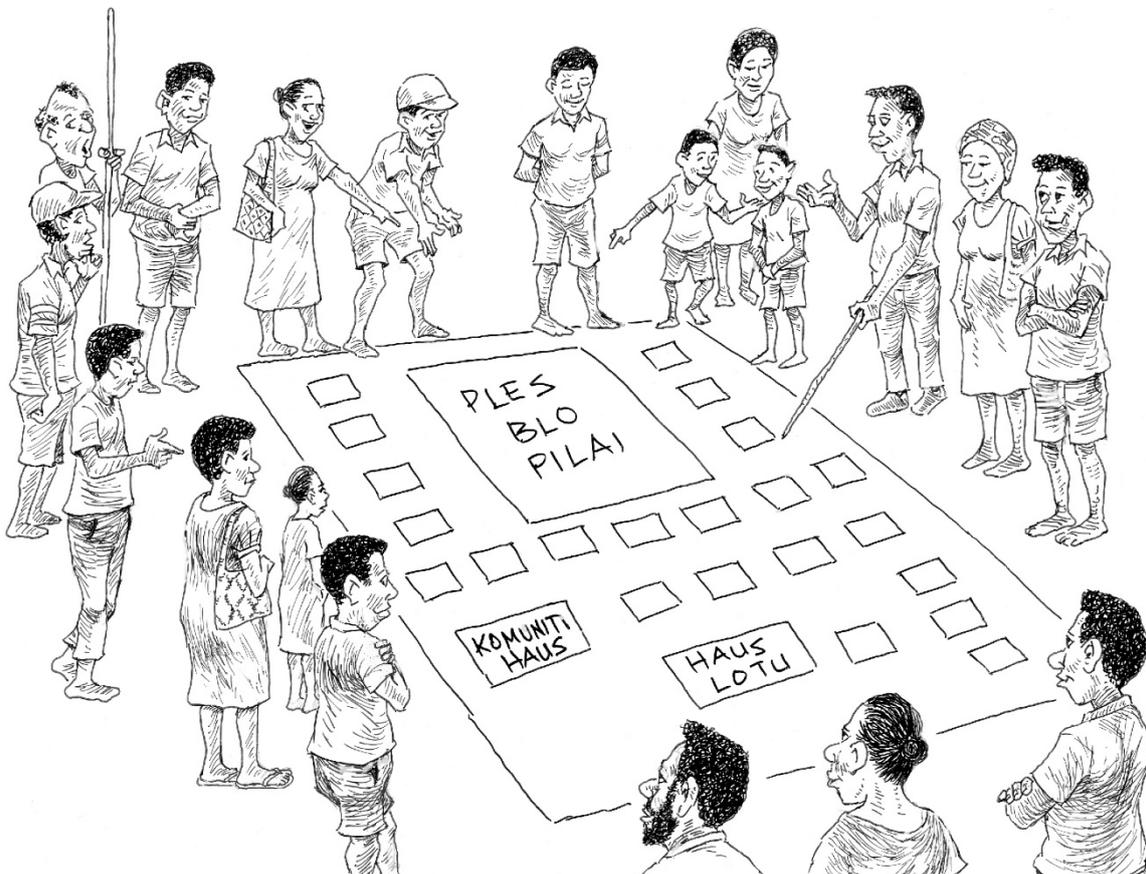


11 wok mak you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

ASSIST GROUP TO ANALYSE THEIR DEVELOPMENT SITUATION AND IDENTIFY PRIORITIES (*glasim na skelim sindaun*) 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 3 Participatory Planning



1. Support and encourage effective participation and inclusion during the activities

11 *wok mak* you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

No matter what the job is you have come to do, it is very important that as many people as possible are involved in community activities (not just the leaders and key people). This is the principle of participation. Participation by everyone in the group (1) makes the work more successful, (2) supports inclusive development (equality), and (3) grows goodwill and trust *namel long ol*.

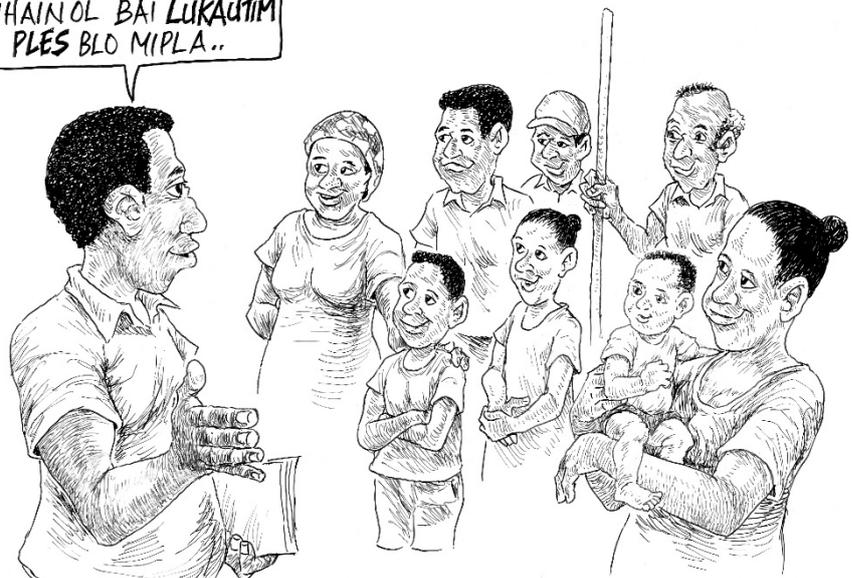
Inclusive development means that people from groups that are normally left behind or excluded also participate and benefit from community activities – especially women, youth, and people living with a disability. This is the principle of inclusion.

**The kumul needs two wings to fly
People with disabilities need the chance to fly
The next generation needs to learn how to fly**

But participation (and inclusion) only helps to *strongim sindaun* if everyone who comes to the activities is encouraged to participate **effectively**. *Nogut ol ikam kona kona tasol. Nogut ol ikam sindaun nating*. During the activities, everyone needs to be supported and encouraged to get involved and share their ideas.

- ✓ Make sure everyone understands how they will benefit from the activities
- ✓ Help everyone to feel comfortable and supported
- ✓ Think about how to get everyone involved when you prepare your work plan.
- ✓ Have rules to encourage women, youth, and people living with a disability to participate
- ✓ Select the least powerful and least confident to take on responsibility
- ✓ Get the most powerful and confident to step back
- ✓ Use inclusive language. *Noken tok "man" - tok "manmeri"*.
- ✓ Have a woman or youth or person living with a disability as co-facilitators
- ✓ Make sure the timing suits everyone
- ✓ Use small group activities and role plays to help people feel comfortable
- ✓ Have good clean toilets and water (and food)
- ✓ Get key people to help everyone get involved and share their ideas
- ✓ Make it clear that it is okay to make mistakes
- ✓ Use local materials that are familiar to the participants
- ✓ Acknowledge the contribution of everyone at the end of the activities
- ✓ Welcome babies and children
- ✓ Select an appropriate venue
- ✓ Consider having a translator
- ✓ Move around the venue

EM GUTPLA OL PIKININI
KAM LO SKUL TOKTOK.
BIHAIN OL BAI LUKAUTIM
PLES BLO MIPLA..



2. Encourage key people to take the lead during the activities

11 *wok mak* you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

PNG needs people *long ples* who know how to be Community Development Workers. We need people *long ples* who know how to help a group to analyse their development situation and identify priorities (*glasim na skelim sindaun*) – and then to help them through the rest of the steps of a project cycle. *Yumi nidim stret.*

- 1 **Before you do something**, sit down with key people and explain what will happen and why it is necessary. Adults learn best when they know what is going to happen.
- 2 **When you do something**, encourage key people to observe you, and tell them what they need to learn. Adults learn best when they know what they are supposed to be learning.
- 3 **When you do something**, encourage key people to take the lead. Adults learn best when they have a chance to learn by doing. See if you can encourage them to take the lead and do it.
- 4 **After you have finished**, sit down with key people and go back over what you did together. Adults learn best when they have a chance to go back over what they learned. Revision.

When you assist a group to *glasim na skelim sindaun* (step 1 of a change cycle) you normally do it in a *kibung*. There are many ways you can encourage key people to take the lead during the activities. For example:

- ✓ Ask key people to explain to everyone the steps of a project cycle and why it is needed.
- ✓ Ask key people to explain why it is important to encourage everyone to participate in the *kibung* (especially people from groups that are normally left behind or excluded).
- ✓ Ask key people to *go pas* to develop rules for everyone during the *kibung*.
- ✓ Ask key people to move around everyone during the *kibung* to find out if anyone is unsure or unclear about something – or has a question.
- ✓ Ask key people to do smaller jobs, like leading the prayer or keeping track of time or leading small group activities or acting as a translator.
- ✓ Ask key people to be your assistant – this doesn't mean they take the lead, but they are up in front of everyone gaining confidence and experience. You may find that as they get confidence and experience, they will want to lead.



3. Communicate effectively and respectfully during the activities

11 *wok mak* you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

For a Community Development Worker to do their job in a way that meets the Standard they need to be able to communicate effectively and respectfully during the activities.

You are communicating **EFFECTIVELY** when everyone understands you and you understand them.
You are communicating **RESPECTFULLY** if everyone feels like they are being treated as an adult.

Some of the key things you need to try and do to communicate effectively and respectfully are:

- ✓ Speak clearly and loudly enough to be heard
- ✓ Use *tok piksa* and *tok bokis* to help people understand
- ✓ Use a language that everyone understands (use a translator if necessary)
- ✓ Be careful to not talk down to adults – talk to adults as equals
- ✓ Look confident and encouraging (body language and facial expressions)
- ✓ Use butcher paper and other materials if you think they will help you communicate
- ✓ Use two-way communication - take turns to talk and give people time to respond
- ✓ Don't use big words that are too complicated. Don't use expensive English. Make an effort to use words that everyone will understand. This might mean you have to find out what the jargon and expensive words mean yourself. If people have to use their *kru pumkin* to understand your words then they are not using their *kru pumkin* to understand what you are talking about. In PNG there is a big gap opening up between formally educated elites who know the jargon and expensive English (and like to show it) and the majority of people who don't. You can help to close this gap by not using jargon and expensive words. If you do this then you will win the respect of everyone you work with. Be humble.



4. Work in a way that is appropriate to local culture during the activities

11 *wok mak* you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

When you go ahead and help a group through the steps of a project cycle (or when you do any work in a community), you need to try and fit in with local *kastom*. The *kastom* that you need to fit in with might be different depending on who you are. Put yourself in their shoes, and think about how they will see you. *Yu husat?* Male or female? Younger or older? Married or single? Dressed-up or casual? *Nambis o hailans?*

PNG has more different cultures than any other country in the world. We are the best people in the world at showing respect for *kastom*. The people you are working with will respect you no matter who you are – as long as you show respect for them.



5. Explain the purpose of the visit and why it is important that everyone in the group participates to analyse their development situation and identify priorities

11 wok mak you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

Development means change. A change that helps. A good change. *Strongim sindaun.*

There are six key steps you need to take to make a change. These six steps are called a 'cycle'. A 'cycle' means that when you get to the end, you then go back and start again at the beginning. After step 6 you go back to step 1 and start again to make a new change. The lessons you learn in step 6 will help you when you go back to step 1 and start again. This is how change happens. This is how development happens. Development never stops.

- Step 1 *Glasim na skelim sindaun.*** Decide what change to make.
- Step 2 *Kamapim plen.*** Plan how to make the change.
- Step 3 *Kamapim wanbel.*** Make agreements with anyone who you need to help you.
- Step 4 *Set gut na statim wok.*** Begin to implement the plan.
- Step 5 *Sekim wok.*** During implementation, monitor how things are going.
- Step 6 *Luluk bek na skelim.*** After you finish, evaluate how it went. Learn lessons.

In *tok divelopmin* anything you do to make a change is called a "project" (and the change cycle is called a "project cycle"). *Wankain samting.* The change might be an activity at a church, or a community water supply, or expanding your business, or sending mum to university. *Kain kain.*

When you assist a group to *glasim na skelim sindaun*, you normally do it in a *kibung*. To *inapim* this *wok mak* you need to explain to everyone the purpose of step 1 of the project cycle (*glasim na skelim sindaun*). The best way to do this is by explaining all the steps of a project cycle together.

And to *inapim* this *wok mak* you also need to explain why it is important that everyone in the group participates, not just the leaders and key people. The principle of participation. *Pasin bilong wokim disisen wantaim na wokbung wantaim.*

- 1 Participation makes the work more successful**
- 2 Participation supports inclusive development (equality)**
- 3 Participation grows goodwill and trust *namel long ol***



6. Work with the group to analyse their development situation and identify their strengths and needs

11 *wok mak* you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

This *wok mak* is all about helping a group to analyse their development situation.

Sometimes the reason you are helping a group to do step 1 of the project cycle is because you need to help them *glasim na skelim* a specific issue to identify priorities for action - like malaria or youth sports or drought. In this case development is already broken down into what it is you need to help everyone *glasim na skelim sindaun long en - luk olsem* malaria or youth sports or drought. But if you need to help a group to *glasim na skelim* everything (*olgeta sindaun*) then first you need to help them break down development into the parts that they want to do something about. They need to choose what they mean by 'development'. The best way to do this is to help them come up with their vision (what they want to do together) and their missions (what they want to do to achieve their vision). Then, when they *glasim sindaun*, they need to *glasim* their missions.

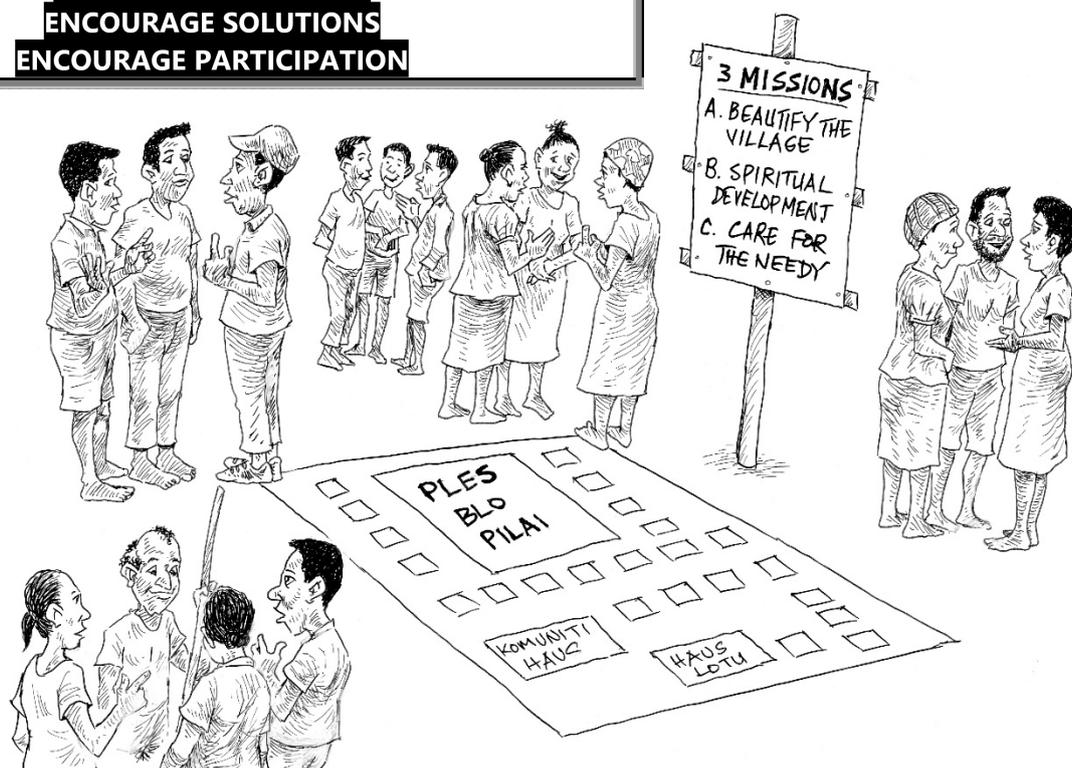
There are many ways to help a group to *glasim sindaun*. One way is to start by getting everyone to make a map of their *ples* on the ground (using local materials). Then ask everyone to stand around the *ples* map and discuss each of their missions (or whatever it is they need to *glasim*). *Pinisim olgeta toktok*. To help everyone go deep to *glasim*, ask the following five questions to *kirapim toktok* and the three things to *stiaim toktok*.

Five questions to kirapim toktok

1. Ask everyone about the situation. Situation *istap olsem wanem?*
2. Ask everyone about the history. *Stori gut long stat ikam inap long nau.*
3. Ask everyone what we can do ourselves
4. Ask everyone what outside help is available
5. Ask everyone to brainstorm ideas to achieve the mission (or anything)

Three things to stiaim toktok

ASK WHY? WHY? WHY?
ENCOURAGE SOLUTIONS
ENCOURAGE PARTICIPATION



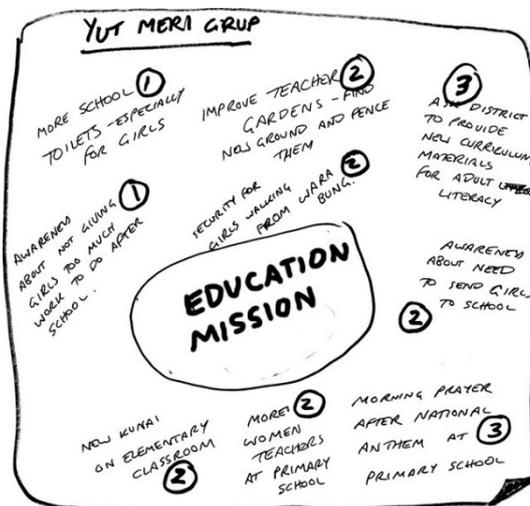
7. Work with the group to identify their development priorities

11 wok mak you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

After the groups has analysed their development situation together, next they need to agree on what their priorities are for making change. *Skelim sindaun*. There are many ways to help a group to do this.

One way is to get everyone to brainstorm what their needs or ideas are for whatever it is you have helped them to *glasim* – malaria or youth sports or one of their missions. And then get them to choose (rank) which needs or ideas are number 1 (most important) or number 2 (important) or 3 (could do later). Ask everyone to only select two needs or ideas as number 1 (most important) – all the rest are 2 or 3.

It is sometimes better to get men and women (and young men and young women) into separate groups for this activity (to make sure everyone gets involved and has their voice heard). When they have finished, get everyone to come back together and share their ideas – and then get everyone to repeat the same ranking but this time *together* as a whole group.



At the end, for whatever it is you are helping them to analyse (e.g., malaria or youth sports or one of their missions), the group should have identified their needs or ideas, and they should have ranked two needs or ideas as number 1 (most important) – all the rest are 2 or 3.

If you need to help the group to make a final decision about which priority is their overall top priority (perhaps they are choosing a priority for a project plan), then it is a good idea to help everyone dig deep and *glasim* their two top number 1 (most important) priorities first, so they make a good decision.



8. Discuss what the group or community can do to address their priorities

11 *wok mak* you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

Sometimes a Community Development Worker does *glasim na skelim sindaun* to help develop a program of support. For example, the district has funding for youth sports, and they want to know how to help the community. If this is why you are helping the group to *glasim na skelim sindaun*, then after you help them identify their priorities, you need to discuss what the group or community should do next. *Wok mak tok olsem*. Often this will mean helping the group (and the outside organisation) to develop a project plan to guide how this support will be delivered.

Sometimes a Community Development Worker does *glasim na skelim sindaun* to help a group identify priorities to achieve their vision and missions - so they can follow a five-year organisation cycle. If you are helping a group to identify priorities to achieve their vision and missions, so they can follow an organisation cycle, then after you help them identify their priorities, you need to discuss what the group should do next to follow an organisation cycle. *Wok mak tok olsem*. You can download coursebooks (organisational strengthening training) from the website pngcdwstandard.com. These coursebooks will show you how to help a *grup long ples* to follow a five-year organisation cycle.

Sometimes a Community Development Worker does *glasim na skelim sindaun* to help a group to identify a priority to turn into a project plan. If you are helping a group to *glasim na skelim sindaun* to identify a priority to turn into a project plan, then after you help them to identify which priority will be the best one for the project, you need to discuss what the group should do next. *Wok mak tok olsem*. Normally, the next thing to do is develop the project plan. Developing a project plan is the second step of a project cycle.



9. Confirm what the next steps following the visit will be and who will be responsible for making them happen

11 *wok mak* you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

You have completed step 1 of the project cycle. *Glasim na skelim sindaun*. But before you finish you need to discuss with the group what happens next. Next steps and who will be responsible for making them happen.

What happens next depends on why you are helping them to do *glasim na skelim sindaun* – and what they have decided they want to do to address their priorities.

If the next step is to develop a project plan (step 2 of the project cycle), then discuss with everyone when to do it and who should be involved. Often a CDW will do step 1 and step 2 of the project cycle in the same visit.

If the next step is for the group to begin a five-year organisation cycle, then get everyone to discuss what the next steps need to be. Do they need to elect their management committee? Or prepare an annual plan and budget? Or have a *kibung* with all the members? Or develop an organisation profile? Or develop a business plan? *Kain kain*.

If the next step is for an outside organisation (like the district) to take the priorities that the group has identified (for example, for youth sports) and turn it into a program for action, then make sure everyone knows who will do what and when.



10. Discuss how or if the visit has been useful, and ways it could be improved

11 *wok mak* you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

The *wok mak* from the National Standard says you need to discuss how or if the visit has been useful, and ways it could be improved.

It is always important to find out if the work you did to help the group was useful. Learning from experience is the best teacher, but only if you make the effort to learn lessons.

Before you finish helping a group through step 1 of a change cycle (*glasim na skelim sindaun*), always discuss how or if the visit has been useful. You can ask everyone in the *kibung*. Nice. However, most Community Development Workers like to sit down just with the key people and ask them for feedback. *Em tu orait*.



11. Thank the group, without rushing, and explain again the purpose of the visit

11 wok mak you need to put into practice if you want to assist a group to *glasim na skelim sindaun* in a way that meets the Standard

The final *wok mak* you need to *inapim* when you assist a group to analyse their development situation and identify priorities (step 1 of a change cycle) is easy, but very important!

- ✓ **Thank the group, without rushing.** *Lusim ol wantaim gutpela pasin.*
- ✓ **And explain again what the purpose of the visit was.** *Lusim ol wantaim klia tingting.*



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

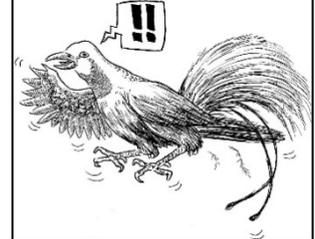
To *stretim sindaun bilong femili* you have to *stretim sindaun bilong mama*. *Yu stretim sindaun bilong mama, bai yu stretim sindaun bilong femili tupela wantaim.* In PNG, many families and groups and communities are flying with one wing. *Papa em flai pinis. Planti mama painim hat. Pikanini gel tu 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.