

REASON FOR CHOOSING X RESIDENTIAL IFT

Conventional summative evaluation practice involving the use of before-after measurement of results provides information on the outcomes of an intervention. Such measurement tells us nothing about the process that connected the outputs to the inputs and therefore provides no insights into why a particular outcome was achieved. It is commonly presumed that simply replicating the same inputs under similar conditions will consistently produce the same output. But practically the next social and environmental setting will never be exactly the same and, even if it were, intervening forces would almost always change the outcome. So knowing only the result provides no guidance regarding how future performance might be improved. It is the process documentation that could help then! Process documentation exercises greatly deepen perspectives on the context and meaning of development action.

Otherwise too, the project implementing personnel often lack necessary skills of documenting and reporting their own achievements in the projects. Analyzing the situations, the processes of interventions made and the achievements/outputs is difficult task for the project personnel. Training imparts skills of concurrent documentation of processes involved in the project, analyzing the gathered information, collating it and preparing varied types of communication documents e.g.

quarterly/annual progress reports, newsletter, case studies, etc. It simultaneously inculcates skills of disseminating the documented stuff in medium-friendly way. Moreover, during the implementation of development projects various case stories and success stories generate that can not only reveal the processes of execution but also give rise to learning. But these stories remain undocumented due to the lack of necessary skills at the part of organization or responsible personnel. X Residential IFT program is also to impart skills among project executives of how to write case and success stories.

Project implementing agencies and some personnel of resource agencies often lack necessary skills of documenting and reporting their own achievements in the projects. Analyzing the situations, the processes of interventions made and the achievements/ outputs is difficult task for the project personnel. During the implementation of development projects various case studies and success stories generate that can not only reveal the processes of execution but also give rise to many learnings. But these case studies and success stories remain undocumented due to the lack of necessary skills at the part of organization. Residential training imparts skills of documenting the processes involved during the implementation of

projects, preparing varied types of documents e.g. quarterly/six-monthly progress reports, annual report of organization, folder, photo book, etc. Training program will also impart skills of how to research for and write the case studies and success stories.

MODULE OF X RESIDENTIAL IFT

Tentative module of IFT is as under:

Day.1 [01:00 pm to 06:00 pm]

- Process Documentation: The Concepts
- Importance of Process Writing
- Field Exercise for Analyzing the Process
- What should be documented?
- How to Document the Process?

Day.2 [09:00 am to 07:00 pm]

- Analysis of Documents
- Case Story/Study in Process Documentation
- Techniques of Case Story/Study Writing
- Analysis of Written Case Stories/Studies
- Practice of Case Story Writing
- Planning of Process Documentation

Day.3 [07:00 am to 07:00 pm]

- Field Visit for Process Documentation
- Practice of Writing a Case Study

Day.4 [09:00 am to 06:00 pm]

- Group Presentation of Case Studies
- Analysis of Written Process Document
- Techniques of Newsletter Preparation
- Practice of Newsletter Making

Day.5 [09:00 am to 01:00 pm]

- Communication Analysis of Documents
- Techniques of Dissemination of Documented Information
- Outreach Tools for Dissemination

MEDIUM OF X RESIDENTIAL IFT

The medium of instructions will be English with mix up of Hindi. Knowing English is essential for participating the X Residential IFT.

PLACE & VENUE OF X RESIDENTIAL IFT

Kohinoor Heritage Resort
Naggar Castle, Manali - 175130 (Distt. Kullu)
Tel: +91-1902-248517
E-mail: kohinoor.naggar@yahoo.com
Web: www.kohinoorheritageresort.com

ACCOMMODATION & LOGISTICS

Place of training, Kohinoor Heritage Resort, is one of the nicest locations in tourist city of Manali. Participants will be provided with the accommodation on DOUBLE SHARED basis. Rooms are equipped with linen, quilt, chair, table, attached toilet-bath, TV, etc. Daily cleaning of rooms is ensured.

The participants usually reach the Manali in the morning as they travel overnight from Delhi to Manali. So the accommodation for participants will be available from 9 am of 23 April 2013 till 3 pm of 27 April 2013. Before or after this duration,

the accommodation will not be availed by the organizers. Residing in Kohinoor Heritage Resort before or after the specified timings will be the responsibility of the participant at his/her own cost.

COST OF XTH IFT ● CERTPDC

The nominal Training Fee is towards the cost of (i) vegetarian food, (ii) accommodation, (iii) reading material kit, (iv) CD-ROM (to be provided at the end of training), (v) release of official offer letter to facilitate visa process (for foreigners), and (vi) general guidance.

A non-refundable fee of Rs. 13000 per participant (for Indian participants) or US \$ 500 (for Foreign participants) or INR 15000 per participant (for other South Asian participants) is to be paid through DD once the Application is approved. DD should be made in favour of GRASSROOTS INSTITUTE payable at Kullu. Receipt for fee amount will be produced. The fee can also be deposited by cash/local cheque in the account of GRASSROOTS INSTITUTE. The account details can be obtained from Training Coordinator before depositing the fee.

DEADLINE FOR APPLICATION & PAYMENT

Application Submission: 31 March 2013
Payment of Training Fee: 5 April 2013

TRAVEL FOR X RESIDENTIAL IFT

The travel and transport expenses to Manali and back would be taken care of by the participant(s) or sponsoring organization. The organizers are unable to support for any travel or transport expenses and or arrangements. Applicant is required to make his/her own bookings etc. to travel by bus, train or air. It will be the responsibility of the participants to reach the venue of training.

HOW TO REGISTER?

Applicants should fill in the Application Form that can be downloaded from our website, and should submit by our e-mail quickly to the Grassroots Institute.

AVAILABILITY OF PLACES

X Residential IFT has vacancies for 24 persons only. The places will be booked on first come first served basis. Having <15 participants registered the IFT may be postponed further.

WHOM & WHERE TO CONTACT?

GRASSROOTS INSTITUTE
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E-mail: info@grassrootsinstitute.in
Website: www.grassrootsinstitute.in
Contact: Coordinator Training