

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

PREPARE A REPORT

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. Keep a record of activities and movements according to workplace practices

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To meet the Standard for Element 4 (prepare a report) you need to begin while you are still in the field (during the visit). While in the field you need to maintain a record of activities and movements according to workplace practices. Most Community Development Workers write a diary (or journal), but it is also possible to make a daily video or audio recording.

What you write down or record will depend on what you are doing and what your organisation expects you to record. However, normally the following things are written down or recorded:

- ~ The activities you carried out and how well they went
- ~ The results or effects of what you did (the outcomes)
- ~ Your analysis of the outcomes
- ~ Who the people you met were and how many people you met
- ~ What was discussed, and any decisions made
- ~ Where and when you did things or spoke to people
- ~ Contact details of people you may need to contact again
- ~ Notes to guide yourself about things you might need to find out more about, follow up on, or do differently next time



One big reason for recording information in a diary or journal is that it helps you remember what happened when you prepare your report. *Yu holim olgeta stori long tingting tasol taim long wokim ripot nogut tingting i lus pinis. Em bai olsem. Yu save.*



The other big reason for recording information in a diary or journal is that while you are doing it you think about what you did and how it is going. You reflect on your experience.



2. Report what was done during the visit, including relevant measurable information, comments, stories, and observations

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After the visit, when you sit down to prepare you report, you need to report what was done during the visit, including relevant measurable information, comments, stories, and observations. To prepare a report that meets the Standard it must include this information.

Measurable information is anything that can be measured or counted. *Igat namba*. If something can be measured or counted, then you can check if there has been a change (positive or negative). Positive change is what development is all about.

Measurable information is anything that can be measured or counted. *Igat namba*.

When you report what was done during the visit, you also need to include relevant comments, stories, and observations. This sort of information might not be 'measurable', but it is just as important for helping anyone who reads the report to understand the full story.

- ✓ Comments about how well (or how poorly) the work is going
- ✓ Comments about the way you (or your organisation) are helping them
- ✓ Comments about how well the group or community is working together
- ✓ Stories about significant changes (good or bad)
- ✓ Stories about what people have done because of the work you are doing
- ✓ Observations you made about how well (or how poorly) things are progressing
- ✓ Observations about how good inclusion is
- ✓ Observations about whether the key people took the lead
- ✓ Observations about how well everyone participated



3. Report outcomes clearly

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Outcomes are the expected or unexpected **results or effects** of an activity. For example, if you are making a visit to conduct community awareness, then the outcomes you need to report are the expected and unexpected results or effects of conducting the awareness (and of the visit).

It is very important to include outcomes that are both good and bad. The best lessons are learned from activities and experiences that didn't work out the way we expected. When you think about outcomes, think about three different types of results or effects:

1	Results or effects to do with the WORK you are doing
2	Results or effects to do with the DEVELOPMENT LESSONS you hoped the community or group would learn (e.g., that men and women making decisions together is a good idea, or that everyone should participate in community activities – not just leaders and key people)
3	Results or effects to do with HOW YOU WORK with the community or group (process, policy, performance, <i>pasin</i>)? (e.g., is my organisation doing a good job? Am I meeting the Standard?)

EXPECTED OUTCOMES

The time to think about what the **expected outcomes** will be is when you make preparations (Element 1). When you make preparations, you need to prepare a work plan. *Tingim*. A good work plan identifies **WHY** the visit is necessary. The goal or objective or aim or target or *as tingting*. But you should also *brukim igo daun gen* to the main results or affects you hope to achieve from your visit (the expected outcomes).

During the visit, you should collect information and evidence, so you know whether you are achieving the expected outcomes. Take notes in your diary (journal). You may be able to make changes during your visit to help achieve the expected outcomes.

Then when you write your report you need to say clearly whether the expected outcomes have been achieved or not - and you need to provide the information and evidence to prove or justify what you say.

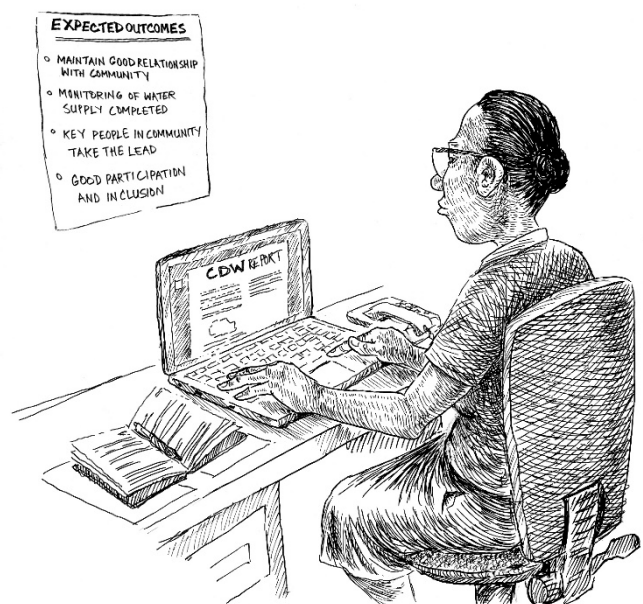
UNEXPECTED OUTCOMES

Along with the expected outcomes there are normally other results or effects from what you have done that were not expected.

These are called unexpected outcomes.

You don't know what the unexpected outcomes will be when you make preparations for a visit because they are unexpected. But you definitely need to report them when you prepare your report.

Report both expected and unexpected outcomes.



4. Provide an analysis of outcomes

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When you report an outcome, you also need to make sure it is clear why the outcome happened and what it means. This is called analysis. Why it happened and what it means. *Wok mak em olsem*. When they write their report, most Community Development Workers report and analyse outcomes together. This is because it is easier to report **what** happened and **why** it happened (and what it means) at the same time.

When you provide an analysis of outcomes, you have to be able to put yourself in the shoes of whoever will read the report. What do they need to know so they understand why the outcome happened and what it means? Don't think they know. They don't know. They depend on you to tell them.

1	What does the outcome mean for the WORK you are doing
2	What does the outcome mean for the DEVELOPMENT LESSONS you hoped the community or group would learn (e.g., that men and women making decisions together is a good idea, or that everyone should participate in community activities – not just leaders and key people)
3	What does the outcome mean for HOW YOU WORK with the community or group (process, policy, performance, <i>pasin</i>)? (Is my organisation doing a good job? Am I meeting the Standard?)

It is too late to start your analysis of outcomes when you prepare your report. You need to think about why an outcome happened and what it means while you are still in the community. Keep asking yourself “why”?

Why did this happen?
Why did this person speak more than the others?
Why weren't people interested?
Why is there conflict in the community?
Why? Why? Why? Why? Why? Why?

And you can always ask extra questions and collect more information and evidence while you are in the community. If you collect information and evidence to answer your “why” questions while in the community, then you probably have what you need to provide an analysis of outcomes when you prepare your report.



5. Provide recommendations for future action based on analysis

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The last *wok mak* you need to *inapim* if you want to prepare a report that meets the Standard is **provide recommendations for future action based on analysis**. Recommendations are your lessons learned. Lessons learned for you and your colleagues, your line manager, your organisation, a funding organisation, or the community or group that you are working with.

1	Recommendations for the WORK you are doing
2	Recommendations for the DEVELOPMENT LESSONS you hoped the community or group would learn (e.g., that men and women making decisions together is a good idea, or that everyone should participate in community activities – not just leaders and key people)
3	Recommendations for HOW YOU WORK with the community or group (process, policy, performance, <i>pasin</i>)? (e.g., is my organisation doing a good job? Am I meeting the Standard?)

But it is very important that your recommendations relate to the information and evidence you have presented already in your report. If the recommendations have no clear connection to the outcomes that you reported and your analysis of outcomes, then the recommendations have no foundation or basis. Your recommendations are *tok nating*. Always remember that there is a clear logic to follow when you write any report:

Report what was done and any measurable information, comments, stories, and observations

↓

Identify and analyse the results or effects of what was done (the outcomes)

↓

Provide recommendations based on analysis



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.