

5 wok mak you need to
put into practice to make
preparations in a way
that meets the Standard

MAKE PREPARATIONS

in a way that meets the Standard

(The PNG National Standard for Community Development Workers)

To learn more about how meet the Standard (much more) go to pngcdwstandard.com and download
CDW Coursebook 1 Make Preparations, Conduct Community Entry, and Prepare a Report



1. Find out information about the place and people to be visited

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Before you make a visit to do a job, you need to find out about where you are going and what the people are like. Makes sense. Knowing this information will help you to prepare. Useful information to find out about the place and people *before* you visit includes:

- ~ What is the geography like (location, environment, weather, etc)?
- ~ What access to services is there (for example health, education, law and order, communication)?
- ~ What will be the literacy levels?
- ~ What access to transport is there (and what kind of transport)?
- ~ What levels of schooling is usually reached by men and women?
- ~ What is the population?
- ~ What type of leadership do they have?
- ~ Which ward are they in?
- ~ What are their cultural beliefs and practices?
- ~ What local activities or events could be going on?
- ~ What is their economy or livelihood based on (e.g. fishing, gardens, employment)?
- ~ What health and safety problems might there be?

If you have already been to the place you are going to visit, then this *wok mak* should be easy to *inapim*. But it is always good to check in case things have changed. If you haven't been to the place you are going to visit, then you will need to make an extra effort to find out information. Talk to people who are from the place you will visit. Talk to friends or colleagues who know about the place you will visit. Check old reports or other written information. And it is always a good idea to try and get information about the place and people to be visited from more than one source (more than one person), so you know that the information is reliable.



2. Communicate effectively and respectfully with key people from the place to be visited

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Before you make a visit to do a job, you need to make every effort to communicate effectively and respectfully with key people from the place you are going to visit. If you do this then:

- ✓ It will help you prepare for the visit
- ✓ It will help you make sure the timing and activities are suitable
- ✓ It allows the group or community to prepare for your visit
- ✓ It shows respect for key people
- ✓ It encourages ownership by key people of the work that you will do
- ✓ It creates a foundation for a good working relationship

Effective communication is two-way. If you can talk with the key people from the place to be visited (in person or over the phone or using a two-way radio) then communication can be two-way.

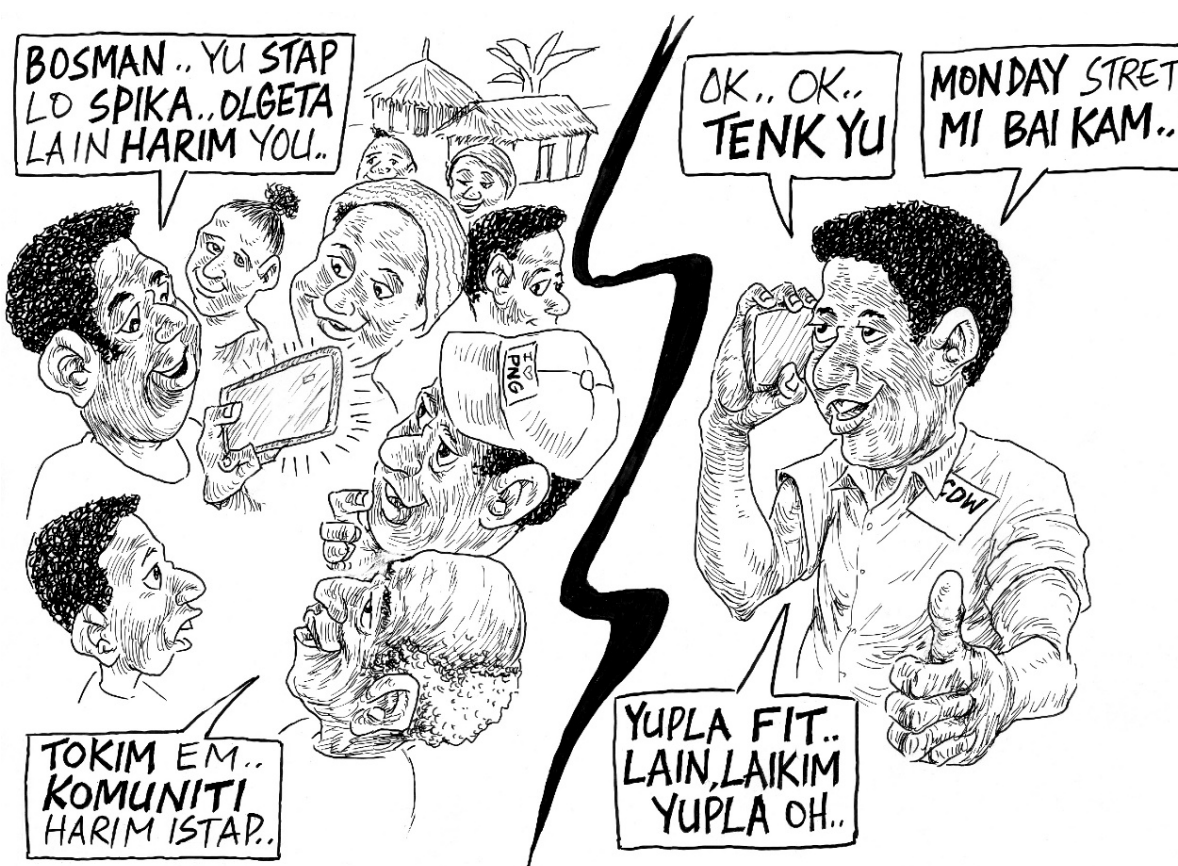
Things you might want to say to key people

- ✓ Why you are coming (hopefully they know already) and let them know if there is anything sensitive about what you plan to do
- ✓ How many people will be coming
- ✓ When you are coming and for how long
- ✓ What support you will need
- ✓ What your expectations are for the visit
- ✓ Your contact details

Things you can find out from key people

- ✓ Whether they want you to come.
- ✓ Whether the timing for the visit suits them
- ✓ Whether they agree with your work plan
- ✓ What you need to know or bring so that you stay safe and healthy
- ✓ What their expectations are for your visit
- ✓ What else is going on in the community
- ✓ Their contact details

It is always a good idea to try and communicate with more than one key person. If you communicate with more than one person, there is more chance that you will get the full story, there is more chance the message about your visit will reach whoever it needs to reach, there is less chance that local politics will disturb the visit, and you build up your relationship with different parts of the community – men, women, youth. Nice.



3. Prepare a suitable work plan

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Before you make a visit to do a job, you need to plan the work that you need to do. This is called a work plan.

If you fail to plan you plan to fail

Different people prepare work plans in different ways. However, most work plans include:

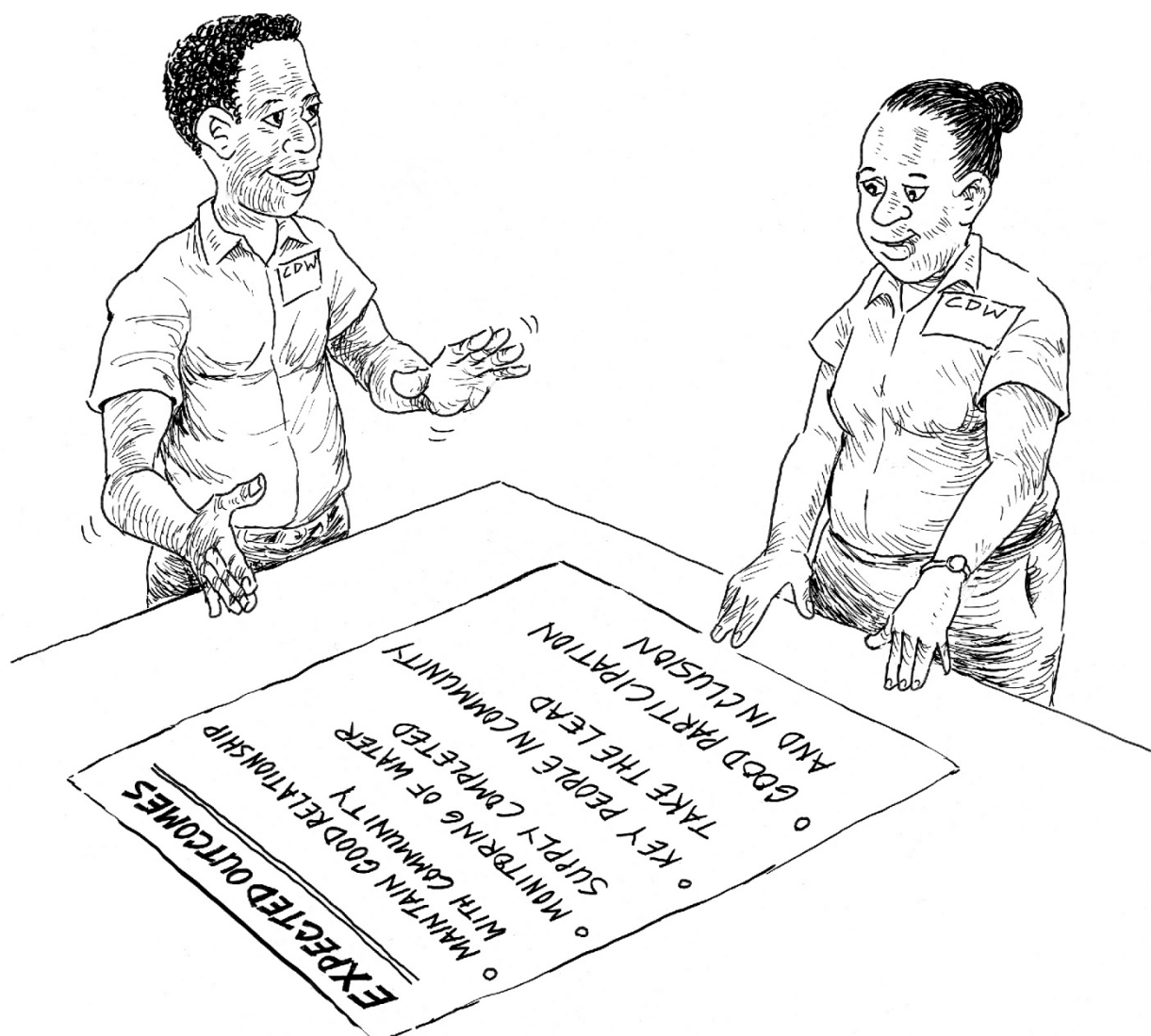
Why? The aim or objective or expected outcomes.

What? How you will do it (the activities).

Who? Who is responsible for each activity (who will do it or who will take the lead).

When? When each activity should happen and for how long (timing).

With? Any resources you will need for each of the activities. If you need to include a budget then also include the cost for each resource, and then add up all the costs. And in your budget, also include the costs for you to do the work (per diems, travel etc).



4. Put together suitable materials for the activities

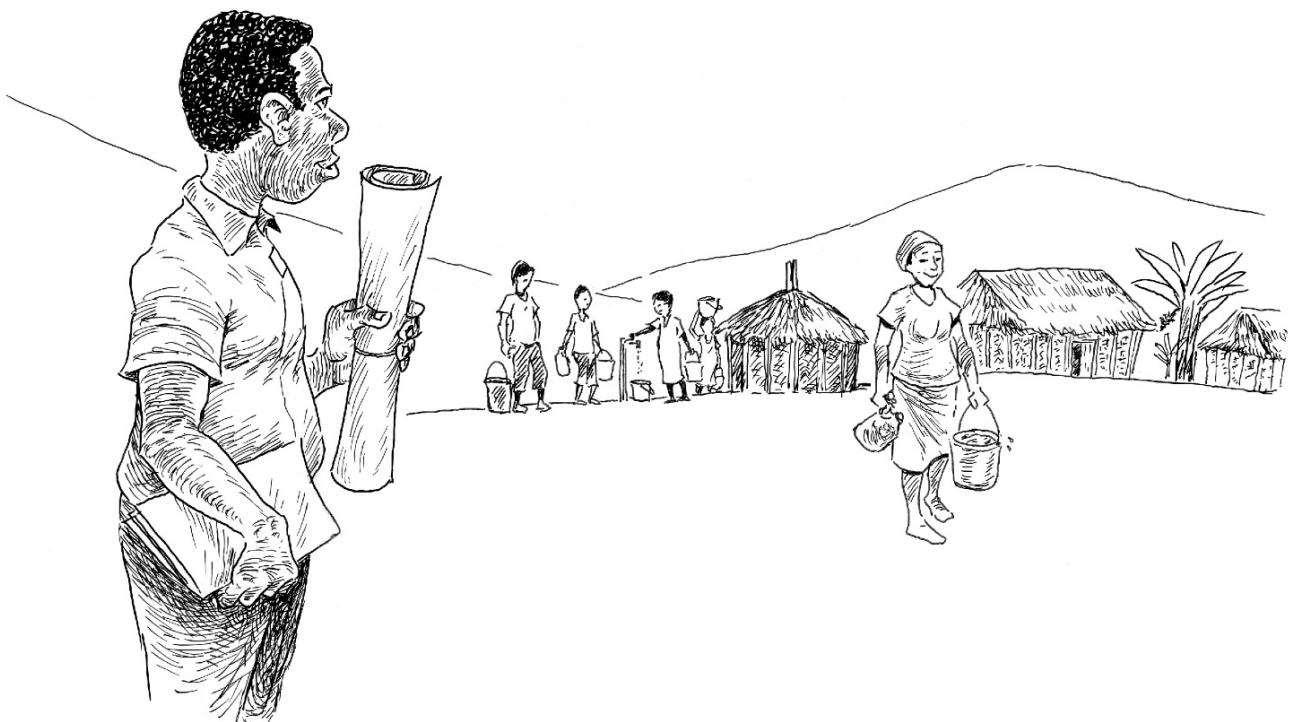
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Before you make a visit to do a job, you need to prepare suitable materials for your activities.

- ❶ Suitable materials are easy for people to understand or use. **They suit the participants.**
- ❷ Suitable materials help you achieve the outcome you want to achieve. **They suit the work plan.**

Sometimes you don't need any materials for the activities you plan to do. *Em orait.* But if you do need materials always try and use materials that are easy for people to understand or use. To do this you need to think about:

- ✓ The language of the participants
- ✓ The education level of the participants
- ✓ The location and how you will get there
- ✓ What materials will already be familiar to the participants
- ✓ The culture of the participants
- ✓ What local materials might be available that you could use. Local materials are best because they don't require transport, they are free and easily available (hopefully), they should be familiar to local people which gives them confidence, and they will be easy for local people to use again if they want to repeat the activities themselves (or show other people).



5. Follow workplace health and safety practices and other workplace policies while preparing for a visit

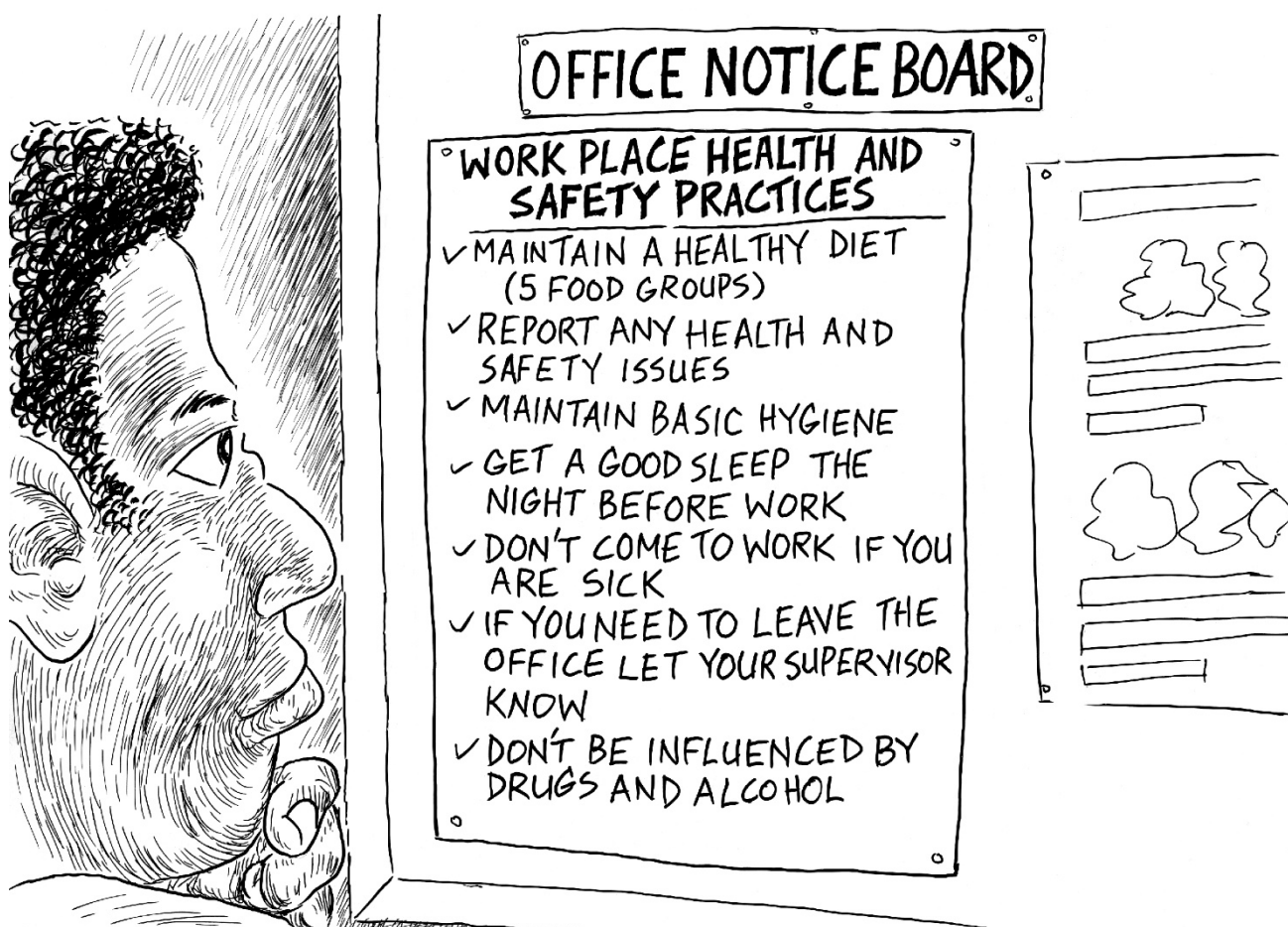
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Many organisations have policies and practices that set out how employees should keep themselves safe and healthy when they are preparing for a visit (in the office or your home). Many organisations have other workplace policies that their employees need to follow. Some freelance Community Development Workers also have health and safety guidelines and other policies to guide them. Nice

If you have workplace health and safety practices and other workplace policies to guide you when you are preparing for a visit (in the office or your home), then you need to follow them. Make sure you know what your workplace health and safety practices are. Make sure you know what other workplace policies are that you need to follow – and then do it. Simple. *Wok mak em olsem.*

Even if you don't have workplace health and safety practices you need to follow when you are preparing for a visit (in the office or home), never forget that safety begins with you. It is the responsibility of every Community Development Worker to look after themselves (and those around them).

**SAFETY
BEGINS
WITH ME**



The kumul needs two wings to fly

1

A husband is blind to some things. A wife is blind to some things. If you have a husband and wife together *ai op istap* then you have the full story. *Tingim gaden. Sapos mama tasol wok long glasim gaden em bai lus tingting long ol wok gaden bilong man. Sapos papa tasol glasim gaden em bai lus tinging long pat bilong meri. Long glasim gut gaden tupela marit mas sanap ai op istap.*

2

To *stretim sindaun bilong femili* both husband and wife need to support each other. *Sapot Sapot. Yu wan yu laik kirapim senis em save hat. Holim han na wokabout wantaim marit bilong yu long mekim senis ikirap.*

3

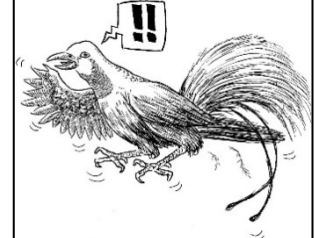
To *stretim sindaun bilong femili* you have to *stretim sindaun bilong mama*. *Yu stretim sindaun bilong mama, bai yu stretim sindaun bilong femili tupela wantaim.* In PNG, many families and groups and communities are flying with one wing. *Papa em flai pinis. Planti mama painim hat. Pikanini gel tu bai panim hat luk olsem.* Women do not have the same choices and opportunities to fly. They get held back. We need to help women fly. And to help women fly they need to be involved whenever decisions are made because only women know best what will help women and girls to fly.

①

Look at the two married couples below. *Tingim nau PNG.* Which married couple will be more successful? Why? *Skelim gut*

②

Look at the two married couples below. Which married couple will have sons and daughters that grow up to be more successful in future PNG? Why? *Skelim gut.*



Luk olsem a successful married couple is a 'team'. Igat tripela mak bilong soim klia tupela marit stap olsem 'tim'. Wan they both have their eyes open. Tu they are holding hands sapot sapot. Na tri they are both flying.