

## **PUBLIC SPEAKING TRAINING**

SAATHI conducted three day training on Public speaking(3<sup>rd</sup>-5<sup>th</sup> August 2016, at Kathmandu). As decided, SAATHI, hired, Ms. Kripa Basnyat (executive director at INGO named, HAMMRO CHAHANA) was hired for imparting training to the 28 HBW leaders(6 existing and 22 new leaders) on Public speaking. The methodologies that were used for the session were primarily group activity, lecture, power point presentation and brainstorming.

The objective of conducting the session on Public Speaking was

1. To develop capacity of HBW leaders to speak in mass and develop quality of public speaker so that they could advocate their issues at any level and participate in local governance.
2. To develop a qualities in public speaker so that they can lead their group well, unite group members and take their issues at concern levels.

On the first day, session opened with formal inaugural program wherein Eleeza Tuladhar from Saathi, briefed the 28 leaders about the objectives of the 14- day training package, followed by the introduction round. In the introduction round, participants were mapped and divided into groups through sociogram on different basis (i.e education, religion and marital ground) and later were asked to introduce themselves, giving a reason for belonging to a particular group.

Post introduction round , on the first day, participants were oriented about public speaking, its elements, the qualities of a good public speaker, skills required to be a good speaker, how to overcome the fear of speaking in public ,features that differentiate effective public speaking from ineffective public speaking and fundamental principles of public speaking. Ms Kripa, mentioned to the participants, that to be able to overcome the fear of speaking in public, its important that the source of fear is identified and worked upon.To make the session more effective, participants were made to do couple of group activites. In the first activity, leaders were divided in groups and were made to discuss amongst themselves and find out the root cause of the fear and ways to overcome it. In the second activity, participants were made to do a mapping exercise wherein they were first made to list down their own strength and weaknesses (three each) and the features they feel makes a person an effective speaker or ineffective speaker,on news print Thereafter, they were made to link the two, to help them understand as what are the qualities and features that make a person good and effective public speaker ,thereby identifying the areas they need to work on to be one.The first day was concluded with the emphasis on the benefits of public speaking skills in personal and public life . On the second day, post the review of the first day, leaders were oriented on importance of effective listening and how it impacts public speaking skills. Ms. Kripa, mentioned to the participants that, active listening and active speaking both are interlinked and without one , the other cannot happen. To help them understand the importance of active listening, participants were made to do a group activity, where two participants were put in a group and were asked to share their experience with each other turn wise. At the end of the exercise one member was asked to share the experience of the other member and the information shared by the second person was verified with the first person, just to see how much of the information has been captured correctly. Likewise another group activity was done to make them realize the consequences of inactive listening. Participants were made to play a game where one member had to whisper a message into the ears of the participant. At the end of the exercise the last member was made to speak out the message and it came to notice that the original message was quite different from the message delivered by the last member, as other co-participants

did not pay due attention. Ms Kripa ended the second day with the discussion on the strategies to overcome the fear of speaking in public. On the third day of the training, participants were asked to prepare a speech on the major issue of their community and were asked to speak on it for 5 minutes putting into practice the skills they had learnt in the first two days of the programme. Thereafter the feedbacks were given to the participants.

Immediate Output:

1. Leaders were more confident and at ease to speak in public
2. Participants were able to address and communicate with the audience in a much better fashion.

Challenges Faced:

1. To find the right kind of resource to impart the training on the topic
2. To make the content of the training, easy, for participants to understand.
3. To explain the entire content in limited time period.

## **Leadership and Communication Training**

SAATHI, conducted three day training on Leadership and Communication training (21-23<sup>rd</sup> August 2016, at Kathmandu). Resource person Sri Krishna Basnet and Susma Joshi from Oxfam (INGO) were hired for imparting the Leadership and Communication training to the 28 HBW leaders. The methodology adopted for the session was majorly lecture barring few parts of the session where trainers resorted to other methods such as brainstorming, game, role play and group work.

The objective behind conducting the training on leadership and communication was

1. To raise the awareness about the importance of good leadership, its types and qualities and skills required to be a good leader.
2. To educate the HBW leaders about the importance of communication and role it plays in enhancing the leadership.
3. To develop the leadership skills of HBW's leaders and capacitate them to lead the group in an efficient and effective manner.

On the first, Ms Eleeza began the session by updating the participants about the content and objective of the training followed by introduction round, where participants were coupled randomly through chit method and were made to introduce one another stating their name, occupation, area of interest and civic amenity issues they are facing in their area, such as electricity, drinking water, sanitation etc.

On the first day, post introduction round, trainers oriented the participants on the importance of good leadership, its type and qualities/skills required to be a good leader. Participants were also educated on

the importance and need of female leadership. Trainers explained to the participants the difference between the leader and leadership and importance of good leadership. They mentioned to the participants that leader is the person who leads the group towards attainment of a particular goal or purpose, and the act of leading the group is termed as leadership. Thereafter, they briefed the candidates about the different types of leadership and the qualities a good leader should have. Trainers used power point presentation to explain them the concept of leadership and its types. However, to make sure that participants have understood the topic well, leaders were divided in a group of 4 members and each group was asked to enact the a particular through a role play. At the end of every act other participants were asked to identify the leadership style, its advantages and disadvantages. Sri Krishna Basnet and Susma Joshi, summed the first day with the discussion on the different roles a leader has to play in the community. On second, post the review of the first day, trainers initiated the discussion by emphasizing the need and importance female leadership in the system. For better understanding of the participants, trainers presented the data that displayed the highest percentage of participation of females in context of home based jobs and minimum percentage of involvement in more dignified and higher level of jobs in Nepal. They further mentioned that it is because of the lack of female leadership at both community and local government level, that there is hardly any awareness among the government officials about the problems and challenges faced by the female HBWs in their day to day life, despite the fact that they are major contributors to the economy of the country. They urged the HBW leaders to come forward and take up bigger and responsible role at the community and local government level. Thereafter trainers went on to discuss about the key elements that make leadership effective. Two of the key elements that they mentioned in detail in the session were **communication** and **social mobilization**. They emphasised the importance of communication in bringing the group together and how the size of the group determines the success of the group in achieving its goal and objectives. Participants were further educated about the different types of communication style, barriers to effective communication and the factors that make communication an effective one. Trainers summed up the session on the second day by explaining the qualities and skills an effective social mobilizer should have. On the third day after the review of the first two days, trainers briefed the participants about other concepts such as coordination and its importance, Social Work, process of conducting meeting, planning, its importance and the role they play in helping the group achieve its objectives . To help them get a better understanding of aforementioned topics , participants were engaged in activities like group work , brainstorm , role play and were also made to play a game, centered around art of co-ordination. Participants were further oriented on how to prepare meeting minute and plan of action to address the issues in a timely and correct manner. This part of the training was demonstrated with trainer actually preparing the specimen of the same. Trainers further mentioned that to ensure actions are taken on time to resolve the issues, its important that a a proper plan is chalked out where issues are addressed on priority basis in terms of the intensity of impact it has and the extent to which the issue impacts the life of the people affected by it. Thereafter members were embroiled in a group activity, wherein members where divided in group of 4 and were asked to prepare the action plan for each group.

Trainers summed up the three day session by giving the feed back on the action plan prepared by each group

Immediate Output

1. HBWs leaders were more aware about the qualities and skills a good leader should possess, the importance of effective communication and how to lead the group efficiently.
2. They were more confident about leading the group.
- 3.

#### Challenges

1. To make the content of the training, easy, for participants to understand.
2. To explain the entire content in limited time period.

### **Government Structure and Right to Information Training**

**Two days training on government structure and right to information was conducted by the programme team of SAATHI between 21<sup>st</sup> -22<sup>nd</sup> October, 2016 at Kathmandu. Mr Eman Sunar was hired to impart the training on the aforementioned topics to the 28 HBW leaders. The methodology used for imparting training was primarily lecture and presentation.**

#### **The objective of the training was**

- 1. To educate the leaders on the government structure , its role and response**

**On the first day, the session began with the introduction round, conducted by the programme team of SAATHI , post which Mr Eman Sunar took the stage. Mr Eman began the session by orienting the participants on how the state operates and functions. He then went on to brief the leaders about the different layers of government structure , as per both old and new constitution and the ministries that fall under each structure and its role and responsibilities ,For the better understanding of the leaders on the topic, a group activity was devised jointly by the programme team and the resource person .**  
In the first part of the activity leaders were divided in group of 4 and were asked to come up with issues of their areas and in the second part , they were asked to link the issues with the concerned department. At the end of the activity , the work of each of the group was reviewed and feedback was provided. Thereafter participants were given an orientation on how planning process is developed at community level and is incorporated at district level. Mr Eman also briefed the leaders about the legal provisions governing the planning process .He then went on to orient the participants on different steps of planning process along with the timeline and how the proposed budget is taken to

National Planning Commission and other ministries for approval and implementation. Mr Emam explained the entire planning process along with the time schedule through the flow chart for the better understanding of the candidates .

## **Training on Advocacy and negotiation**

SAATHI conducted two days training on Advocacy and Negotiation skills on 25<sup>th</sup> & 26<sup>th</sup> September at Kathmandu. The participants to the training were 25 out of 28 leaders who have been identified for the programme. Mr Eman Sunar, who is an advocate by profession and had expertise in the related field, was hired to impart the training to the leaders. The methodology adopted for the session was brainstorming, group activities, and presentation.

The objective behind conducting the training was

1. To educate the leaders on on advocacy, tools and techniques of advocacy and its importance; specifically to Home Based workers
2. To develop and enhance the advocacy and negotiation skills of HBW leaders
3. To enable the participants to plan and execute the advocacy movement in an efficient manner.

During two day session, participants were oriented on the importance and relevance of advocacy in context of HBWs issues, different types and techniques of advocacy and the factors and features that make an advocacy movement an effective one . Participants were also trained on negotiation skills.

On the first day of the session, focus was placed on educating the participants about the basics of advocacy and how to go about planning a advocacy movement. Mr Emam Sunar, post introduction round , began the session by talking about the fundamental rights of an individual, which he later linked with the rights of HBWs. He emphasized the importance of working collectively. Thereafter Mr Emam went on to educate the participants on advocacy, its importance and different types and techniques. Mr Emam started the session by explaining to the participants as to what is meant by advocacy. He stated that the ultimate objective of advocacy is to bring change in current power structure through either effective implementation or modification of the prevailing policies. Therefore it is important the real cause of the problem that is much more deep rooted should be identified and addressed and not what is seen on the surface level. For better understanding of the participants, Mr Eman explained the process through graphical method, wherein he drew a tree marking the upper

part as problem and root as the cause of the problem. Participants were also made to do a group activity, where they were first asked to identify the issues and then brainstorm about the root cause of the issue and come up with the solutions accordingly. Mr Eman then went to talk about the types (i.e. political, policy and community level advocacy) and techniques of advocacy (such as advocacy by force, mass advocacy, advocacy by force etc) in brief. Taking the session forward, Mr Eman briefed the participants about the different stages of advocacy cycle through the diagram. He mentioned to the participants before initiating the procedure of advocacy it is important that the issues should be identified and prioritized. Second day of the training began with the review of the first day, after which participants were oriented on the features that make an advocacy movement an effective one. Rapport building and coalition were highlighted as the two key features, that play an instrumental role in making advocacy movement effective. Mr Eman, mentioned to the participants that whereas rapport building helps in getting faster and easy access to the required resources, coalition provides strength to the movement and helps in achieving the desired results. Thereafter Mr Eman, oriented the participants on the negotiation skills and its importance. He mentioned that effective negotiation skills can be developed and enhanced through practice. Mr Eman summed the session by orienting the participants on how to develop effective negotiation skills

Output:

1. HBW leaders had in-depth knowledge about different types of advocacy and techniques.
2. Leaders had in depth knowledge about how the advocacy cycle works
3. Leaders had crystal clear idea about how to how to address the issues effectively.
4. Leaders had clear idea as to how to go about advocating and negotiating for their rights.

Challenge:

1. To deliver the entire content of the training in limited time period.
2. To explain the content in the easiest way possible.

### **Application and Proposal Writing:**

Saathi conducted 4 day training on Application Writing (2 days) and Proposal Writing (2 days) between 6<sup>th</sup>-7<sup>th</sup> November and on 13<sup>th</sup> & 15<sup>th</sup> November. All 28 leaders identified under the project, attended the training. The methodology adopted for the training was lecture and presentations

The training on the aforementioned mentioned topics was divided into two parts. In the first part, the participants were oriented on application and proposal writing and its importance and types. In the second part formats were provided and participants were made to write applications and proposals.

Objective:

1. To raise the awareness of the members about the importance and relevance of written communication.
2. To educate the members about the different types of application and proposal format
2. To coach them on application and proposal writing.
3. To capacitate the members to leverage the resources and get necessary services, benefits and information from government and non government agencies.

Resource person started the session by emphasising the importance of written communication in context of getting services, benefits and leveraging resources from government and non-government agencies. He mentioned written documents are live evidences and proof. They are the basis through which one can get services, benefits or information. It is the first step for progress and empowerment. Thereafter the resource person oriented the leaders on the definition, importance, types and format of application. He stated that in an application details such as whom, where, why, when, why, and the legal background for writing should be mentioned and application should be duly signed by the applicant. Emphasizing about the importance of application, resource person mentioned that they are the basis through which one can get services, benefits or information. It is the first step towards progress and empowerment. Leaders were then oriented about the different types of application and the content of each type of application. Trainer categorized the application on different basis (i.e on basis of subject matter, legal recognition). Resource person ended the session on the first day by briefing the participants about the different types of legal documents. On the second day post the review of the first day, participants were made to write applications on different topics such as demanding services, compensation,

information etc. At the end of the practical session, feedback was provided to the participants.

Likewise in connection with training on proposal writing, on the first day participants were oriented on importance and format of proposal writing. All sections of the proposal were explained in detail. On the second day, participants were made to do a group activity, where divided in a group of 4 and were asked to write the proposal for submitting to the ward office. At the end of the exercise each group's work was reviewed and feedback was provided.

Immediate Output:

1. Leaders had both theoretical and practical knowledge about application and proposal writing.
2. They were aware about the importance of written documents.
3. They felt happy and empowered.

Challenge:

1. To explain legal and technical terms to the participants in the simplest way.
2. To train the leaders thoroughly on application and proposal writing in short span of time.

#### **STUDY CIRCLE ON GROUP REGISTRATION-**

SAATHI, in assistance with its HBW leaders organized the study circle on group registration in all five of its areas, i.e. Manohara (20<sup>th</sup> Oct), Pathibhara (23<sup>rd</sup> Oct) and Jagritinagar (28<sup>th</sup> Sept). The duration of the study circle in all the areas was 2-3 hrs, with average batch strength being 30-40 HBW members. The methodology that was adopted for the session was primarily lecture. Seasoned trainers from different organizations were hired to conduct the study circle.

Most of the HBWs groups in the areas were not registered, because of which the issues highlighted by the members were not taken seriously by the government stakeholders and members of the groups were also denied access to the services that was provided by the government for their betterment and upliftment. Hence, when the matter came to light, programme officers of SAATHI decided to educate the members on the importance of group registration.

The objective behind conducting the circle was

1. To create the awareness about the importance and benefits of group registration
2. To educate the members on registration process and documentation required for the process.
3. To encourage and motivate the members and leaders to get the groups registered.

Across all the five areas, trainers began the session by emphasizing the advantages of formation of a group and working together in a collective manner. Trainers mentioned that working collectively, not only strengthen the movement and enhances the visibility of the group but also gives them a platform to reach out to the concerned officials and departments in the most effective way, within a very short span of time. Thereafter, they went on to orient the members about the importance of getting the group registered and its advantages. Trainers mentioned that just like forming a group and working together in a collective manner strengthen the movement similarly getting a group registered officially and having a legal identity increases the chances of getting their issues and concerns addressed and resolved manifold times. They further updated the participants about the benefits of group registration.

After explaining the importance and benefits of group registration, trainers then went on to explain group registration process and the criteria's to be met and documents to be submitted for the same, to the participants. They further specified that once the group is registered with District Administrative Development Office, it should be affiliated to Social Welfare Council and also should be registered in tax office for tax purpose if needed.

Immediate Output:

1. Members agreed to get their groups registered.
2. Members had a clear idea about how to go about getting the groups registered
3. Participants were delighted to know about the benefits of group registration and felt secured about their future.

### **Study Circle on Corridor Planning**

**SAATHI along with its HBW leaders from the area organised a study circle, on corridor planning on 28<sup>th</sup> September at Jagritinagar. The duration of the circle was 1-2 hrs, with batch strength being 25-30 members. Methodology adopted for the session was lecture.** Mr Nandu Raj Acharya, ex-advocate from 'High Powered Committee for Integrated Development of Bagmati Civilization', was hired to take the session on the aforementioned topic.

With reference to the Corridor planning which centred around making clean, and healthy Bagmati river system and keeping its tributaries clean, in the valley, government had issued orders related to the displacement of the settlements, around the river area, that fell under the periphery of 80 meters. Since almost all the households in Jagritinagar were based around the river area, members were very tensed as they didn't know whom to approach for help and were very panic-stricken and in secured about their future.

The objective of conducting the circle was

1. To give the members a detailed insight on the project
2. To provide them the guidance on where to go for help and assistance .

Mr. Nandu Raj , began the session by briefing the members about the project and role committee plays in it. He stated that the foundation of HPCIDBC lies in the joint initiation of citizen and government to make Bagmati a pollution free river. He mentioned to the members that the whole river system in the valley has been divided in 5 zones i.e. zone 1: natural Conservation Core Zone, zone 2: Rural Zone, zone 3: Peri-urban zone, zone 4: Urban Zone, and zone 5: Downstream Zone in order to effectively address the key issues at a micro level to make clean, green and healthy Bagmati river system with full of life and valued by all.

Thereafter he went on to give members an insight into the objectives of HPCIDBC and the activities the committee plan to undertake in order to achieve its objectives.

Talking about the role committee plays in resettlement of the community at Jagritinagar, Mr Nandu Raj Acharya mentioned that committee is not responsible for the resettlement of the community. He informed the members that the major management of the resettlement work is done by Ministry of Urban Development. He suggested the members to lobby with political parties and Ministry of Urban Development to arrange for alternative settlement as political parties and ministry play vital role in resettlement related issues. He further suggested the participants to form a co-ordination committee and come up with the united action plan of the community

Mr Nandu Raj, summed up the session by urging the members them to put in efforts to keep their areas clean and hygienic, undertake initiatives such as planting trees in their areas etc and report the same to commission's office, as it would facilitate in building rapport with government stakeholders, which would prove beneficial in addressing the issues related to resettlement.

Immediate Output:

1. Members were relatively relaxed and at peace at the end of the session.
2. They had basic information and knowledge about the project and the activities that were being carried out under the project.
3. They had an basic idea about whom to approach for help .

Challenge:

1. To explain the logic behind executing the project.
2. To get them to calm down and relax.

## Study Circle On Civic Amenities

Saathi along with HBW leaders conducted five study circles centred around civic amenities issues of the five settlement areas, identified under the project. These study circles were conducted between 18<sup>th</sup> July- 9<sup>th</sup> August 2016. The duration of the study circle was 2-3 hrs, with batch strength being 30-40 members in each of the areas.

In order to ensure that the HBW members are able to get maximum benefit out of these study circles, SAATHI hired, representatives from government and local bodies such as ward office, VDC office, political parties and other stakeholders, who showed interest in helping HBWs to resolve the issues (as observed during the Kickoff workshop) were invited in the program as facilitators.

HBW members were not very thorough with the workings of the government departments and procedures to be followed in order to take up the issues with the stakeholders. As a result, they faced lot of problems in putting across their issues to the stakeholders and ended up waisting lot of time, trying to connect with the concerned department. When the matter came to light during monthly meetings, SAATHI decided to educate the members about the workings of different departments and the procedures to be followed in order to take up the issues with the stakeholder efficiently and in a timely manner.

The objective behind conducting the study circle was:

1. To raise the awareness of the HBW members about the workings and role and responsibilities of different departments
2. To provide guidance to the members on how to go about getting their issues resolved.
3. To create the link and bridge the communication gap between the government stakeholders and HBW members
4. To make government stakeholders aware of the issues of the HBW members.

The methodology used during study circle was primarily lecture.

Ms Sweta Shrestha from SAATHI opened the session with the introduction round, wherein the members and stakeholders were formally introduced to each other, post which she oriented the members about the purpose of conducting the circle. Thereafter members were urged to come forward and discuss their issues with the stakeholders. Stakeholders briefed the members about the workings of the departments and coached them on processes and procedures to be followed. They also informed the members about different schemes and programmes that is offered by the government and different committees that can be approached for resolving the issues.

The issues presented during the circle were related to :

**Pathibhara-** Drinking water, Sewage , Waste Management

**Ramhiti-** Drinking Water and water logging

**Godavari-** Electricity and Drinking Water

**Manohara-** Electricity, Sewage and Drinking water

**Jagritinagar-** Drinking Water, Flooding and Settlement issues

Immediate Output

1. Members were well informed about the functions of each of the departments and procedures to be followed
2. They were more comfortable approaching the stakeholders.
3. They had clear idea as to which department to approach for what issue.
4. They were aware about the different schemes and programmes offered by the government and

Challenge:

1. To get all the participants together on the same platform.
2. To get the HBW members to speak about their issues openly and freely.