative skills:</p> <ul style="list-style-type: none"> • Preparing and relaying accurate messages • Managing work files and office supplies • Greeting visitors, organizing and
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making appointments		handling mail, making appointments, and preparing meeting.
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2.1.2 Communication Skills for Group Building

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Theories of communications: concepts and skills on learning, listening and giving and receiving feedback • Interpreting body language, communication among different cultures, and among men and women • Interpersonal relationships • Tools for building and maintaining group dynamics 	<p>Target Group</p> <p>Staff responsible for facilitating and developing community based discussion and dialogue.</p>	<p>Course Objective</p> <p>Participants will have a sound understanding of the theories communication as well as some practical skills and tools for improving community dialogue.</p>
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2.1.3 Report Writing Skills

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Writing as a form of communication • Determining fact and findings • Summarizing information • Presenting information • How to write summary and conclusion • Making recommendations • Process of report preparation for different reports 	<p>Target Group</p> <p>Staff of NGOs who are tasked with the responsibility of report writing.</p>	<p>Course Objective</p> <p>Participants will be able to prepare and write an effective report.</p>
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2.2 Management

2.2.1 General Management I

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Introduction to management and leadership • Understanding roles and responsibilities of managers • Team building, motivation, delegation, basic communication, meeting facilitation • Basic planning 	<p>Target Group</p> <p>Management or supervisory staff of NGOs and government ministries</p>	<p>Course Objectives</p> <p>Participants will be able to be more effective in their role as a manager through team building, improved organizing skills, and basic planning.</p>
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2.2.2 General Management II

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Understanding organizational structure and policy • Conflict management and conflict resolution • Performance management • Managing difficult staff • Implementing change 	<p>Target Group</p> <p>Top and middle level managers of NGOs and government institutions</p>	<p>Course Objectives</p> <p>Participants will be able to prepare for changes in their organization through using basic management tools that improve their ability to constructively deal with staff conflicts.</p>
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2.2.3 Conflict Resolution

New

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Concepts for understanding conflict • Tools of Conflict Analysis • Tool for Better Communication • Conflict Resolution • Conflict management skills 	<p>Target Group</p> <p>Managers, community development staff and leaders of in charge of mediating and resolving conflicts</p>	<p>Course Objective</p> <p>Participants will be able to constructively manage conflict in individual, groups and organizational settings.</p>
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2.2.4 Managing Yourself

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Designing activities and managing priorities • Decision making and problem solving • Managing time and workload • How to motivate yourself & to minimize work-related stress for yourself and your staff 	<p>Target Group</p> <p>NGO and government staff who are having difficulties balancing diverse responsibilities</p>	<p>Course Objective</p> <p>Participants will be able to improve their work performance with practical skills for decision making, planning, and managing time and work priorities.</p>
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2.3 Training of Trainers Skills

2.3.1 Training of Trainers

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Expectations and objectives of training • Overview of training • Developing training plans: identifying activity, setting goal and objectives, identifying resources and responsibilities • Adult learning concepts and methods • Facilitation skills and tasks • Using learning aids 	<p>Target Group</p> <p>New trainers or community workers whose roles are to lead training sessions for adult learners in their particular subject area(s).</p>	<p>Course Objective</p> <p>Participants will learn and practice adult's training skills and basic methods to prepare effective lesson plans to fit their training needs.</p>
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2.3.2 Advanced Training of Trainers

Duration: 5 days

<i>Content</i>	<i>Target Group</i>	<i>Course Objective</i>
<ul style="list-style-type: none">• Review of training concepts and best practices, i.e. training cycle, characteristics of a good trainer, etc.• Designing a balanced and effective training course• Participatory training methods: case writing and role playing skills• Enhancing training skills: presentation; leadership skills (listening, asking, observing, and summarizing).• Designing course evaluations	Trainers who are engaged both directly and indirectly in capacity building of staff.	Participants will be able to strengthen their capacity as a trainer with practical concepts, tools and skills for facilitating group learning.

2.4 Finance

2.4.1 Basic Financial Management

Duration: 5 days

<i>Content</i>	<i>Target Group</i>	<i>Course Objective</i>
<ul style="list-style-type: none">• Culture and ethics for a good financial system.• Introduction to financial Systems, principle, guidelines on procedures, and budgeting• Understanding the role of an accountant• Basic funds management• Bookkeeping	Managers and accountants of NGOs and government ministries	Participants will become familiarized with the purpose of a transparent accounting system and will have some foundational knowledge to establish a basic financial system for their organization.

2.4.2 Internal Financial Control

Duration: 5 days

Content <ul style="list-style-type: none">• Financial controls & financial statements• Financial control process• Identifying internal controlling system• Using checklist to review financial management control• Catching errors and irregularities	Target Group <p>Accountants and financial managers of NGOs and government ministries</p>	Course Objective <p>Participants will be able to gather and evaluate financial information in accordance with the accepted accounting practice.</p>
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2.4.3 Internal Audit



Duration: 5 days

Content <ul style="list-style-type: none">• Objective and general principles governing a financial audit• Terms of audit engagement• Documentation• Fraud and error• Planning for audit• Audit materiality, evidence, & reporting	Target Group <p>Accountants, Project Managers and financial managers of NGOs and government ministries</p>	Course Objective <p>Participants will be able to understand and evaluate audit information in accordance with the accepted audit practice.</p>
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2.5 Marketing

2.5.1 Marketing

Duration: 10 days

Content <ul style="list-style-type: none">• Marketing concepts• About customers/clients:<ol style="list-style-type: none">1) gathering information2) information on purchasing process and trends• Product planning and development• Pricing and pricing strategies• Promotion and advertising	Target Group <p>Credit agents of NGOs, Micro finance institutions, and government departments in charge of development and/or improvement of small and medium size businesses.</p>	Course Objective <p>Participants will develop basic business skills in marketing to help develop their business plan focusing on increasing sales and maximizing profits.</p>
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2.6 Project Planning and Management Skills

2.6.1 Proposal Writing

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Problems analysis • Developing goal & objectives • Developing indicators for success • Develop activities plan to meet the objectives, schedule • Developing monitoring and evaluating system • Putting your project in a log frame format • Defining resources needed & developing a budget • Project presentation 	<p>Target Group</p> <p>All levels of line managers and leaders of organizations.</p> <p>Must know how to plan and have previous experience in implementation and project management</p>	<p>Course Objective</p> <p>Participants can design projects based on structured problem analysis.</p>
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2.6.2 Project Planning and Design

New

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Project cycle • Project planning steps • Project design <ol style="list-style-type: none"> 1. Project rational and strategy 2. Linking Project Elements 3. Indicators, External Factors and Assumptions. 4. Monitoring and Evaluation 	<p>Target Group</p> <p>All levels of community development staff, managers and staff of NGOs, government ministries with planning responsibilities.</p>	<p>Course Objective</p> <p>Participants will be able to improve their performance in managing group performance with an emphasis on structured decision making, planning, and design.</p>
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2.6.3 Project Monitoring and Evaluation

New

Duration: 5 days

<p>Content</p> <ul style="list-style-type: none"> • Decide & plan a systematic monitoring system for project • How to manage contingency • Developing framework for • Different types of indicators • Participatory Monitoring and Evaluation (PME) • Reporting & using PME data • Application and special consideration in using PME result 	<p>Target Group</p> <p>All levels of managers, and Project Officers</p>	<p>Course Objective</p> <p>Participants will design and plan for monitoring and evaluation with the participation of beneficiaries.</p>
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2.6.4 Board Governance

New

Duration: 5 days

<i>Content</i>	<i>Target Group</i>	<i>Course Objective</i>
<ul style="list-style-type: none"> • Understanding Non Profit Organizations • Functions of Board of Directors (BOD). • Differences between Board of Director and an Advisory Board • Role and Responsibility of BOD members • Roles and responsibilities of Committees. • Relationship between BOD and Management: 	<p>Top Managers and members of management committee of NGOs, or staff tasked with organizing, facilitating and/or maintaining BOD(s). The training is also designed for new or potential BOD members.</p>	<p>Participants will have a theoretical understanding of the role and responsibilities of BOD of a private non profit organization. Practical understanding of local context and past experiences will help prepare participants prepare to make tangible steps to their Board functional and effective.</p>

2.6.5 Project Management

New

Duration: 5 days

<i>Content</i>	<i>Target Group</i>	<i>Course Objective</i>
<p>The main functions of project management</p> <ul style="list-style-type: none"> • Planning process • Implementing project • Organizing work routine <p>Most important features of successful Management</p> <ul style="list-style-type: none"> • Motivation leadership style • Participatory decision-making • Time effectiveness • Implications for project management style 	<p>All levels of line managers and project officers of organizations</p>	<p>Participants will be able to fulfill their management functions in project adequately and prepare responsibilities for project staffs.</p>

2.7 Community Organizing Skills

2.7.1 Participatory Rapid Appraisal (PRA)

Duration: 5 days

<i>Content</i>	<i>Target Group</i>	<i>Course Objective</i>
<ul style="list-style-type: none"> • Features of Participatory Rapid Appraisal (PRA) • PRA and project cycle • Techniques of PRA • Structuring research & designing a research plan • Designing tools and preparing for field work • Carrying-out field work • Analysis and preparation of PRA results • Writing the PRA report 	<p>Development officers or community members</p>	<p>Participants will be introduced to the concepts of Participatory Action Research with practical tools and exercises to build knowledge and understanding.</p>

2.7.2 Grass Roots Advocacy Strategy



Duration: 10 days

<i>Content</i>	<i>Target Group</i>	<i>Course Objective</i>
<ul style="list-style-type: none">• Outline and concepts of the PAR process• Identify PAR tools and techniques• Organize plan for practicing field work• Apply consolidation PAR result.• Understand the process of communication• Identify and overcome communication barriers• Understand mass media tools• Understand the purpose of advocacy• Identifying advocacy objectives	All levels of community staff, managers, advocacy officers of Community Base Organizations, and activists.	Participants able to conduct basic grass root participation research and prepare a basic advocacy strategy plan and implementation.

2.7.3 Facilitation and Documentation

Duration: 5 days

<i>Content</i>	<i>Target Group</i>	<i>Course Objective</i>
<ul style="list-style-type: none">• What is documentation?• Planning & organizing Meeting• What is facilitation in a meeting?• Do and don't in facilitating meeting• Chairing Meeting• Taking Minutes• Tasks in post meeting	Trainers, facilitators, minute takers and reporters who are tasked with facilitating group discussions.	Participants will learn and practice facilitation skills for group meeting.

2.7.4 Action Non-violence (ANV)



Duration: 5 days

<i>Content</i>	<i>Target Group</i>	<i>Course Objective</i>
<ul style="list-style-type: none">• Basic concepts and understanding of ANV• Understanding the strategies of dealing with conflict through ANV• Gender and ANV in action• Learning successful experiences of ANV in Cambodia and other countries.• Steps and preparation for ANV• Networking and how to sustain the network• How to cope with fear in ANV• Strategies for mobilizing the resource for ANV	All levels of staff in organizations and government and key activists practitioners in communities	Participants will be able to prepare and implement actions for dealing with conflict through ANV to prevent and transform their communities

3. Training Materials and Languages

All training will be conducted in Khmer by the experienced volunteer members of the association. The selected students and members of the association or the outsiders will be provided course materials in both Khmer and English if possible.

4. Cost and Fee

4.1 Training and Educating Activities:

Help Our Homeland will cover all the costs for preparation of the training or teaching activities by using the fund raised from the members and the outsiders.

All training free for the teachers or the trainers both at the community levels to the community students and the members will be fully paid by the association.

4.2 Advising and Consulting:

The advising and consulting services will be provided to the students at the community free of charge by our volunteer experienced members both at the community and the head quarter in Phnom Penh.

We provide the following consulting and advising services:

- The Job Skills
- Learning Experiences
- Visionary Leadership and Personal Development

4.3 Procedure for the Participant:

The participants taking part in training or teaching activities provided by the association will be selected based on the following guideline.

The Student:

- Student have to submit the application forms that are provided free of charge
- The students will be selected based on the following:
 - The high grade student in their class
 - The students with poor family background
 - The student with the strong intension towards learning and their self-development

The Association Members:

- All association members can participate in any training or educational activities free of charge without going through the selection process.

The Outsiders:

- For additional development and educational activities, the association provide the chance for the outsiders, who are not the students, but want to take part in the training or educational activities to submit the application form and go through the selection process. All costs will be fully paid by the association.

Work Experiences

Past achievements include the training of over xxxxx participants from local community, especially the students at the college level in Kompong Thom Province. Help Our Homeland provided training and consulting services to students and the people in the community on The following is a partial list of the educational activities successfully implemented by Help Our Homeland:

Educational Activities:

Training:

For the Association Members:

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- TNA and capacity building training workshops, and development of a capacity building plan for the EU-PRASAC project in 1999 and 2002.

For the Students at the Community Level:

- Design and delivery of training of 40 trainers for The Development of Management Capacity Building for the World Food Program from 2001- 2003.

Continuous Teaching:

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Other Services:

- Consultation services:

