



## Training Calender

### **Participatory Training Methodology TOT for Development Professionals**

Sensitize development professionals to the philosophy and methodology of participatory training, to build cadre of trainers with skills in conducting participatory training programs

**Duration :** 6 days

#### **Training Objectives:**

- Participants to have enhanced understanding of participatory approaches and designing and participatory training programmes
- Participants to have demonstrated skills in designing and facilitating training sessions using participatory training methods
- To develop individual action plans for further development as professionals in participatory training based on the structured feed back

#### **Content Areas**

- Concept of Development and role of training in Social Development
- Principle of Adult Learning, Learning Environment, Principles of PT
- Steps in Training Design (TNA, Objective setting, Contents and Sequencing, Selection of methods, Time frame)
- Skills and competencies required for Trainer

#### **Methodology:**

The first three days would input sessions and followed by three day rigorous practice session by participants to improve their sills and knowledge from the feedback received by experts and co-participants.

### **National Training on SHG Federations**

The training programme is designed for programme managers and officers to provide an overview of the SHG Federations, the process of formation and strengthen of the Federations, Role of Promoters, Issues of Federations and the guiding principles need to be followed for effective functioning of the federations. The participants will also visit an SHG Federation to gain in-depth understanding on the functioning aspects of the federations.

**Duration:** 6 days

#### **Objectives of the Training are**

- Participants gain an in-depth understanding on SHG Federation Promotion.
- To enable the participants to understand the systems, principles in SHG Federations

#### **Content Areas**

- Why Federations
- Concept and Principles of Promoting SHG Federations
- Advantages in promotion of federations
- Step by Step approach in to promote federations
- Book Keeping, Systems of SHG Federations
- Services of SHG Federations

#### **Methodology**

The Training would be highly participatory and interactive in nature. The first three days would be class room based and followed by a one day planned rigorous field visit to learn from the existing practices. Learning's from the **field visit** would be consolidated through the presentations followed by the panel discussions with the heads of the promoting institutions. Audio-visuals would be used at appropriate times to enhance the understanding levels of the participants on SHG Federations.



### **Immersion Programme On Livelihood Promotion Through SHG Federations**

It also provides knowledge in areas relevant for supporting large number of livelihoods and how to enhance implementation capabilities of individuals and organizations affecting the livelihoods of the poor.

**Duration:** 6 days

#### **Program Objectives**

- To gain in-depth understanding of various institutional forms for promotion of livelihoods in AP.
- To learn about various strategies for poverty reduction through MF and livelihood promotion.
- To learn through sharing of experiences among participants.

#### **Contents**

- Micro Finance and Livelihood finance in Andhra Pradesh
- Institutional arrangements for livelihood promotion
- Risk management in Livelihoods and social dimension to livelihoods

#### **Methodology**

The above two Immersion programme will be conducted through Interactive lectures, Group discussions, Cross learning through Field visits and Debriefing sessions.

### **Immersion Programme on Micro Finance Models**

This program is suitable for Senior Managers who need exposure on Microfinance modals and assess the advantages and limitations of modal which their organization adopted.

**Duration:** 6 days

#### **Program Objectives**

- To gain in-depth understanding of various models of MF
- To learn about various strategies for poverty reduction.
- To learn through sharing of experiences among participants.

#### **Contents**

- Micro Finance in Andhra Pradesh
- SHG movement in Andhra Pradesh
- Thrift cooperative Societies (CDF)
- Micro finance Institutions (SHARE, BASIX and SKS)
- Quality Assessment of SHG Federations

#### **Methodology**

The Training would be highly participatory and interactive in nature. The first three days would be class room based and followed by a one day planned rigorous field visit to learn from the existing practices. Learning's from the **field visit** would be consolidated through the presentations followed by the panel discussions with the heads of the promoting institutions. Audio-visuals would be used at appropriate times to enhance the understanding levels of the participants on MF models.



<b>Accounting &amp; Bookkeeping</b>	<b>Delinquency Management and Interest rate Setting</b>
<p><b>Duration:</b> 5 days</p> <p><b>Brief description about the program:</b></p> <p>This programme is aimed at accounts managers and officers who need to establish or assess the quality record keeping and accounting system for achieving sustainability of their federations or federations of their partners'.</p> <p><b>Objectives of the Training Course</b></p> <ul style="list-style-type: none"><li>• To develop in depth understanding on accounting concepts, policies, procedures, and standards.</li><li>• To obtain basic knowledge of the chart of accounts.</li><li>• How to prepare financial statements that account for loan losses, interest revenue and donor funds.</li></ul> <p><b>Contents:</b></p> <ul style="list-style-type: none"><li>• Effects of transactions on the Balance Sheet</li><li>• Relationships between Financial Statements</li><li>• Treatment of donor funds</li><li>• Accounting Adjustments</li><li>• Special Accounting procedures and Treatment</li><li>• Statutory Compliance</li></ul> <p><b>Methodology:</b></p> <p>This course is highly participant-centered and application-oriented. Methodology follows participatory training principles. Sessions are designed to provide structured opportunities to learn, practice new techniques and integrate them for application within an SMFI working environment. This approach to learning is consistent with the mature learner's motivations and perspectives, and also leads to longer retention and greater use of newly learned ideas.</p>	<p>As the course will focus on understanding and analyzing delinquency, the various interest rate settings and impact related to micro finance. The participants are required to have a basic understanding on loan disbursement, repayment schedule loan repayments etc. and calculation of interest.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"><li>• To gain in-depth understanding of the delinquency and its effect in micro finance</li><li>• To learn about various measures of delinquency</li><li>• To learn the effective interest rate setting</li><li>• To learn through sharing of experiences among</li></ul> <p><b>Duration:</b> 4 days</p> <p><b>Course Content:</b></p> <ul style="list-style-type: none"><li>• What is Delinquency and default</li><li>• Portfolio analysis</li><li>• Controlling measures of Delinquency</li><li>• Interest rate setting and calculation</li><li>• Interest rates and sustainability</li><li>• Effective interest rates</li><li>• Action planning</li></ul> <p><b>Methodology:</b></p> <p>Small Group Discussions, Interactive Lecture Method, Case Study, Exercises.</p>

## Financial Analysis Course

### Brief description about the program

This course is aimed at program managers that need to monitor and assess the financial management capacity and performance of their federations' or Federations that are promoted by their partners'.

**Duration:** 6 days

**Dates:**

### Objectives of the Training Course

- To gain in-depth understanding of the financial statements
- To learn about various portfolio financial ratios and interest rate setting with a tinge on delinquency management

### Course Contents

- Financial Statements Formatting
- Financial Analysis (Ratio analysis)
- Portfolio Analysis
- Efficiency Ratios
- Financial adjustments
- Profitability Analysis
- Interest rate setting and calculation

### Methodology

Small Group Discussions, Interactive Lecture Method, Case Study, Exercises in **English**.

The course is highly participant-centered and application-oriented. Methodology follows participatory training principles. Sessions are designed to provide structured opportunities to learn, practice new techniques and integrate them for application within a SMFI working environment. This approach to learning is consistent with the mature learner's motivations and perspectives, and also leads to longer retention and greater use of newly learned ideas. The course material and the sessions will be facilitated in English.