

# Community Development Worker Core Units

<b>CDW C01</b> Conduct community awareness	<b>CDW C02</b> Monitor community activity	<b>CDW C03</b> Facilitate the start-up of a community activity	<b>CDW C04</b> Facilitate agreements for a community activity	<b>CDW C05</b> Assist group to develop a project plan for a community activity	<b>CDW C06</b> Conduct community training	<b>CDW C07</b> Assist group to analyse their development situation and identify priorities	<b>CDW C08</b> Evaluate community activity outcomes	<b>CDW C09</b> Provide mentoring	<b>CDW C10</b> Facilitate a specialist's visit
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## **CDW C06** **Conduct community training** *This unit describes the job tasks required to pass on skills and knowledge to members of a group (or community). Transferring skills may be formal or informal.*

Elements	Performance criteria
<b>1. Make preparations</b>	<ul style="list-style-type: none"> <li>1.1 Find out information about the place and people to be visited</li> <li>1.2 Communicate effectively and respectfully with key people from the place to be visited</li> <li>1.3 Prepare a suitable work plan</li> <li>1.4 Put together suitable materials for the activities</li> <li>1.5 Follow workplace health and safety practices and other workplace policies while preparing for a visit</li> </ul>
<b>2. Conduct community entry</b>	<ul style="list-style-type: none"> <li>2.1 Confirm who the key people are and work with them to make arrangements for the visit</li> <li>2.2 Discuss roles, expectations, and the purpose of the visit with key people</li> <li>2.3 Discuss with the key people why and how to support and encourage participation and inclusion during the activities</li> <li>2.4 Communicate effectively and respectfully with key people</li> <li>2.5 Show respect for local culture and be sensitive to gender roles</li> <li>2.6 Reassess whether the work plan and materials for the activities are going to be suitable and make necessary changes</li> <li>2.7 Follow workplace health and safety practices and other workplace policies while conducting field activities</li> </ul>
<b>3. Conduct the training</b>	<ul style="list-style-type: none"> <li>3.1 Support and encourage effective participation and inclusion during the activities</li> <li>3.2 Encourage key people to take the lead during the activities</li> <li>3.3 Communicate effectively and respectfully during the activities</li> <li>3.4 Work in a way that is appropriate to local culture during the activities</li> <li>3.5 Demonstrate understanding of how people learn (principles of adult learning) when conducting training</li> <li>3.6 Discuss how the training topics are relevant to the needs of the community</li> <li>3.7 Share the training information using effective techniques</li> <li>3.8 Respond to any misunderstanding or confusion when conducting training</li> <li>3.9 Confirm what the next steps following the visit will be and who will be responsible for making them happen</li> <li>3.10 Discuss how or if the visit has been useful, and ways it could be improved</li> <li>3.11 Thank the group, without rushing, and explain again the purpose of the visit</li> </ul>
<b>4. Prepare a report</b>	<ul style="list-style-type: none"> <li>4.1 Maintain a record of activities and movements according to workplace practices</li> <li>4.2 Report what was done during the visit, including relevant measurable information, comments, stories, and observations</li> <li>4.3 Report outcomes clearly</li> <li>4.4 Provide an analysis of outcomes</li> <li>4.5 Provide recommendations for future action based on analysis</li> </ul>