

# **STRONGIM GRUP**

## **COURSE FACILITATOR GUIDE**



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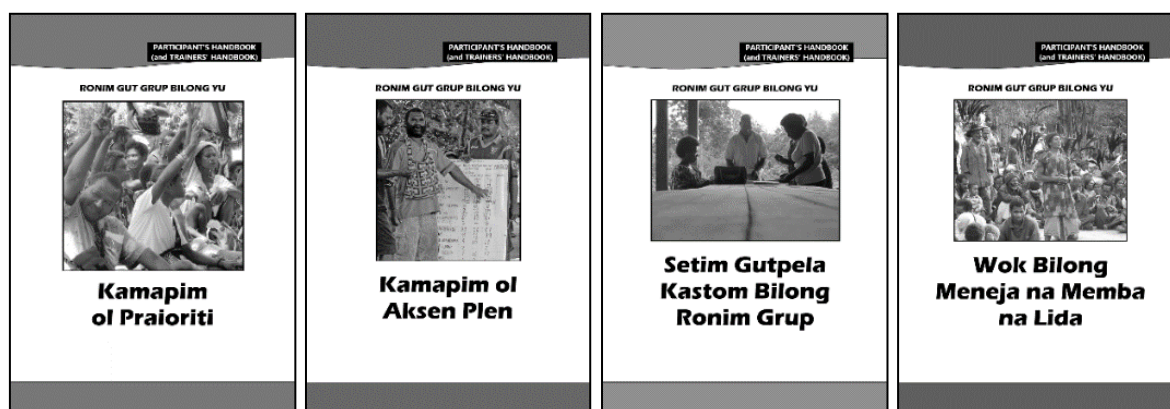


## Information for the course facilitator

The *strongim grup* training series shows community groups (youth groups, Ward Development Committees, farmer groups, women's groups, family businesses, sports clubs, church groups) how to run their organisation over a five-year cycle. It shows community groups how to be well-managed, well-governed, and self-reliant. It also shows community groups how to apply to and work with outside organisations that can give support (Government, companies, resource industries, NGOs). The four *strongim grup* training handbooks can be downloaded at [pngcdwstandard.com](http://pngcdwstandard.com) (navigate to the menu "Other resources – for working with wards, communities, CBOs, SMEs, & families"). If you have any questions, go to [pngcdwstandard.com](http://pngcdwstandard.com) and click on the 'contact us' link.

The *strongim grup* training handbook series:

- ***Kamapim ol praioriti***. HOW TO HELP A GROUP IDENTIFY THEIR VISION AND MISSIONS, PRIORITIES TO ACHIEVE THEIR MISSIONS, AND DEVELOP AN ORGANISATION PROFILE.
- ***Kamapim ol eksen plen***. HOW TO HELP A GROUP PREPARE AN ANNUAL PLAN, A BUDGET, AND PROJECT PLANS.
- ***Setim gutpela kastom bilong ronim grup***. HOW TO HELP A GROUP COME UP WITH WOK MAK FOR THE PRINCIPLES OF GOOD GOVERNANCE. MAMA LO FOR THE GROUP. A CONSTITUTION.
- ***Wok bilong meneja na memba na lida***. HOW TO HELP A GROUP TO UNDERSTAND THE ROLES AND RESPONSIBILITIES OF THE BOARD OF MANAGEMENT AND THE MEMBERS AND THE LEADERS.



The *strongim grup* training series can be used to directly train people in community groups, if the people who attend the training have higher literacy levels, and as long as good follow up mentoring and support is provided to help them put it into practice.

**However, in most cases the best way to use the *strongim grup* training series is to train Community Development Workers so they can then work with the community group to show them what to do. This course facilitators guide is for use by organisations wanting to use the *strongim grup* training series to train their Community Development Workers (so they can work with community groups to show them what to do).**

## Information for the course facilitator



*Luk olsem* your organisation has asked you to be the course facilitator for the *strongim grup* training series. *Luk olsem* you have been selected for this role because of your experience.

You should already be familiar with the *strongim grup* training yourself. Definitely. If not, then make sure you read through the four *strongim grup* training handbooks very carefully first.

To be a successful course facilitator for the *strongim grup* training series, there are things you need to do BEFORE, DURING, and AT THE END of the course. *Luksave*:

### BEFORE YOU BEGIN THE COURSE

- 1. Contact each of the course participants and provide them with a copy of the four *strongim grup* training handbooks.** You will need to explain to the participants (the Community Development Workers) that these handbooks are written for training community groups (not for training Community Development Workers). *Noken paul*. Explain that there are not many locations in PNG where the literacy levels are high enough to directly train people in community groups, even if there is good follow up mentoring and support to help them put it into practice. This means that in most cases, the best way to use the *strongim grup* training series is to train Community Development Workers so they can then work with the community group to show them what to do.
- 2. Next, help participants to draw up a timetable for completing the four *strongim grup* training handbooks.** It is best for participants to work through the training handbooks alongside one or more colleagues. Encourage participants to decide who their colleague(s) will be and ask them to identify a regular meeting time to work through the handbooks together. If the participants have an employer, it is a good idea for their employer to endorse the timetable, and support them to follow it. How much time it takes to complete each handbook depends on the participants and their work situation. A good goal is for participants to try and complete one handbook per quarter (i.e. every three months). If a participant doesn't have a colleague to work with, see if they have a suitable friend or family member who wants to complete the handbooks with them. Or they can complete the handbooks on their own *nogat samting*.

When you help participants draw up a timetable for completing the handbooks, also include how often you (the course facilitator) will check up on them to see how they are going. A good idea is to catch up with the participants once a month. But make sure you also tell the participants that they can contact you ANYTIME THEY NEED TO.



- 3. Next, make sure each course participant has a copy of the key questions that they will need to answer to complete the course requirements.** The key questions that the course participants will need to answer are included in this course facilitators guide (pages



9 and 10). Give a copy of page 9 and 10 to every CDW participant. Explain to participants that they will need to write down their answers to these key questions and then send their answers to you at the end. Explain that answering these “key questions” is not a test. It is not pass or fail. Explain that if they make a mistake, it is your job to help them understand what they misunderstood.

### DURING THE COURSE

- 4. Check up with each of the participants once a month.** Having someone check-up regularly motivates the participants, it helps them stay on track, and they can ask questions about any misunderstanding they might have. A good idea is to catch up with the participants once a month. If you can, join in one of their regular meeting times, or call them during their regular meeting time and ask the participant you call to put their phone on speaker so that their colleague(s) can also hear you.

When you check up, begin by asking participants where they are up to. Are they on track? If not, why not and what can be done about it? Next, ask them what difficulties they are having? Is there anything that is unclear? If they are having difficulties, then try your best to clear up any misunderstanding. Finally, before you finish, set the time for your next check up, and make sure everyone agrees on what they are going to try and complete by the time of your next check up.



### AT THE END OF THE COURSE

- 5. Check the participant's answers to the 'key questions', and provide feedback.** When you check their answers after each handbook (or at the end of the course), don't mark them as right or wrong. The purpose of checking their answers is so that you can help clear up any misunderstanding that participants might have.
- 6. Learn lessons from the participant's evaluation (the final 'key questions' are evaluation questions).** You (the course facilitator) need to take note of what the participants have written in their evaluation (key questions 22-31) because it will help you (and your organisation) improve how you facilitate the course. If you need to write a report for your organisation, then you can use this evaluation information to help. If you can, also get in touch with the PNG CDW Industry Technical Committee through the 'contact us' link at [pngcdwstandard.com](http://pngcdwstandard.com) and pass on any evaluation information that will help them to improve the course and the handbooks.
- 7. Issue the participant their "course completion" certificate (if they have completed course requirements).** There is a "course completion" certificate you can use at the end of this facilitators guide. This certificate is not evidence that the participant can actually do it. *Nogat*. A completion certificate only shows that the participant has completed the course requirements.

## Formal training option

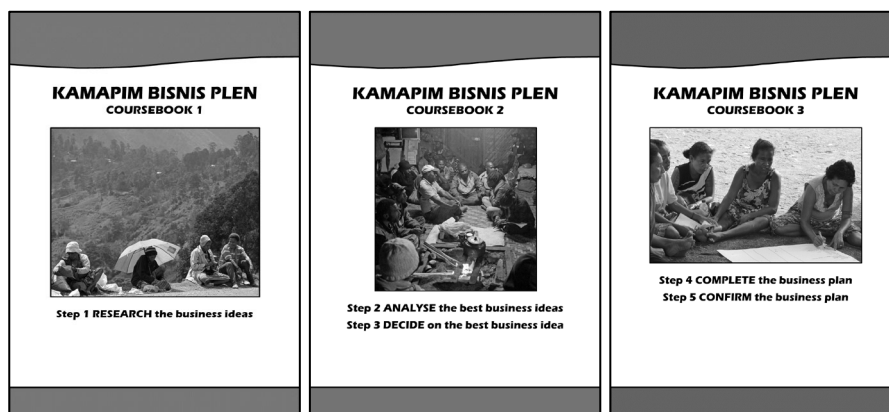
The four *strongim grup* training handbooks can also be used as formal training for CDWs (so they can then work with the community group to show them what to do). If your organisation chooses this option, then the four *strongim grup* handbooks become the participants' handbooks (and the trainers' handbooks). **Formal training is the best way for CDWs to learn how to use the *strongim grup* training series, however it can be difficult and expensive for organisations to arrange (especially in PNG).**

If you run the *strongim grup* course as formal training (for CDWs), then the best thing to do is ask the Community Development Worker participants to put themselves into a group and pretend they are the management committee for a community group. Then, as they go through the training, they will learn from the point of view of a 'community group'. Best.

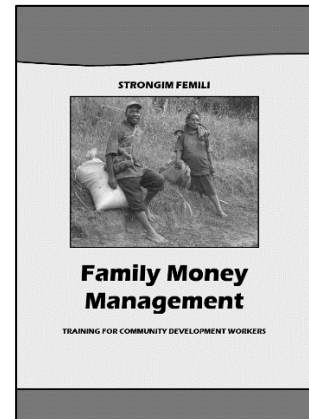
If you run the *strongim grup* course as formal training (for CDWs), then it is best if you (the course facilitator) work alongside a co-trainer to deliver the training course. If you run *strongim grup* training series as formal training (for CDWs), it takes 2 or 3 days to complete each handbook, starting at 8.30 in the morning and finishing at about 4 pm. If you do this, then don't have more than 25 participants (20 is best). If you run the *strongim grup* training course as formal training (for CDWs), then participants still need to complete the 'key questions' that are included in this course facilitator guide (and submit their answers to you (the course facilitator) at the end. To save time, it is a good idea to ask participants to complete the 'key questions' for homework or in their own time.

## Other related training courses for CDWs

**Kamapim Bisnis Plen.** There are three more coursebooks in the *strongim grup* series. These three coursesbooks are written for Community Development Workers to show them how to help a community or group or family business to develop a business plan. The three *kamapim bisnis plen* training handbooks, and the course facilitator guide, can be downloaded at [pngcdwstandard.com](http://pngcdwstandard.com) (navigate to the menu "Other resources – for working with wards, communities, CBOs, SMEs, & families"). If you have any questions, go to [pngcdwstandard.com](http://pngcdwstandard.com) and click on the 'contact us' link.



**Family Money Management.** There is one more training, which is not part of the *strongim grup* training series *tasol em save go wantaim*. Family Money Management training is for Community Development Workers to deliver to married couples in a community group to help them understand money management (financial literacy). It uses a family teams approach. The three *kamapim bisnis plen* training handbooks, and the course facilitator guide, can be downloaded at [pngcdwstandard.com](http://pngcdwstandard.com) (navigate to the menu “Other resources – for working with wards, communities, CBOs, SMEs, & families”). If you have any questions, go to [pngcdwstandard.com](http://pngcdwstandard.com) and click on the ‘contact us’ link.



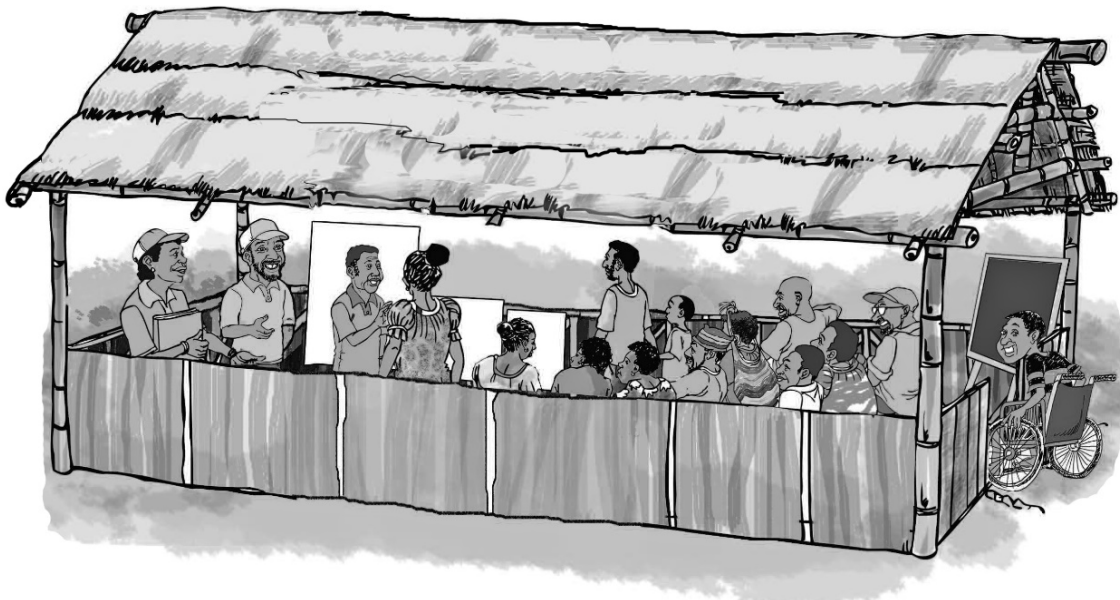
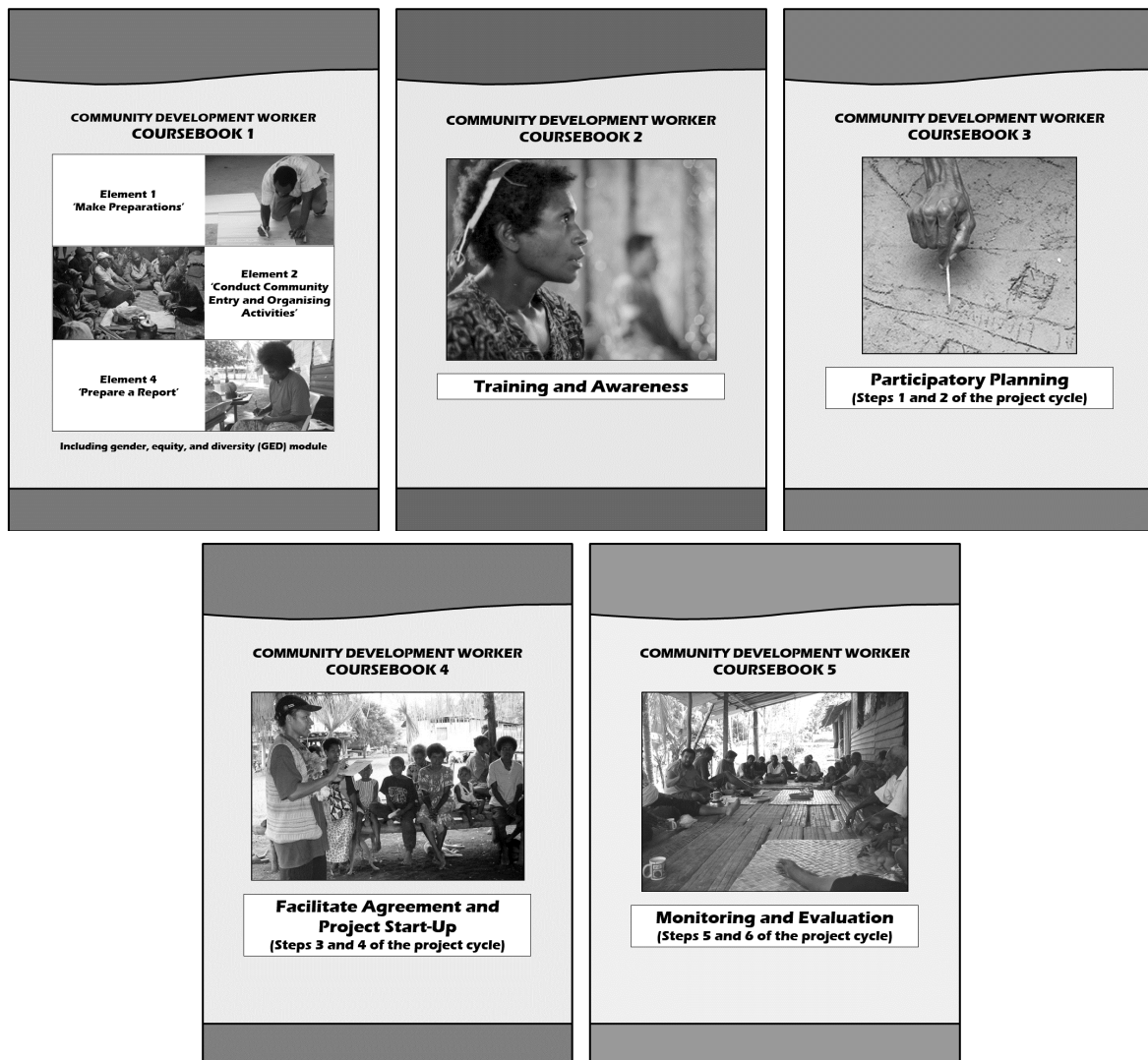
## The PNG National Standard for Community Development Workers

Community Development Workers (CDWs) are people who work with communities and groups and families to help them develop. CDWs support community-led development, participatory development, inclusive development, and building local capacity. CDWs might be people from *inside* the community. For example; Ward Development Committee or Ward Assembly representatives, grade-12 leavers, youth leaders, Pastors, community volunteers, community educators, women leaders, village liaison officers, and community rangers. CDWs might be people from *outside* the community. For example, agriculture extension officers, District officers, Community Government officers, business development officers, NGO field workers, community affairs officers, or company extension officers. Often CDWs will also have other expert skills. For example, an agriculture extension officer might be an expert on farming systems (a *didiman*) and also someone who works with communities and groups and families to help them develop (a CDW).

PNG has its own National Standard for CDWs. *Bilong yumi yet*. Developed by leading PNG CDWs, the National Standard was endorsed by the PNG Government in 2006, under the auspices of the National Apprenticeships and Trade Testing Board (NATTB). The National Standard identifies key jobs and duties for CDWs, then it lists the performance criteria (*wok mak*) that CDWs need to put into practice if they want to perform those jobs and duties in a way that meets the Standard. You can also be assessed and gain national (Government) accreditation as a CDW. The series of five coursebooks below targets the *wok mak* from the PNG National Standard for CDWS.

For more information on the National Standard for Community Development Workers, go to [pngcdwstandard.com](http://pngcdwstandard.com) or to the NATTB website ([nattb.gov.pg](http://nattb.gov.pg)). All of the CDW coursebooks, the course facilitator guide, and assessment information, can be downloaded at [pngcdwstandard.com](http://pngcdwstandard.com). If you have any questions, go to [pngcdwstandard.com](http://pngcdwstandard.com) and click on the ‘contact us’ link.

## Information for the course facilitator





## Key questions for CDWs to answer for the *strongim grup* training series (give this page to each CDW participant)



### Key questions for *Kamapim ol Praioriti*

1. What are the eight key ingredients of a good organisation?
2. What should an organisation do every five years (or every three years) – the top rung of the organisation planning ladder?
3. What should an organisation do every year – the bottom rung of the organisation planning ladder?
4. What is a vision? What is a mission?
5. What are five questions you can ask when everyone is looking at their *ples map* to help everyone *glasim sindaun bilong wanwan* mission?
6. What is the difference between road A priorities and road B priorities?
7. What can the BOM do with their 'organisation profile' to get help for road B priorities?

### Key questions for *Kamapim ol Eksen Plan*

8. What should an organisation do every year – the bottom rung of the organisational planning ladder?
9. There are two steps an organisation needs to take at the start of each year to *kamapim ol eksen plan*. What are the two steps *na ol hap step*?
10. Draw the *Mun Kopi Asosieson* annual planning tree. This is how an organisation should grow each year (if the organisation wants to be strong and healthy).
11. The topic on step 1.5 says "An annual plan and budget is just an annual planning tree turned upside down. The flow of *gris* is the same." Write down how to turn an annual planning tree into an annual plan and budget.
12. Why is it a good idea to do a separate project plan for big activities?

### Key questions for *Setim Gutpela Kastom Bilong Ronim Grup*

13. What are the eight key ingredients of a good organisation?
14. What are ten principles of good governance that every organisation in PNG should try to make a part of their *kastom*? Write down what each principle means in *tok pisin*.
15. Why is it important for everyone in the organisation to agree on which *wok mak* for each of the principles of good governance should go into their constitution?
16. Would it be a good idea for the BOM to include the constitution as an attachment to their organisational profile when they try to get help for their road B priorities? Why?

### Key questions for *Wok Bilong Meneja na Memba na Lida*

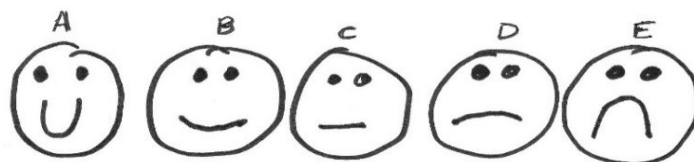
17. What is the work of the Chairperson?
18. What is the work of the Secretary?
19. What the work of the Treasurer?
20. What is the work of the members of an organisation?
21. What are six reasons why it is important for women to also be leaders?

## Key questions for CDWs to answer for the *strongim grup* training series (give this page to each CDW participant)

### Key questions for evaluation

Congratulations. *Luk olsem* you are a CDW who has finished the *strongim grup* training series. Time to evaluate the *strongim grup* training series. This is not a test. The purpose of these questions is for you (and your organisation and the course facilitator) to evaluate the learning experience that you have been through. Answer the questions below.

22. What part of the *strongim grup* training series are you still most confused about?
23. What part of the *strongim grup* training series did you find the most useful? Why?
24. What change do you recommend to improve the *strongim grup* training series?
25. What advice can you give to the course facilitator to help them learn lessons?
26. What more support do you need from your organisation (or the course facilitator) to help you put what you have learned into practice?
27. Any other comments?
28. Use the rating scale below to rate overall how well you understand how to help a group to *kamapim ol praioriti*?
29. Use the rating scale below to rate overall how well you understand how to help a group to *kamapim ol eksen plen*?
30. Use the rating scale below to rate overall how well you understand how to help a group to *setim gutpela kastom bilong ronim grup*?
31. Use the rating scale below to rate overall how well you understand how to help a group to understand *wok bilong meneja na memba na lida*?



## Answers to key questions from the *strongim grup* training series

The previous pages (pages 9 and 10) list the key questions from the *strongim grup* training series that CDW participants need to answer and send to you (the course facilitator) to meet the course requirements. There are 31 key questions in total.



On the following pages are sample answers for each of these key questions. Don't forget, this is not a test. If a CDW has made a mistake or has a different answer, then it doesn't mean they have failed. If they have tried their best to answer every question, then fine. But you definitely need to give feedback to the CDW, so they learn from their mistakes. The best way to do this is to meet with them and go through their answers one by one. If you can't meet with them, then give them feedback on the phone or online.

### Key questions for *Kamapim ol Praioriti*

1. What are the eight key ingredients of a good organisation?
2. What should an organisation do every five years (or every three years) – the top rung of the organisation planning ladder?
3. What should an organisation do every year – the bottom rung of the organisation planning ladder?
4. What is a vision? What is a mission?
5. What are five questions you can ask when everyone is looking at their *ples map* to help everyone *glasim sindaun bilong wanwan* mission?
6. What is the difference between road A priorities and road B priorities?
7. What can the BOM do with their 'organisation profile' to get help for road B priorities?



## Answers to key questions from the *strongim grup* training series

### 1. What are the eight key ingredients of a good organisation?

A good answer from a CDW is something like the following:

①	MEMBERS <i>bilong mekim wok na kaikai long en</i>
②	LEADERS <i>bilong kirapim bel na givim stia</i>
③	MANAGERS <i>bilong go pas long ronim grup</i>
④	PURPOSE <i>bilong makim hap grup laik wokabaut long en</i>
⑤	PLANNING <i>bilong gaidim wokabaut</i>
⑥	RESOURCES <i>bilong inapim wokabaut</i>
⑦	KASTOM <i>long bihainim gutpela pasin</i>
⑧	RULES <i>long kontrolim wokabaut</i>

### 2. What should an organisation do every five years (or every three years) – the top rung of the organisation planning ladder?

A good answer from a CDW is something like the following:



You do the top rung of the planning ladder every five years. The first thing to do is agree on your vision and missions. *Sanap antap tru na lukim wanem longwe hap yupela laik wokabaut kamap.*

Next *glasim gut* each mission and come up with priorities (activities) to achieve each mission. Come up with two kinds of priorities for each mission. Come up with priorities for each mission that your organisation can achieve itself - *em ol aidia sais bilong yupela yet long mekim*. These are road A priorities. And come up with priorities for each mission that you can't achieve without outside support - *em ol aidia ino sais bilong yupela*. These are road B priorities. *Ol praioriti rot B em bilong BOM long maketim raun long painim sapot.*

Big organisations (like the Government) also develop a five-year plan. A five-year plan maps out what priorities they want to achieve in each of the next five years. Small organisations don't need a five-year plan

### 3. What should an organisation do every year – the bottom rung of the organisation planning ladder?

A good answer from a CDW is something like the following:



You do the bottom rung of the planning ladder at the start of every year. Prepare your annual plan and budget - and any project plans if you need them. Action your road A priorities. Action plans.



## Answers to key questions from the *strongim grup* training series

### 4. What is a vision? What is a mission?

A good answer from a CDW is something like the following:

A vision is the organisations dream. *Em i bikpela antap driaman bilong grup*. Missions are the key things your organisation wants to do to achieve the dream. *Mison em ol bikpela samting grup laik mekim long kamapim vison*.

### 5. What are five questions you can ask when everyone is looking at their *ples map* to help everyone *glasim sindaun bilong wanwan mission*?

A good answer from a CDW is something like the following:

#### **Five questions to help everyone *glasim sindaun bilong wanwan mison***

1. Ask everyone about the situation. *Situation i stap olsem wanem?*
2. Ask everyone about the history. *Stori gut long stat i kam inap.*
3. Ask everyone about what we can do ourselves?
4. Ask everyone about what outside help is available?
5. Ask everyone to come up with ideas to achieve the mission? **Brainstorm.**

### 6. What is the difference between road A and road B priorities?

A good answer from a CDW is something like the following:

Road A priorities (for each mission) are priorities that an organisation can do something about without outside assistance - *em ol aidia sais bilong ol yet long mekim*. Road B priorities (for each mission) are priorities that an organisation will need outside assistance to achieve - *rot B em bilong BOM long maketim raun long painim sapot*.

### 7. What can the BOM do with their 'organisation profile' to get help for road B priorities?

A good answer from a CDW is something like the following:

The BOM can *maketim raun* their organisation profile to outside organisations who can provide assistance for their road B priorities. The organisation profile tells outside organisations what they need to know to decide if the organisation is worth supporting.

## Answers to key questions from the *strongim grup* training series

### Key questions for *Kamapim ol Eksen Plen*

8. What should an organisation do every year – the bottom rung of the organisation planning ladder?
9. There are two steps an organisation needs to take at the start of each year to *kamapim ol eksen plen*. What are the two steps *na ol hap step*?
10. Draw the *Mun Kopi Asosieson* annual planning tree. This is how an organisation should grow each year (if the organisation wants to be strong and healthy).
11. The topic on step 1.5 says "An annual plan and budget is just an annual planning tree turned upside down. The flow of *gris* is the same." Write down how to turn an annual planning tree into an annual plan and budget.
12. Why is it a good idea to do a separate project plan for big activities?

ACTIVITY	NO. OF PEOPLE	TOTAL	PRIORITY
WOMEN	3	17	
SAKINATARY	35	71	
SAKINATARY (x2)	20	376	
SAKINATARY (x3)	12	20	
SAKINATARY (x3)	113	228	
SAKINATARY (x3)	37	615	298
SAKINATARY ISLANDS	1	6	
SAKINATARY (x3)	3	12	15
SAKINATARY (x3)	52	75	127
SAKINATARY (x3)	41	40	81
SAKINATARY (x3)	3	1	3
SAKINATARY (x3)	30	58	88
SAKINATARY (x3)	11	22	33
SAKINATARY MAINTENANCE	8	15	23
BUILDING	2	1	2
FACILITY	7	10	17
HOUSE	2	2	4

- 8. What should an organisation do every year – the bottom rung of the organisation planning ladder?**



You do the bottom rung of the planning ladder at the start of every year. Prepare your annual plan and budget - and any project plans if you need them. Action your road A priorities. Action plans.

- 9. There are two steps an organisation needs to take at the start of each year to *kamapim ol eksen plen*. What are the two steps *na ol hap step*?**

A good answer from a CDW is something like the following:

## Answers to key questions from the *strongim grup* training series

### STEP 1 BOM REDIM OL SAMTING

1.1 BOM REDIM WOK PLEN

1.2 BOM KLIA GUT LONG HAMAS MONI BILONG GRUP

1.3 BOM KLIA GUT LONG KOS BILONG WOK MENTENENS NA KOS BILONG RONIM GRUP

1.4 BOM KOSTIMAUT OL PRAIORITI ROT A

1.5 BOM WOKIM ANYUAL PLEN NA BADSET

1.6 BOM SINGAUTIM OL MANMERI LONG KAM BUNG

### STEP 2 KIBUNG LONG KAMAPIM PINIS OL EKSEN PLEN

2.1 TOKIM OL MANMERI WANEM AS BILONG KIBUNG

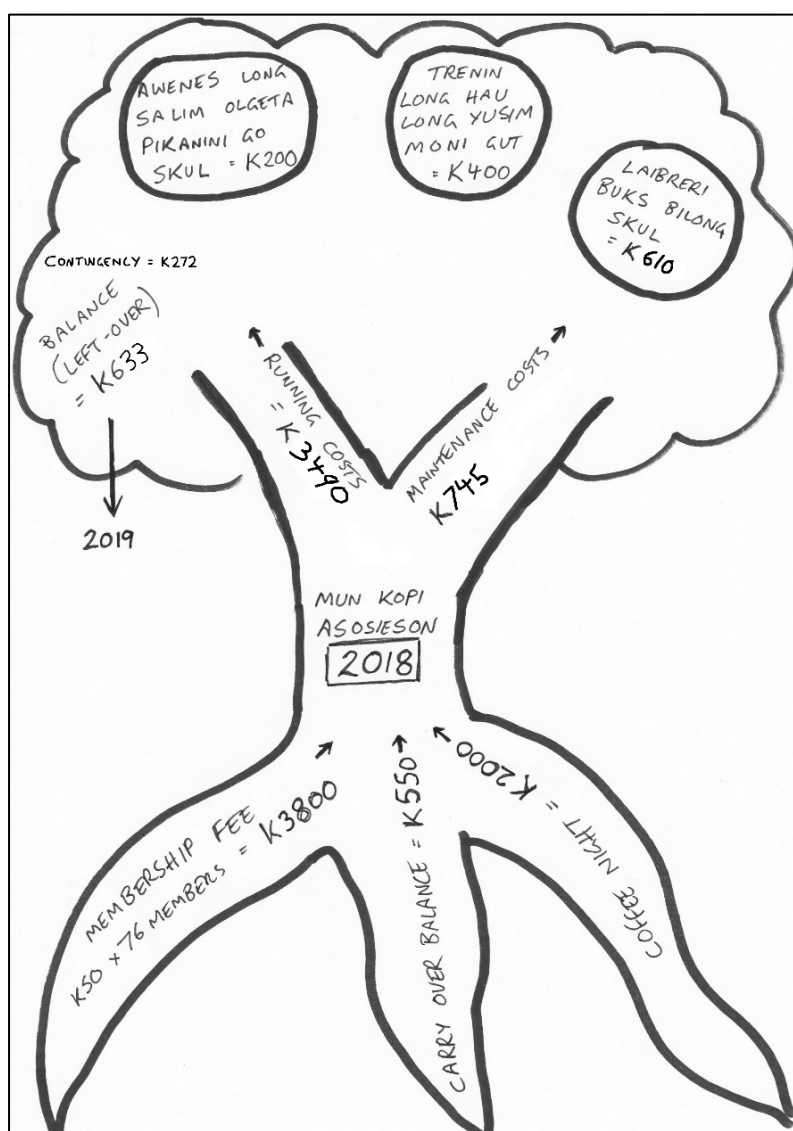
2.2 PUTIM ANYUAL PLEN NA BADSET LONG PLES KLIA

2.3 WOKIM PROJEK PLEN SAPOS IGAT NID LONG EN

2.4 TOKTOK LONG WANEM OL NEKS STEP

10. Draw the *Mun Kopi Asosieson* annual planning tree. This is how an organisation should grow each year (if the organisation wants to be strong and healthy).

A good answer from a CDW is something like the following:



## Answers to key questions from the *strongim grup* training series

**11. The topic on step 1.5 says “An annual plan and budget is just an annual planning tree turned upside down. The flow of *gris* is the same.” Write down how to turn an annual planning tree into an annual plan and budget.**

A good answer from a CDW is something like the following:

Start at the top. List down how much money the organisation has to spend for the year (the roots). *Totalim*.

Next, list down the costs to *strongim bek* the organisation (the branches). As you list each cost, deduct it from the total amount of money the organisation has to spend for the year. List down the running costs first – then list down the important maintenance costs.

Next, list down the fruit (the road A priorities) that the organisation can afford to do with the money still remaining, and as you list down the cost for the fruit, deduct it from the total amount remaining. *Em nau yu kisim pinis*.

And finally, you need to make sure there is enough savings at the end to *grisim bek bilong narapela yia bihain*. Many organisations list down their savings and deduct it from the total amount remaining **before** they include their fruit, just to make sure they don't forget to *grisim bek pastaim*. Best.



**12. Why is it a good idea to do a separate project plan for big activities?**

A good answer from a CDW is something like the following:

A project plan breaks down a big activity into smaller activities - *ol hap wok long mekim* - so that it is easier for everyone to follow.

### Key questions for *Setim Gutpela Kastom Bilong Ronim Grup*

13. What are the eight key ingredients of a good organisation?
14. What are ten principles of good governance that every organisation in PNG should try to make a part of their *kastom*? Write down what each principle means in *tok pisin*.
15. Why is it important for everyone in the organisation to agree on which *wok mak* for each of the principles of good governance should go into their constitution?
16. Would it be a good idea for the BOM to include the constitution as an attachment to their organisational profile when they try to get help for their road B priorities? Why?



## Answers to key questions from the *strongim grup* training series



### 13. What are the eight key ingredients of a good organisation?

A good answer from a CDW is something like the following:

①	<b>MEMBERS</b> <i>bilong mekim wok na kaikai long en</i>
②	<b>LEADERS</b> <i>bilong kirapim bel na givim stia</i>
③	<b>MANAGERS</b> <i>bilong go pas long ronim grup</i>
④	<b>PURPOSE</b> <i>bilong makim hap grup laik wokabaut long en</i>
⑤	<b>PLANNING</b> <i>bilong gaidim wokabaut</i>
⑥	<b>RESOURCES</b> <i>bilong inapim wokabaut</i>
⑦	<b>KASTOM</b> <i>long bihainim gutpela pasin</i>
⑧	<b>RULES</b> <i>long kontrolim wokabaut</i>

### 14. What are twelve principles of good governance that every organisation in PNG and Bougainville should try to make a part of their *kastom*? Write down what each principle means in *tok pisin*.

A good answer from a CDW is something like the following:

<b>Participation</b>	<i>Pasin bilong wokim disisen wantaim na wokbung wantaim</i>
<b>Responsiveness</b>	<i>Pasin bilong bekim tinging na askim na senis wantaim eksen</i>
<b>Transparency</b>	<i>Pasin bilong mekim na putim olgeta samting long ples klia</i>
<b>Accountability</b>	<i>Pasin bilong mekim wok bihainim mak na skelim wok bihainim mak</i>
<b>Legitimacy</b>	<i>Pasin bilong makim lida na menesa bihainim lo na ron wantaim lida na menesa bihainim lo</i>
<b>Equality</b>	<i>Pasin bilong lukim yu wankain olsem narapela</i>
<b>Equity and inclusion</b>	<i>Pasin bilong halavim na sindaun wantaim ol lain we yumi save abrusim long inapim ol wankain olsem narapela</i>
<b>Self-reliance</b>	<i>Pasin bilong sanap wantaim lekhan bilong yumi yet</i>
<b>Sustainability</b>	<i>Pasin bilong tingim senis bilong yumi</i>
<b>Respect for tradition</b>	<i>Pasin bilong luksave long kastom long ples</i>
<b>Cooperation</b>	<i>Pasin bilong lukluk long wokbung wantaim ol narapela</i>
<b>Equal representation</b>	<i>Pasin bilong makim gut maus bilong man na meri</i>

## **Answers to key questions from the *strongim grup* training series**

### **15. Why is it important for everyone in the organisation to agree on which *wok mak* for each of the principles of good governance should go into their constitution?**

A good answer from a CDW is something like the following:

It is very important that all the members are involved in developing the constitution. If everyone sees the rules and *kastom* of their organisation as their rules and *kastom* - and they understand why the rules and *kastom* will help their organisation - then it is far more likely that the *mama lo* will be put into practice and followed. There is no point having *mama lo* if the members don't understand it.

### **16. Would it be a good idea for the BOM to include the constitution as an attachment to their organisation profile when they try to get help for their road B priorities? Why?**

A good answer from a CDW is something like the following:

Yes it would be a very good idea for the BOM to do this. This is because it shows any outside organisation that the *grup long ples* is making an effort to have good governance, and that they are a group that takes action (they have a constitution), and it shows them what *wok mak* they can expect from the *grup long ples* if they go ahead and help them with one or more of their road B priorities (which gives them confidence to support the *grup long ples*).

## **Key questions for *Wok Bilong Meneja na Memba na Lida***

17. What is the work of the Chairperson?
18. What is the work of the Secretary?
19. What is the work of the Treasurer?
20. What is the work of the members of an organisation?
21. What are six reasons why it is important for women to also be leaders?



## Answers to key questions from the *strongim grup* training series

### 17. What is the work of the Chairperson?

A good answer from a CDW is something like the following:

The work of a Chairperson is to give *stia*. *Stiaman o stiameri*. The Chairperson does the following:



- ↗ **Ronim bung.** Runs or 'chairs' any meetings.
- ↗ **Makim maus bilong grup.** Represents the organisation.
- ↗ **Tarangau lukluk kam daun.** Checks to make sure that other people in the organisation are doing what they are supposed to be doing - and help if necessary to make sure the job gets done. This means the Chairperson needs to have oversight - an eagle-eye view of what everyone is doing.

### 18. What is the work of the Secretary?

A good answer from a CDW is something like the following:

The role of the Secretary is to *makim* print culture. Writing things down and storing it safely. To do this the Secretary needs to do the following:

- ✓ Collect agenda items before a meeting (from BOM and also from the members)
- ✓ Notify people who are supposed to attend a meeting
- ✓ At the start of a meeting read the agenda and ask if there is any other business
- ✓ Record the meeting minutes
- ✓ Read the minutes from the last meeting at the start of a meeting and record a statement in the minutes that they have been read and accepted as true
- ✓ Make sure official records (e.g. minutes and finance reports) are stored safely
- ✓ Correspondence on behalf of the organisation- *salim pas igo ikam*
- ✓ Keep an up-to-date list of members of the organisation and the BOM

### 19. What is the work of the Treasurer?

A good answer from a CDW is something like the following:

The role of the Treasurer is to do financial monitoring and financial reporting - and to have oversight over financial planning and financial control. This means the Treasurer needs to do the following:

- ✓ **Have oversight of financial planning.** Everyone in an organisation needs to be involved in financial planning. It is the job of the Treasurer to have oversight to make sure it happens.
- ✓ **Have oversight of financial control.** Everyone in an organisation needs to be involved to develop rules for financial control. It is the job of the Treasurer to have oversight to make sure it happens - and to make sure the rules are put into practice.

## Answers to key questions from the *strongim grup* training series

- ✓ **Be responsible for financial monitoring.** Keep a record of income and expenses against the budget. Account keeping. Book keeping. Cash book.
- ✓ **Be responsible for financial reporting.** Be ready to explain what the state of the organisation's finances are to the rest of the BOM and the members of the organisation - and anyone else who wants to know. *Klia glas.*

### 20. What is the work of the members of an organisation?

A good answer from a CDW is something like the following:

The members of an organisation need to do the following:

- ~ Elect good BOM members
- ~ Work with the BOM to develop the vision and missions
- ~ Work with the BOM to do planning
- ~ Work with the BOM to implement plans. *Mekim wok.*
- ~ Work with the BOM to make important decisions
- ~ Work with the BOM to develop the *kastom* and rules
- ~ Work with the BOM to make sure everyone follows the *kastom* and rules
- ~ Work with the BOM to help all members participate and get involved - especially those who are normally left behind or excluded



### 21. What are six reasons why it is important for women to also be leaders?

A good answer from a CDW is something like the following:

It is important for women to be leaders because:



**The *kumul* needs two wings to fly.** To develop PNG we need the qualities and skills of both men and women. Men and women need to make decisions together in our families and communities and organisations and in Government.



**Women are already leaders.** Women are already leaders in families and in communities and in organisations and in Government. In church and in schools and in business. Let women leaders fly.



**Women know things that men don't know.** Men and women have different points of view. For example, women are very good at seeing the needs of the family and children and elderly and people who are normally left behind or excluded.



**Women know what is best for women.** Only women leaders know best what development will help women benefit more - and what development could make women benefit less. "Nothing for us without us".



**Women leaders make other women stronger.** Women leaders are role models. Our sons and daughters will be stronger and have a better future because of women leaders.



## Answers to key questions from the *strongim grup* training series



**It is fair.** Women are half the population. It is fair that about half our leaders are women and about half our leaders are men.

### Key questions for evaluation

Congratulations. *Luk olsem* you are a CDW who has finished the *strongim grup* training series. Time to evaluate the *strongim grup* training series. This is not a test. The purpose of these questions is for you (and your organisation and the course facilitator) to evaluate the learning experience that you have been through. Answer the questions below.

22. What part of the *strongim grup* training series are you still most confused about?
23. What part of the *strongim grup* training series did you find the most useful? Why?
24. What change do you recommend to improve the *strongim grup* training series?
25. What advice can you give to the course facilitator to help them learn lessons?
26. What more support do you need from your organisation (or the course facilitator) to help you put what you have learned into practice?
27. Any other comments?
28. Use the rating scale below to rate overall how well you understand how to help a group to *kamapim ol praioriti*?
29. Use the rating scale below to rate overall how well you understand how to help a group to *kamapim ol eksen plen*?
30. Use the rating scale below to rate overall how well you understand how to help a group to *setim gutpela kastom bilong ronim grup*?
31. Use the rating scale below to rate overall how well you understand how to help a group to understand *wok bilong meneja na memba na lida*?



Finally, look at their answers the CDW has written for the evaluation questions. There is no right or wrong answer (as long as they have made an effort to answer the questions). You (the course facilitator) need to take note of what they have written because it will help you improve how you facilitate the course. If you need to write a report for your organisation, then you can use this evaluation information to help you. If you can, also get in touch with the PNG CDW Industry Technical Committee (ITC) through the 'contact us' link at [pngcdwstandard.com](http://pngcdwstandard.com) and say that you want to send them the evaluation information. The PNG CDW ITC will get in touch with you by email and then you can email the evaluation information (or your report) to them. Doing this helps the PNG CDW ITC to improve the *strongim grup* training series.

# CERTIFICATE OF COURSE COMPLETION

Insert  
logos  
here

Awarded to \_\_\_\_\_

For completing the *strongim grup* course

- ***Kamapim ol praioriti.*** HOW TO HELP A GROUP IDENTIFY THEIR VISION AND MISSIONS, PRIORITIES TO ACHIEVE THEIR MISSIONS, AND DEVELOP AN ORGANISATION PROFILE.
- ***Kamapim ol eksen plen.*** HOW TO HELP A GROUP PREPARE AN ANNUAL PLAN, A BUDGET, AND PROJECT PLANS.
- ***Setim gutpela kastom bilong ronim grup.*** HOW TO HELP A GROUP COME UP WITH WOK MAK FOR THE PRINCIPLES OF GOOD GOVERNANCE. MAMA LO FOR THE GROUP. A CONSTITUTION.
- ***Wok bilong meneja na memba na lida.*** HOW TO HELP A GROUP COME UP WITH WOK MAK FOR THE BOARD OF MANAGEMENT AND THE MEMBERS OR A GROUP AND LEADERS. ROLES AND RESPONSIBILITIES.

\_\_\_\_\_  
Signature of course facilitator

\_\_\_\_\_  
Name of course facilitator and date