Risalat Consultants

Training Workshop on

Leadership, Project Management and HRM

Training Profile

02 – 06 September, 2012

Introduction:

In response to a Request For Quotations issued by Save the Children International (SCI), Risalat Consultants International submitted a price quotation for conducting a five day training workshop on the subjects of Leadership, Project Management and HRM for the staff working in SCI's Urozgan Office and some other NGOs working in collaboration with SCI in Urozgan province. The offer was accepted by SCI and RCI prepared a tailor made training package covering the mentioned topics. Venue for the workshop was SCI's headquarters in Trinkot, Urozgan.

Training Delivery:

Total duration allocated for the training was five days i.e. from 02nd to 06th of September, 2012. SCI provided accommodation and transportation for the two trainers sent by SCI for conducting the training. Trainers assigned for this job are both well experienced and highly skilled, who have conducted similar trainings to a wide range of audiences in the past.

RCI believes in ensuring that the participants feel no barriers in their communication with the trainers during and after the training sessions. For this purpose, all the training materials for this training were prepared in Pashto language. This was made possible by RCI's expert translators who translated the standard training materials, acquired by RCI from international resources, in to Pashto language. Also the trainers assigned for this workshop were both native Pashto speakers. This facilitated the participants to get a clear understanding of the concepts discussed in the training and ask whatever questions they had during and after the training sessions.

Both the trainers utilized different training methodologies during the training in order to enable the participants gain maximum benefit from the workshop and also easily share their own knowledge and experience with other participants.

Participating Organizations:

A total of 30 trainees were invited from the following organizations:

- SCI Provincial office in Urozgan
- Urozgan Department of Health
- DCU
- HADAF

Topics discussed in the workshop:

The following topics were discussed during the five day training workshop:

Leadership Skills

- Achieving a shared vision
- Five practices of leaders
- Building trust in the team
- Managing change
- Managers vs. Leaders
- Influence strategies
- Strategic Planning
- Doing Delegation Right

Project Management

- Functions of a manager
- Differences between a project and your daily tasks
- Project Planning
- Project Life Cycle & planning models
- Setting up Gantt Charts
- Logical Framework Analysis
- Project Monitoring and Evaluation

People Management (HRM)

- Workforce planning
- Recruiting
- Selecting (hiring) new employees
- Benefits and compensation
- Employee orientation

Workshop Evaluation:

As part of its efforts to continuously improve its quality of services, RCI conducts a daily and end of program evaluation of the participants' comments about different aspects of the training, in order to bring even more improvement in the services and facilities offered to its valued clients. Similarly, daily and end of workshop evaluations were conducted in this training too. The daily

evaluation is aimed at removing any immediate concerns the trainees may have in the training methodologies or the venue arrangements etc. end of workshop evaluation asked them different questions about their views on the contents of the workshop delivered and the overall management of the workshop by RCI staff. Participants ranked the statements on a scale of 1 to 5 (from strongly agree to strongly disagree). In the additional space provided in the evaluation forms, they expressed their personal thoughts about the training program. Assessing the evaluation forms, RCI received tremendous appreciation from both the SCI staff and the other participants coming from other NGOs working with SCI in Urozgan.

The following graph shows a summary of the feedback participants of this training provided at the end of the program.