



**NARRATIVE REPORT**

**PARTICIPATORY COMMUNITY LEADERSHIP DEVELOPMENT**

**COURSE (PCLDC) 2018**



**13<sup>th</sup> APRIL 2018 to 22<sup>nd</sup> APRIL 2018**

**Lahore, Pakistan**

**Organized by:**  
AAS Pakistan, Lahore  
H.No.236, Humza Town, Lahore, Pakistan,  
Email: [aaspak.org@gmail.com](mailto:aaspak.org@gmail.com),  
+923004124804,

**Supported by:**  
AHI (Asian Health Institute), Japan  
987-30, Minamiyama, Komenoki,  
Nisshin, Aichi, Japan  
Email: [info@ahi-japan.jp](mailto:info@ahi-japan.jp)

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1	Opening ceremony	Solomon Peter, Zubida Dewan,	Hector/Mujahid
2	Self awareness & personality development	Arooj Hector	Hector
	Facilitation skills		Hector
	Presentation skills		Hector
	Finalization of PCLDC 2018 objectives & content by participants	Participants	Hector
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3	Participant's organizational presentation	Participants	Mujahid
	Community development	Gulnaz, Jessica	Hector Nihal
	Community mobilization	Saddam Hussian	Hector Nihal
	Community organization	Michael Rizwan	Mujahid Hussian
4	Leadership, leadership skills	Safia, Airf	Hector Nihal
	Communication skills	Maira Sadiq	Hector Nihal
5	Problem solving skills	Ruth	Mujahid Hussian
	Participatory approaches	Amir	Ch. Rehmat Ali
	Behavior change communication	Anila Afzal	Hector Nihal
	Advocacy & networking	Rabia & hasham	Mujahid
6	Midterm evaluation		Ch. Rehmat Ali
	Field exposure orientation		Hector Nihal
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## ABBREVIATION

- **AAS :** AIDS AWARENESS SOCIETY
- **AIDS:** ACQUIRED IMMUNODEFICIENCY SYNDROME
- **AHI:** ASIAN HEALTH INSTITUTE
- **AHO:** ACTIVE HELP ORGANIZATION
- **CEO:** CHIEF EXECUTIVE OFFICER
- **CWO:** CATHOLIC WOMEN'S ORGANIZATION
- **CNIC:** COMPUTERIZED NATIONAL IDENTITY CARDS
- **CRC:** CHILD RIGHT'S CONVENTION
- **HIV:** HUMAN IMMUNODEFICIENCY VIRUS
- **HR:** HUMAN RESOURCES
- **ILDC:** INTERNATIONAL COURSE ON LEADERSHIP FOR COMMUNITY HEALTH AND DEVELOPMENT
- **MDGs:** MILLENNIUM DEVELOPMENT GOALS
- **PCLDC:** PARTICIPATORY COMMUNITY LEADERSHIP DEVELOPMENT COURSE
- **PFRD:** PHOENIX FOUNDATION FOR RESEARCH & DEVELOPMENT
- **POA:** PLAN OF ACTIONS
- **RASTI:** RESEARCH ADVOCACY SOCIAL TRAINING INSTITUTE
- **SDGs:** SUSTAINABLE DEVELOPMENT GOALS
- **SWOT:** STRENGTHS, WEAKNESS, OPPORTUNITIES, THREATS
- **TA:** TRAVEL ALLOWANCE
- **TG:** TRANSGENDER

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## ACKNOWLEDGEMENTS

On behalf of the AIDS Awareness Society (AAS) Team and the people of Pakistan, I would like to acknowledge the technical, moral and financial support of the Asian Health Institute (AHI), Japan, in the execution of PCLDC 2018 in Pakistan, and in building a strong partnership with AAS Pakistan. We would especially like to recognize the board of AHI, the General Secretary, Ms. Kagumi Hayashi, and Ms. Kyoko Shimizu, and the training staff at the Asia Health Institute, who are in charge of the international course, and coordinated the projects in Nepal and Cambodia.

I would also like to thank the following people: the AAS board members for their personal involvement and input to make this course impact oriented, the volunteers for their tireless efforts, interest, and strong commitment to the PCLDC, the facilitators, especially Mr. Mujahid Hussian (ILDC2016 Alumni) from RASTI Pakistan, for his moral, technical and facilitation support, Dr. Kalsoom Akhtar(ILDC2016 Alumni), for providing moral support, Ms. Zubida Dewan, for her personal interest in PCLDC 2018, and taking session on peace building, Mr. Solomon Peter (PCLDC2017 Alumni),Dr. Miner (PCLDC2014 Alumni), Ch. Rehmat Ali (PCDLC2016 Alumni), and Mr.Khalid (PCLDC2015 Alumni)and Mr. Rehmat Aftab from JECUP, for performing different responsibilities and tasks before, during and after the PCLDC 2018,

Furthermore, we thank Ms. Sehrish and Ms. Arooj Hector, Mr.Moiz Hussian and Ms.Kiran Gill (PCLDC2016Alumni) for the logistical support during PCLDC 2018.

We would also like to acknowledge the great contribution of Dr. Noor ul Zaman Rafiq, Chair persons PFRD, and Ms. Corean Waheed, Chairperson of Bunyad Consultants, for sharing their personal experiences and wonderful presentation on leadership that provided an inspirational basis for the PCDCL 2018.

Last but not the least, we are thankful to Mr. Qmar Paul and his team, the kitchen staff for providing a comfortable environment and logistical arrangements at Dar ul Kalam, Model Town, Lahore.

Hector Nihal,  
President,  
AAS



## INTRODUCTION

It is our honour to present the narrative report of the 5<sup>th</sup> Participatory Community Leadership Development Course (PCLDC) 2018, organized by AAS Pakistan in partnership with the Asian Health Institute (AHI), Japan, to our stake holders. PCLDC is an effort to build the capacity for community development workers in Pakistan, and to promote participatory approaches/strategies among community development workers with the objective to build local community development leadership in Pakistan.

The report is a reflection of the activities, proceedings, attitudes, behaviours, and efforts of participants, facilitators and the organizing team to accomplish the set objectives. It highlights the role of the participants in different activities.

- **Key characteristics of the PCLDC 2018;**
  - **Proactive participation of ILDC & PCLDC Alumni:** The Alumni's of ILDC and PCLDC have taken the leading role in the planning, and execution of the PCLDC 2018 such as;
    - Mr. Hector Nihal, Facilitator, Alumni ILDC 2013
    - Mr. Mujahid Hussian, Facilitator, Alumni ILDC 2016
    - Ms. Zubida Shamim, Facilitator, Alumni PCLDC 2014, & ILDC 2015
    - Dr. Kalsoom Akhtar, Alumni 2016
    - Ch. Rehmat Ali, documentation, Alumni PCLDC 2016
    - Khalid Alumni PCLDC 2014
    - Dr. Muneer Ahmad, Alumni PCLDC 2014
    - Mr. Solomon Peter, Facilitation, Alumni PCLDC 2017
    - Ms. Kiran Gill, Logistical arrangements, Alumni PCLDC 2016
  - PCLDC 2018, provided the participants a platform, where participants were able to explore their personal leadership qualities, abilities and skills by taking different roles, such as facilitators, management of different event, moderation of different sessions, preparation of their presentations etc.,
  - Daily Morning Prayer & personal reflection, recap, session feedback, sharing personal learning, provided the participants daily to reflect on their personal behaviours and learning attitudes.
  - 10 days of working and living together as Christians and Muslims, was a wonderful opportunity for participants of both religion to closely experience each other's religious practice, values and behaviours, it reflected an excellent example of interfaith harmony and peace building.
  - Daily Review Committee Meetings were held after the training sessions, the committee was consisted on the next day session facilitators, the management team, and the representatives of the participants. It was an opportunity for the organizing team and facilitators to analysis the outcomes of the daily inputs and improves its gaps, and feels encouraged by the positive strokes and feedback.

PCLDC 2018 started with an opening ceremony on 13<sup>th</sup> April 2018 at Dar-ul-Kalam 85-D Model Town Lahore, and continued until 22<sup>d</sup> April 2018, with the proactive participation of the participants, and the participatory facilitation by the lead facilitators.

- A key note address was presented by Dr. Noor ul Zaman Rafiq, Chairperson PFRD, researcher and trainer on community development issues.

- The guest of honour, Ms. Corean Waheed, from Holland and living in Pakistan is a founder of Bunyad Consultant, and highly experienced and trainer, her experience sharing about leadership was an excellent input, that set the tune of the PCLDC 2018
- The key philosophy of PCLDC 2018 was based on participatory approaches and methodologies, learned from ILDC, AHI, Japan
- The proactive participation of the participants to conduct sessions, taking initiative in various tasks and responsibilities was the focus of the PCLDC 2018
- POAs (Plan of Actions) were another key characteristic of the PCLDC, Where participants developed their POAs, to utilize what they have learned, in their personal and professional life.

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## PRE PCLDC 2018 ACTIVITIES

- **FORMATION OF PCLDC 2018 ORGANIZING COMMITTEE**

For the organizing of PCLDC 2018, an organizing committee was formed based on the following members;

- Mr. Hector Nihal, Facilitator, Alumni ILDC 2013
- Mr. Mujahid, Facilitator, Alumni ILDC 2016
- Ch. Rehmat Ali, documentation, Alumni PCLDC 2016
- Mr. Solomon Peter, Facilitation, Alumni PCLDC 2017
- Ms. Zubida Shamim, Facilitator, Alumni PCLDC 2014, & ILDC 2015
- Ms. Kiran, Logistical arrangements, Alumni PCLDC 2016
- Ms. Sehrish Logistical arrangements, AAS volunteer
- Ms. Arooj Hector, Logistical arrangement, AAS Volunteer

- **PCLDC 2018 ORGANIZING COMMITTEE MEETING**

Several organizing committee meetings were held at the AAS office to plan for PCLDC 2018. The following points were discussed in details and finalized;

- Venue for PCLDC 2018, Dar ul Kalam, 85 D, Block Model Town, Lahore
- Invitation letter to the organizations and individuals,
- Stationary and Logistical requirements
- Roles and responsibilities of the organizing committee members and facilitators
- Resource materials and handouts development.

- **SHARING OF PCLDC PLANNING WITH Ms. KYOKO SHIMIZU, AHI JAPAN.**

The details of the PCLDC Planning and its program, and final list of the participants were shared with Ms. Kyoko Shimizu, AHI, Japan for her technical input, feedback and comments.





## PROCEEDINGS

### PCLDC 2018

- **OPENING CEREMONY:**

The opening ceremony session was facilitated by Mr. Solomon Peter Alumni PCLDC 2017 and Ms. Zubaida Shamim, Alumni PLCDC 2018 and Alumni ILDC 2015. It was an example for the participants that PCLDC Alumni are proactively involved in the activities of PCLDC, even being an alumni of PCLDC.

- **Prayer:-**The program started with the recitation of Holy verses from Holy Quran by Ch. Rehmat Ali, and a Christian prayer by Mr. Zohaib Dewan, to highlight the importance of interfaith harmony and its importance in the society.
- **Welcome:** Hector Nihal, Director, AAS Pakistan, welcomed the honorable guests, Alumni's of PCLDC & ILDC, Participants of PCLDC-2018 & organizing team members on behalf of Asian Health Institute (AHI) & AIDS Awareness Society (AAS), to be part of this historic event. He appreciated the Organizational heads of the NGO's, who managed to send their staff to join PCLDC 2018 for their personal as well as organizational growth.
- **Introduction of participants;** The facilitators invited the participants to introduce themselves by sharing their name, name of the organization, city and one quality of their personality. It was interesting to note that some of the participants felt difficult to pin point their one quality.
- **Keynote address:** Keynote address was delivered by Dr. Noor Ul Zaman Rafique, has many years of experience in public health, a renowned researcher and trainer. He shared a presentation on Leadership development with audience using tremendous participatory approaches. He highlighted different aspects of a leader and its different leadership role in the society. The participants liked the presentation and video clip about the leadership and applauded the quality information delivered by the Guest of Honour.
- **Introduction of AAS, AHI, ILDC & PCLDC:** Hector Nihal gave a comprehensive and impeccable introduction of PCLDC 2018, Organizing Partners, i.e. AAS & AHI, process and scope of PCLDC for ILDC & its importance, its impact on their personal and organizational growth. He shared the processes and style of learning, while organizing a live-in training in Pakistan with full zeal and zest to deliver the maximum to the participants, through their interest and involvement during the training course. He also shared the vision of Dr. Kawahara, how he was inspired and motivated in Nepal, while he was working there as a professional medical doctor, and how he started a capacity building program for community development workers to prevent the diseases at community level, and to strengthen the role and capacity of community development workers at community level. He said PCLDC is a continuation of the vision of Dr. Kahwara, based on the participatory principals of ILDC, to empower the community development workers with knowledge, attitude and skills that enhance their capacity to be effective community development workers in their localities.
- **Comments of Chief Guest of honour:** Ms. Corean Waheed, the founder of Bunyad Consultants, and a renowned trainer in community development sector, was the chief guest, she in her remarks appreciated the approach of AHI & AAS to organize such a tremendous & quality training for the participants across the Pakistan without any discrimination of religion, cast or language. She cherished the community interest and the warm participation of the trainees and their sending Organizations for a very noble cause. She used the white board to demonstrate the role of Community Leaders in a

very impressive way, which made all the participants understand the role and quality of a good leader.

- **Pre-test:**Ch. Rehmat Ali engaged the participants to assess their knowledge prior to start the training. He shared a document having some salient and much related questions / abbreviations which will be used during the upcoming sessions of the training. Participants gave their honest feedback and handed over the sheets to the management team.
- **Norm setting, expectations & fears:-**Mujahid Hussain took over the session and managed to set norms, and ask the participants to share their expectation and fears about the training. He fully involved the participants to establish the rules and by their own to follow during the entire course. The participants warmly participated. The following norms, expectations, and fears were shared by the participants;

Norms	Expectations	Fears
<ul style="list-style-type: none"> <li>• <b>Follow the time table</b></li> <li>• <b>Respect for each other</b></li> <li>• <b>Active participation</b></li> <li>• <b>Speak one by one</b></li> <li>• <b>Mobile on silent</b></li> </ul>	<ul style="list-style-type: none"> <li>• Learn new leadership skills</li> <li>• New techniques of community development</li> <li>• Peace building</li> <li>• Meet new fellows</li> <li>• Learn new skills and develop a deeper understanding about leadership</li> <li>• Learn new things with new people</li> </ul>	<ul style="list-style-type: none"> <li>• Long and boring session</li> <li>• Too long training, some may quit</li> <li>• Lack of time management</li> </ul>

A delicious dinner was served to participants, guests, PCLDC & ILDC Alumni. Kiran, Sehrish and Arooj handled impressively and put their efforts incalculably to make it special to all.

- **Steering Committee Meeting:** Hector Nihal, Mujahid Hussain, Ch. Rehmat Ali, Kiran Gill, Sehrish, Arooj & Moiz met in the premises and discussed the overall situation of the proceedings of the day-01. All agreed and felt happy for an outstanding opening of the event. No flaws were found, with the approach that there is always an opportunity to make things better. A minor issue was raised by Kiran Gill related to water supply, which was taken up with the stake holders and fixed properly. Steering Committee discussed the agenda of day-02, and finalized the roles and responsibilities of the second day facilitators, moderator, responsible for the prayer and recap session.

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- **TOPIC:- SELF-AWARENESS& PERSONALITY DEVELOPMENT**

- Facilitators: Mr. Hector Nihal and Ms. Arooj
- **Learning objective for the participants:** To learn more about themselves and explore their personal strengths, weakness, opportunities and threats, and how these aspects of their personalities are linked to their work.
- **Proceedings:** Mr. Hector Nihal, and Ms. Arooj facilitated the session of Self-Awareness for Personality Development, and the following tool were used to explore the different salient features of the personality, personal commitments and decisions were made to improve the gray areas of the personality;
  - **Who I am, self-analysis:** Using the tool of Life Tree, the participants started reflecting on their life from their conception, their grandparents, their parents, their personal name, meaning of the name, purpose of giving them this particular name, do we know and purpose of our existence, who was my first teacher, anything I remember about him/her, that is still part of my life, my best friend, the people who helped me in my personal growth, they people who became the source of encouragement in my life, the people who discouraged me, and became the hindrance in my development, my first success of life that boosted my life, my first failure that made me down, who was the person who encouraged me when I was down, list three success of your life, list three failure of your life, do you have your personal plan, what would you like to be in next 5 years, do you have the resources to accomplish it, what do you lack to accomplish it, do you know from where I can get these resources.  
This exercise helped the participants to go through their personal life history, they were astonished to see the role of different people in their personality development, they expressed their feelings by appreciating the different people. The participants were grateful to the PCLDC for providing them this opportunity to reflect on their personality in such a deeper way, before that they never thought about it.
- **Personal & professional Relationship Analysis:** The participants were asked to analysis their relationship at three levels, family, office and friends. They were asked to draw a circle with its different layers, put yourself in the centre, and then at first number who is very close to you, then at 2nd number, and so on, reflect who is very close to me, why he/she is very close, and who is at last number, why he/she is at this number, identify the reasons and make the decisions or strategies how I can improve my relationship with that persons.
- **SWOT:** Participants were asked to explain the meaning of the SWOT, and its use. The following abbreviation was described;
  - S: Strengths
  - W: Weakness
  - O: Opportunities
  - T:Threats;
 Participants were asked to make the square and identify their 3 strengths, 3 weaknesses, 3 opportunities and 3 threats they have.
- **Personal vision for next 5 years:** Then the participants were facilitated to visualize themselves in next 5 years. What is their vision, where they would like to see themselves in next 5 years, considering their SWOT. Then the participants were facilitated to develop their plan of action accordingly;

Personal vision for next 5 years			
How would you achieve it, strategy	Strategy		
• Identify, what is required to accomplish it, such as knowledge, skills and financial resources?	Knowledge	skills	Financial resources
• Identify, what resources do you have it now?			
• Identify, what resources do you don't have, and you need them to accomplish your vision.			
• Identify, from where you can get these resources?			
• What is the timeline to have these resources.			
• When you will start working on it.			
• What is the timeline to accomplish your vision?			

- **Basic question;** After going through the self awareness process, participants were facilitated to develop their personal basic question, for being here in the PCLDC 2018, identify their personal purpose and interest to participate in the PCLDC 2018. This process helped the participants to reflect on their learning needs, and formulate it in a sentence was an interesting exercise for them, it helped them to set their learning objectives for the PCLDC 2018.

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- **TOPIC; FINALIZATION OF PCDLC 2018 OBJECTIVES AND CONTENT BY PARTICIPANTS**
- **Facilitators:** Hector Nihal
- **Learning objective:** To develop content for the workshop with a participatory methodology based on the participants learning needs.
- **Proceedings:** The facilitator presented a draft outline of the PCLDC 2018 content, and divided the group into four groups and asked them to reflect on the content list, make changes according to their personal learning needs and objectives, based on their basic questions, and finalize the topics for PCLDC 2018. The following objectives and topics were identified and decided by the participants;
  - **PCLDC 2018 Objectives:**
    - At the end of the PCLDC 2018 participants will be able to;
      - Articulate, explore and present their, ideas and point of view about different issues
      - Understand the complexity and root causes of the poverty, community development issues, problems, linkages between peace health and development and role of community development workers
      - Find means and options to address the community development issues in their local context
  - **PCLDC 2018 Contents:**
    - Self awareness
    - Community development,

- Role of community development leaders/workers in community development process
  - Community Organization (added)
  - Participatory approaches (added)
  - Exposure visits
  - Leadership and skills of a good community leader
  - Communication skills
  - Motivational skills
  - Problem analysis skills
  - Problem solving skills
  - Globalization, global perspective of development with focus on MDGs & SDGs
  - Behaviour Change Communication (BCC), (added)
  - Advocacy & Networking (added)
  - Peace development
  - Project proposal writing
- **Preparation of the Presentations**

The facilitators asked the participants, that as it was said in the introduction of PCLDC, that participants are the facilitators of this training, so it is time to select topic of your choice, that you feel you have the knowledge about it, and you can do it better. However, the main facilitators, Mr.Mujahid Hussian, Ms.Zubida Dewan and Mr. Hector Nihal, will help you to prepare your presentations, and be with you at the time of your presentations.

It was a different experience for the participants. Many felt that it was difficult and challenging, but with the support, encouragement and guidance of the facilitator, the participants took this challenge and selected the following topics of their choice, interest, and expertise.

DATES	Topic	Facilitators
15/4/18	Organizational Presentation	Participants & Mujahid
15/4/18	Community development process, approaches and strategies	Gulnaz, Jessica
15/4/18	Community Mobilization,	Sadam Hussian
	Role of community development leaders /workers in community development process	Michael Rizwan,
15/4/18	Community Organization	Michael Rizwsn
16/4/18	Leadership, definition, qualities, types and skills of a leader,	Sofia Barkat, Pastor Arif
16/4/18	Communication Skills	Maira Sadiq, Shawar Tariq
16/4/18	Problem Salving Skills	Ruth Samssoon
17/4/18	Participatory approaches	M. Amir, Ch.Rehmat
17/4/18	Behaviour Change Communication (BCC)	Anila Afzal
17/4/18	Advocacy and networking	Hasham, Rabia,
18/4/18	Exposure visit	Hector
19/4/18	Exposure visit presentation	Participants
19/4/17	Global perspective of Development & SDGs	Kainat/Prince

19/4/17	Peace building process & Religious stakeholder analysis	Iqbal-Zoahib-Suneel, Zubida
20/4/18	Fund raising	Hector
20/4/18	Project Proposal Development & Writing	Hector, Sunil, Rubab
21/4/18	Project Proposal Development & Writing	Hector, Suneel Boota Rubab
21/4/18	Plans Of Action (POAs) and incorporate their learning	Hector
21/4/18	Cultural Night	Maira, Iqbal, Amir & Arooj
22/4/18	Workshop Evaluation & Closing Ceremony	Ruth, Kianat, Hector

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- **FACILITATION SKILLS;**
- **Facilitator:** Hector Nihal
- **Learning objectives:** To understand the concepts, process, and skills of facilitation to be used in their sessions.
- **Proceeding:-** Mr. Hector Nihal, the facilitator of the session, with the brainstorming exercise, asked the participants to describe the meaning, definition and purpose of the word “**facilitation**”, and how it can be improved, what is the role of a facilitator? The following points were highlighted in the discussion.
  - **Facilitation** is a process to make things easy, through participatory process and approaches,
  - The **role of the facilitator** is to make things easy for the participants, and to keep them on the track to accomplish group, meeting or workshop objectives by active participation of the participants.
  - The major **skills of good facilitators** are good communication skills, which includes listening, speaking, writing, probing and motivational skills, and the capacity to achieve objective without taking sides.

The participants felt that it is a good opportunity to improve their facilitation skills as a community development workers.

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- **PRESENTATION PREPARATION;**
- **Facilitator:** Hector Nihal
- **Learning objective:** To understand the key elements of a presentation preparation and its delivery.
- **Proceedings:** The facilitator gave an input about the definition and key elements of presentation, such as;
  - **What is presentation?**  
A presentation is a process of presenting a topic to an audience with a specific objective. It is a way of communication.
  - **Key elements of good presentation;**
    - Be well prepared
    - Use proper tools, and the tools that you are confident about them
    - Stay relax
    - Divide role among team member clearly
    - Understand your body position properly
    - Eye contact with the audience

Then the participants were divided into small groups as per their topics, and asked them to reflect on their topics and develop their outlines. The following format for presentation development was shared with them by the facilitator.

Main Topic			
Write Learning objective			
Write Sub topics	List different activities for each sub topic, methodology and tools being used	Time duration	Responsible persons
1			
2			

Make a list of the material required such as type of stationary, multimedia, charts, markers etc.,

The main facilitators helped the each team and provided them the technical guidance, input and moral support to prepare their presentations.

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- **TOPIC: WORKING GROUP FORMATION:**
- **Facilitator:** Mr.Mujahid Hussian
- **Learning Objective:** To provide an opportunity to participants to explore their management and presentation skills.
- **Proceedings:** Mr. Mujahid Hussian facilitated the group formation process, to perform the different tasks on daily bases accordingly; Participants were distributed in 4 groups, i.e. Apple Group, Orange Group, Mango Group & Strawberry Group.

s.#	Groups	Responsibilities	Group Members
1	Orange	Daily Session moderators & Time Keeper	Prince, Hasham, Saddam, Anila, Safia
2	Apple	Daily leading prayer services	Amir, Jessica, Kianat, Zohiab, Rizwan
3	Mango	Daily leading in Recap & Feedback	Iqbal, Sunil, Rabia, Miara, Shawar
4	Strawberry	Daily Hall setting and arrangements	Gulnaz, Ruth, Michael, Arif

The day ended with the feedback of the sessions by the participants and a Steering committee meeting, to review the whole day proceedings, highlighted the positive and gray areas of the day, and strategies and decisions were made to address the issues aroused.

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- **TOPIC; ORGANIZATIONAL PRESENTATIONS**
- **Facilitator:** Mujahid Hussian
- **Learning Objectives:** To understand the work of the organizations of the participants and to develop a deeper understanding among participants as well as their roles in their organizations
- **Proceedings:** Mr.Mujahid Hussian facilitated the session; he briefly explained the methodology of organizational presentation and gave them some time for its final preparation. The participants prepared their presentations according to the following points;
  - Organization's name, vision, mission and major activities
  - Role of each participants in their organizations
  - Major challenges being faced by the organization

S.#	NGO	Organizational focus	Challenge
1	Catholic Women's Organization, Lahore	<ul style="list-style-type: none"> <li>• Health</li> <li>• Women empowerment</li> <li>• Minority Rights</li> <li>• Human rights education</li> </ul>	<ul style="list-style-type: none"> <li>• Resource mobilization</li> </ul>
2	RASTI, Chakwal& Alipur	<ul style="list-style-type: none"> <li>• CRC</li> <li>• Advocacy for the rights of Children, Youth &amp; Women</li> <li>• Health &amp; Education</li> </ul>	<ul style="list-style-type: none"> <li>• How to address the problem of child labor</li> <li>• Lack of funds</li> </ul>
3	JECUP, Lahore	<ul style="list-style-type: none"> <li>• Rehabilitation Services</li> <li>• Health education services to Brick Kilns</li> <li>• Community Development</li> <li>• Adult Education</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of funds</li> <li>• Community expectations</li> </ul>
4	Global Healing Initiative	<ul style="list-style-type: none"> <li>• Education for poor children</li> <li>• Peace education</li> </ul>	<ul style="list-style-type: none"> <li>• Financial problem</li> <li>• Lack of community support</li> <li>• Lack of political support</li> </ul>
5	Caritas, Multan	<ul style="list-style-type: none"> <li>• Health,</li> <li>• Education</li> <li>• Women empowerment</li> <li>• Community development</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of funds</li> </ul>
6	The Salvation Army, Lahore	<ul style="list-style-type: none"> <li>• Preaching the gospel of Jesus Christ,</li> <li>• Provide shelter for orphan children, Schools,</li> <li>• Develop communities through our Corps Base Communities Development (CBCD) programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of enabling environment</li> <li>• Over expectations of the communities</li> </ul>
7	PRFD	<ul style="list-style-type: none"> <li>• Prevention and Control of HIV &amp; AIDS</li> <li>• Treatment and Rehabilitation of Drug Addiction with special emphasis on Children/ Adolescents and Women</li> <li>• Research &amp; advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Resource mobilization</li> <li>• Lack of enabling environment for NGOs</li> </ul>
8	ECF	<ul style="list-style-type: none"> <li>• Community development</li> <li>• Research &amp; advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Financial problem</li> </ul>
9	CMS	<ul style="list-style-type: none"> <li>• Community development</li> <li>• Minority rights</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of funding,</li> </ul>



10	AAS, Lahore	<ul style="list-style-type: none"> <li>• HIV &amp; AIDS,</li> <li>• Sexual Reproductive Health &amp; Rights (SRHR)</li> <li>• Capacity Building Program</li> <li>• Socio-economic Empowerment of women</li> <li>• Empowering people for rights</li> </ul>	<ul style="list-style-type: none"> <li>• Resource mobilization</li> </ul>
	AHO	<ul style="list-style-type: none"> <li>• Prevention HIV &amp; AIDS</li> <li>• SRHR improvement</li> <li>• Women empowerment</li> </ul>	<ul style="list-style-type: none"> <li>• Government policies,</li> <li>• Lack of financial resources</li> </ul>
	Peace & Development	<ul style="list-style-type: none"> <li>• Peace building</li> <li>• Interfaith harmony</li> <li>• Human Rights</li> </ul>	<ul style="list-style-type: none"> <li>• No enabling environment of working for peace building</li> </ul>

The participants felt very happy and proud to represent their organization, at this platform. They shared that this exercise has helped them reflect on the issues and challenges their organizations that we as a staff of the organization never thought about it.

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- **TOPIC:- COMMUNITY DEVELOPMENT**
- **Facilitator:** Gulnaz, Jessica, Saddam, Michael, Hector
- **Learning Objective:** The participants will understand the concept of community development, know the steps of community development, challenges being faced by community development workers, what is CBO and its role
- **Proceedings:** The facilitators introduced the team, learning objectives, contents of the topic, and role of each team member.
  - **What is community development?**  
In the first step the facilitator divided into small groups and asked them to define the definition of a community development. After the group presentation, the participants agreed on the following definition of a community development;
    - Community Development is a process where community members come together, to take collective actions and to solve their common problems.
  - **Community Development Process;**  
The facilitators laid on the floor a white paper sheets, and announced that this piece of land is available for those who are affected by the flood, so the people can go and settled there. It was interesting to see that some people grabbed lot piece of land, without considering the provision of basic facilities. Using this community as a case study, named as Dhaka Colony, the facilitators facilitated them to follow the following steps of community development;  
The facilitator asked the two volunteers from the group and given the role of community mobilizers. With the help of community mobilizers the following steps of community development process were identified;
    - **Step 1:Coordination and identification of potential leaders and members**  
The community mobilizers using different contact identified potential community leaders, and key stakeholders, and discussed with them the situation of the community, and mobilized them to address these issues for the betterment of the community.
    - **Step 2:Situational Analysis or need assessment/ Problem identification**  
With the help of brain storming exercises participants were asked to identify the problems of their community. A list of community problems was identified, such as

- lack basic necessities such as water, electricity, transportation, proper streets, health and educational facilities etc,
- **Step 3: Problem prioritization;**  
The participants were divided into small groups and they were asked to prioritize the most important problem using the ranking tool, such as 1 for most important and 5 for least important.
  - **Step 4: Selection of most important problem and designing a strategy;**  
The facilitator asked the group to select two most important problems, the water and education was selected;
  - **Step 5: Problem Analysis,**  
Then the participants were divided into two small groups and asked them to analyze each problem using the, “But and Why”, tool. It was a very interesting exercise for the participants, because it helped them to identify the root causes of the problem.
  - **Step 6: Looking for possible solution of the problem;**  
The same groups were asked to find the solutions of these problems, and presented in a large group. One of the solutions was to strengthen the community leadership
  - **Step 7: Community mobilization and Organization.**  
Through a role play, the community mobilizers formed a CBO (Community Based Organization) to further take up this problem to the concerned authorities using different community mobilization and advocacy tools and strategies. The following steps were adopted for the CBO formation;
    - Asked the community members, to volunteer themselves to be part of the CBO,
    - Through election process, executive committee of the CBO was formed
    - The roles of key persons such as president, general secretary, and finance secretary were discussed.

President	General Secretary	Finance Secretary
Preside the meeting	Call the meeting	Financial management
Make final decisions,	Record the minutes of the meeting	Keeps financial records
Delegation of responsibilities	Prepare reports	Works in consultation with president and general secretary
Can call emergency meetings	Works in collaboration with president	Financial resource mobilization
Gives approval of the decisions		Prepare financial reports etc.

- **Step 7: Community development**  
The CBO members were asked by the facilitators, to resettle this community by considering community development elements. In the group work, the CBO members discussed the community development plan, and redesigned the community, considering all basic facilities, with proper development structure of the colony. So, they presented it from a slum area to a developed colony.
  - **Role of Community Development Worker;** with the help of role play the qualities, skills and role of community development workers were discussed and highlighted the important points by the facilitators.
- At the end the facilitators summarized the sessions focusing on the important elements of community development.

The day ended with the feedback on the session by the participants by writing their learning on the slip and sharing it with the participants, and meeting of the Steering committee that discussed the proceedings of the day, learning of the participants and positive and area of improvements from logistics and facilitation point of view.

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- **TOPIC: LEADERSHIP**
- **Facilitators:** Safia Barkat, Pastor Arif, Hector Nihal
- **Learning Objective:** To help the participants understand and explore the concept and role of a leader and develop different leadership skills.
- **Proceedings:** The facilitators started the session with the introduction of the facilitation team, learning objectives, and contents of the main topic, leader, leadership and leadership skills.
  - **Definition of a leader:**  
The facilitator distributed the paper slips and asked them to write down, what they understand by the word leadership, and then divided them into small groups and asked them to make a definition of the Leader, after the group presentation, the participants were agreed on the following definition of the leader;
    - The leader is a person who influence others by its words or actions, and people follow him or her.
  - **Qualities of a Good Leader;**  
The facilitator asked the participants to identify a leader who is their role model or they are inspired by him or her. The participants shared the following list of leaders;
    - Imran Khan,
    - Nawaz Shareef
    - Juese Christ
    - Hazarat Muhammad,
    - Quid-e-Azam
    - Molana Tariq Jamil
    - Pope Francis
    - Mother Teresa
    - Mr. Francis Rofi



Then participants were asked to select 3 leaders out of them, whom they think are the best leader. They selected the following three leaders of their best choice, then the participants were divided into three small groups and they were asked to identify their best qualities. The following were the group presentation;

Selected leaders	Molana Tariq Jamil:	Pervaiz Musharaf	Mother Teresa
Identified qualities	<ul style="list-style-type: none"> <li>● Educated personality</li> <li>● Don't promote religious groupings</li> <li>● Promote humanity</li> <li>● Has religious tolerance,</li> <li>● Respect all religions</li> <li>● He spoke about the problems/evils of the society without any</li> </ul>	<ul style="list-style-type: none"> <li>○ Decision maker,</li> <li>○ Broad minded</li> <li>○ Active</li> <li>○ Strong networking, ,</li> <li>○ Educated</li> <li>○ Graceful</li> <li>○ Pre planner</li> <li>○ Equality</li> </ul>	<ul style="list-style-type: none"> <li>○ Sympathetic</li> <li>○ Sincere</li> <li>○ Loving God,</li> <li>○ Hardworking</li> <li>○ Humble</li> <li>○ Service without discrimination,</li> <li>○ Follow the principles</li> <li>○ Hope for</li> </ul>

	fear <ul style="list-style-type: none"> <li>• Good decision maker</li> <li>• Influencing personality</li> <li>• Pop Francis is his favorite personality</li> <li>• Good speaker</li> </ul>		hopeless people <ul style="list-style-type: none"> <li>○ Brave</li> <li>○ Enthusiastic</li> <li>○ Taking care of others</li> <li>○ Provide Shelter</li> </ul>
<b>Select 5 best qualities</b>	<ol style="list-style-type: none"> <li>1. Good decision maker</li> <li>2. Has religious tolerance</li> <li>3. Respect all religions</li> <li>4. Against religious groupings</li> <li>5. Influencing personality</li> </ol>	<ol style="list-style-type: none"> <li>1. Decision maker</li> <li>2. Good networking</li> <li>3. Believes in equality</li> <li>4. Educated</li> <li>5. Pre planner</li> </ol>	<ol style="list-style-type: none"> <li>1. Humble</li> <li>2. Good decision maker</li> <li>3. Service without discrimination</li> <li>4. Brave</li> <li>5. Enthusiastic</li> </ol>

- **Leadership styles;** With the help of a case study, participants identified the leadership styles and types of leadership, such as directive, consultative and free rein.
- **Skills of a Leader;** The facilitator showed a video clip to the participants that described the characteristics and skills of the leadership. Then the participants were asked to identify the skills of a leader. The following most important skills were identified;
  1. Communication skills
  2. Problem solving skills
  3. Planning skills
  4. Management skills
  5. Negotiations skills

Then participants were asked individually, do they have such qualities, if yes, write one best quality and skill they have and one best quality and skill they would like to improve, on the paper slip and share it in the large group; the following were the responses of the participants;

S.#	Name	HAVE		LIKE TO IMPROVE	
		Qualities	Skills	Qualities	Skills
1	Ruth Samson	Take Initiatives	Speaking	Self confidence	Time management
2	Suneel Boota	Responsible	Management	Team work	Motivation
3	Gulnaz Ashiq	Caring	Facilitation	Punctuality	Management
4	Jessica Peter	Cooperative	Management	Self confidence	Communication
5	Sofia Barkat	Creative	Management	Team work	Facilitation
6	Zohaib Dewan	Take initiatives	Communication	Team work	Communication
7	Rizwan	Responsible	Management	Team work	Communication
8	Rabia	Cooperative	Facilitation	Self confidence	Facilitation
9	Saddam	Self confidence	Problem solving	Responsible	Communication
10	Kianate	Responsible	Management	Self confidence	Communication
11	Prince	Supportive	Speaking	Self confidence	Decision making
12	Maira	Caring	Management	Self confidence	Conflict management
13	Hasham	Responsible	Facilitation	Team work	Facilitation
14	M.Iqbal	Creative	Speaking	Team work	Advocacy
15	Michael	Responsible	Facilitation	Team work	Facilitation
16	Anila Afzal	Responsible	Management	Self confidence	Facilitation

17	Mr. Arif	Supportive	Management	Responsible	Problem solving
18	Shawar Tariq	Cooperative	Speaking	Self confidence	Communication
19	Capt. Shumila	Responsible	Management	Supportive	Decision making
20	M. Amir	Cooperative	Communication	Self confidence	Facilitation

- **Communication skills;**  
**Communication model;** The facilitator asked the participants to share the basic components of the communication model, and after that, with the help of diagram explained it. The participants realized that each component of communication model is very important, without it the communication process is not completed. The following is the communication model;
- **Types of Communication;** with the help of role play, and brainstorming exercise the following types of communication were identified;
  - Verbal Communication; speaking, talking, calling
  - Non verbal communication: written, symbols, gestures, posture, signs, expression
- **Communication Skills:** With the help of brainstorming exercise, participants were asked to identify communication skills, the following 4 basic communication skills were identified such as, listening, writing, speaking and reading.
- **Communication barriers & solutions:** The facilitator divided the participants into small groups and asked them to identify the communication barriers in these skills, and their solution. The following was the group presentation.

Skills	Barriers	Solutions
<b>Listening</b>	<ul style="list-style-type: none"> <li>• Noise</li> <li>• Network problem</li> <li>• Hearing problem</li> <li>• Furriness</li> <li>• Prejudices</li> <li>• Lack of knowledge</li> <li>• Language problem</li> </ul>	<ul style="list-style-type: none"> <li>• Peaceful environment</li> <li>• Change the network</li> <li>• Contact doctor use hearing aid</li> <li>• Improve patience</li> <li>• Have positive thinking</li> <li>• Learn the language or arrange for translation.</li> </ul>
<b>Speaking</b>	<ul style="list-style-type: none"> <li>• Language</li> <li>• Ambiguity</li> <li>• Lack of confidence</li> <li>• Lack of knowledge, preparation</li> <li>• Lengthy</li> </ul>	<ul style="list-style-type: none"> <li>• Speak in local language or language of the participants</li> <li>• Have clear objective and stance</li> <li>• Properly arrange the sentences</li> <li>• Have complete information about community or audience</li> <li>• Speak politely</li> <li>• Speak short and sweet</li> </ul>
<b>Writing</b>	Writing style; <ul style="list-style-type: none"> <li>• Poor handwriting</li> <li>• Missing punctuations</li> <li>• Grammatical errors</li> <li>• Incomplete sentences</li> </ul>	<ul style="list-style-type: none"> <li>• Good handwriting is a good source for readers</li> <li>• Sentences should be grammatically correct</li> <li>• Write short but meaningful</li> <li>• Write carefully to facilitate the reader.</li> </ul>
<b>Reading</b>	<ul style="list-style-type: none"> <li>• Eyesight</li> <li>• Language</li> <li>• Spelling</li> <li>• Punctuation</li> <li>• Small font size</li> <li>• Grammar</li> <li>• Stuttering</li> </ul>	<ul style="list-style-type: none"> <li>• Use of glass</li> <li>• Translator</li> <li>• Consult dictionary</li> <li>• Knowledge of English grammar</li> <li>• Use magnifier</li> <li>• Practice</li> <li>• Concentration</li> </ul>

<ul style="list-style-type: none"> <li>• Illiterate</li> <li>• Difficult words</li> <li>• Dim light</li> </ul>	<ul style="list-style-type: none"> <li>• Use of dictionary</li> <li>• Use of proper light</li> </ul>
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- **7 C, Principals of Communication;** With the help of a power point presentation, the facilitator explained the principal of communication in 7C's.
  1. Concentrate
  2. Concise
  3. Correctness
  4. Courtesy
  5. Clarity
  6. Contest
  7. Consideration



At the end of the session participants were given a leadership assessment form to evaluate their leadership qualities and skills, how much knowledge they have gained and improved their leadership skills. It was amazing to note that the level of learning was very good, that was very encouraging for the facilitators.

- **Feedback:** The participants were very much enthusiastic to share their feeling for the day. They said that today we were really able to understand the concept of leadership and the qualities of a good leader. Iqbal said, I have never experiences such a nice learning to understand the concept, types and qualities of leadership. Gulnaz said, I have gone through many trainings in my life, but this typical training module is tremendous one and the learning ratio is very high. Saddam Hussain shared his feeling saying, that every day we are growing and our level of understanding is going up.
- **Steering committee meeting:** During the post session meeting; where Facilitators, Management Staff, Representatives from Participants & volunteers participated to discuss the overall performance and conduction of the day to evaluate the performance and participation of the participants. The objective of this meeting was to identify the gaps if any & resolution of the same accordingly. The representatives of Workshop Participants were very happy to share their feedback about the day. The categorically appreciated the stuff and quality of information shared by Facilitators. They were excited to contribute the feelings and their learning about Community Development. Committee members were also very happy to know the full participation and involvement of the trainees during the session. Next day agenda was discussed and the Management team designed their day contents.

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- **Problem solving skills:** The facilitator divided the participants into small groups and asked them to define a problem, after the group presentation, she with the help of participants, defined the problem, and shared the different steps of problem solving as following;
  - **What is a problem;** Problem is a matter or situation regarded as unwelcome or harmful and needing to be dealt with or to overcome.
  - **What is a problem solving;** Problem solving is a process of finding solution to a difficult or complex situation. Following steps of problem solving were highlighted;
    - Step 1: Identify the issue
    - Step 2: Understand everyone's interest
    - Step 3: List the possible solutions

- Step 4: Evaluate options
- Step 5: Select an option, or options
- Step 6: Document the agreement
- Step 7: Agree on contingences, monitoring and evaluation.

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- **TOPIC: PARTICIPATORY APPROACHES AND TOOLS**
- **Facilitators:** M.Amer, Ch. Rehmat Ali
- **Objectives:** At the end of the session participants will be able to understand the concept, strategies and tools of participatory approaches.
- **Proceedings:** The facilitator introduced the topic, learning objective, facilitator’s team and key components of the topic. With the help of brainstorming exercise, they define the participatory approaches and participatory tools;
  - **Participatory approaches** are processes in which local people are involved, they are empowered by creating different opportunities for them, to get confidence and ownership. This enhances their capacity to take action to defend their own interests
  - **Participatory tools** are, where a group of people are involved such as;
    - Mapping tools; like social mapping, resource mapping, transit walk mapping, mobility mapping,
    - Diagramming tools; like seasonal calendar, time line,
    - Ranking tools: well being ranking,
    - FGDs

To further clear the concepts of the participants the facilitator shared a “Magic Stone” story with the participants, and divided them into three groups, and asked them to identify, participatory approaches and participatory tools used in the story. or further understanding of the participatory approaches, a story of **magic stones** was shared by Ch. Rehmat, divided them into small groups, and asked them to identify the participatory approaches and participatory tools;

Participatory Approaches	Tools
<b>Peoples participation in group discussion</b>	Dogdagi (small drum) (calling people to come and join)
<b>People’s participation in jointly cooking food</b>	Magic stone; attraction for people to join the activity

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- **TOPIC; BEHAVIOR CHANGE COMMUNICATION (BCC):**
- **Facilitator;** Anila Afzal, Saddam Hussian, Hector Nihal
- **Learning Objective;** At the end of the session participants will be able to understand the concept and stages of BCC.
- **Proceedings;** Anila and Saddam facilitated the above presentation. The explained the Behavior Change and the process of BCC with examples. The types of Behavior were also shared with participants.
  - **What is BCC?**  
The facilitator asked the participants, what do they mean by BCC, after the brainstorming session, the participants were given a definition of a BCC. BCC is an interactive process of any intervention with individuals and communities or societies to develop communication strategies to promote positive behavior, which are appropriate to their settings.

- **Stages of BCC.**

The following stages of BCC were shared with the participants;

1. Pre contemplation; Unaware of the problem
2. Contemplation; Aware of the problem and desired for behavior change
3. Preparation; Intends to take actions
4. Actions; Practice the desired behavior
5. Maintain: Works to maintain the behaviour change

At the end of the session, participants were asked to identify the behaviours that are problem for themselves, for the family, for the office colleague, would like to change it, if yes, make a plan, considering the five stages of behaviour change communication. The same they can apply it for the community issues and problems.

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- **TOPIC: ADVOCACY & NETWORKING**

- **Facilitators;** Rabia, Hasham, Mujahid Hussian

- **Learning objectives:** At the end of the session participants will be able understand the concept of advocacy and networking and steps of advocacy campaign.

- **Proceedings:** The facilitators introduced the facilitator's team, main topic, its learning objectives and session planning. They started the session with a brain storming exercise, involving all participants through asking different questions. Then with the help of group work, they defined the concept of advocacy networking.

- **Definition of Advocacy & networking:**

- Advocacy actively supporting a cause and trying to get other to support it as well;?
- Advocacy is supporting the victim, raising voice against injustices,
- Advocacy networking is a very useful and powerful tool for achieving a common goal. It strengthens the advocacy campaign process, by involving different groups and stakeholders,

- **Steps of Advocacy & Networking**

The facilitators, with the help of role play clear the concept of advocacy and networking and highlighted the following 11 steps;

- Step 1: Mobilization and organizing likeminded people at one platform
- Step 2: Identification of the core issue or problem to be addressed
- Step 3: Setting the strategic objectives of the advocacy
- Step 4: Collecting the real facts related to the problem
- Step 5: Identification of the target groups, decision makers, concerned authorities
- Step 6: Determine the decision that can influence the decision makers
- Step 7: Identification of allies, who are also affected, and willing to join the advocacy campaign
- Step 8: Determine the action strategy
- Step 9: Do the action
- Step 10: Review and repeat the action if necessary
- Step 11: Celebrate the success

At the end the facilitators summarized the session highlighting the main points of advocacy and networking.

At the feedback session, participants shared their learning's, and appreciated the efforts of the facilitators, and in the Steering committee meeting, the level of confidence and sharing



of quality knowledge of facilitators and proactive participation of the participants was appreciated by the organizing team and facilitators. It was noticed that the seating arrangement was not comfortable for the participants that needs to improve by the hall setting team.

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- **TOPIC: PCLDC 2018 MID TERM EVALUATION:**
- **Facilitator:** Ch. Rehmat Ali
- **Proceedings:** The facilitator gave a slip to the participants and asked them, what has been their learning until now, and what are the positive and area of improvements in the PCLDC 2018. The following points were shared by the participants:
  - **Rizwan Sabar:** Learnt very well about the concepts of Community Development, Leadership in a very different way. I attended many training covering similar topics, but the way PCLDC make me understand is worth-mentioning.
  - **Jessica Peter:** Self Awareness was the most attractive and meaningful topic for me. I gained high level confidence in these 5 days, and feeling proud on my decision to join PCLDC.
  - **Safia Barkat:** Excellent days of life while staying with PCLDC family. Good management, exemplary learning, attractive facilitation.
  - **Muhammad Iqbal:** By the grace of Almighty, every day is best than previous, the process of learning is smooth and knowledge growth is upward due to the best techniques of Facilitators. If a common person can be converted to an effective leader, this was proved here by the commitment and tremendous techniques used by the trainers.
  - **Ruth Samson:** Feeling happy & improved my skills for community work.
  - **Gulnaz Ashiq:** Gained better confidence, learned many new things with different and appropriate approach.
  - **Suneel Boota:** Facilitators impressed me a lot; they possess variety of qualities to make us understand things, and encouraged us to raise our hands for the further clarifications. Menu is fabulous.
  - **Maira Sadiq:** It is very good training, it's beyond expectations indeed. I learned confidence, teamwork and ability to face the challenges.
  - **Anila:** It was good time to learn many things, and now I'm able to face the miserable communities more confidently, to come up with solutions. This training helped us polish our hidden leadership qualities.
  - **Muhammad Amir:** Gained a very different experience because we knew many things but never considered due to lack of awareness and techniques, which provided by PCLDC as of now.
  - **Kainat Fatima:** I am more confident than I was on day-01. More than 50% stuff learned here was never known to me before. It helped me to interact with a group of people with different age groups, locations etc.. Learnt how to hold the mic during presentation.
  - **Arif Masih:** All the sessions were excellent. I learned a new strategy that how we can learn through activities. The topic of leadership was the excellent material to understand.
  - **Hasham Mehmood:-** The training has inspired me a lot, it has helped me to understand my values, know my abilities and skills, and motivated me to improve my weakness.

- **Michael Sardar:** I never expected such a useful sessions for my professional life. It has helped me to understand my role and improve my lacking.
- **Shawar Tariq:** This training is very interesting, everyone take part in the activities.
- **Zohaib Dewan:-** The methodology of the training is very interesting, participants are active and enjoying, no one is getting bored.
- **Cap. Shumila Sharoon:-** I have attended lot of leadership training workshops, but it is exceptional, the methodology and the role of facilitators is excellent. I appreciate the entire team for doing excellent job.
- **Sadam Hussian:-** I am gaining from this training more than I expected, the participants are given the full opportunity to explore and improve their leadership qualities and skills.
- **Prince Alvin:** The training has given me confidence and courage to actively take part in the different activities. The learning process is very good.
- **Rabia;** The training is more than my expectations, I am thankful to my organization, who has provided me this opportunity. I have been able to review my personality, and planned to improve the weak areas.

**With the brainstorming exercise, the level of knowledge, attitude and skills was assessed from 13<sup>th</sup> April to 18<sup>th</sup> April 2018**



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- **TOPIC: COMMUNITIES EXPOSURE VISIT**
- **Facilitators:** Hector, Dr. Muneer, Khalid Mahmood, Rehmat Aftab,
- **Learning Objectives;** The participants have a deeper understanding of community development issues, and use their community development workers skills.
- **Proceedings;** Hector Nihal highlighted the importance of the exposure visits, and its contribution towards training. He shared with the participants that we have identified 4 locations for the exposure visits and gave brief introduction about each group, and shared the following exposure visit protocols;
  - Use of simple language
  - Respect for their status and culture
  - Accept them as they are,
  - No judgments, no lecture
  - Follow the group leader
  - No photographs without their permission.
- **Purpose of the exposure;**
  - To have first hand information about the community problems
  - To have a deeper understanding about the issues and problems of the community
  - Experiment the skills learned in the PCLDC such as need assessment, situational analysis, problem identification, and communication skills.

- **Group formation and exposure visit communities;**

Group Members	Place of exposure	Location	Group facilitators
Hasham, Gulnaz, Shumila, Mujahid, Michael	Transgender community	Lahore	Dr. Muneer, alumni PCLDC2014
Iqbal, Amer, Anila,	Brick kiln community	Riwand	Mr. Rehmat/Shazia alumni PCLDC 2017
Ruth, Sunil, Rabia, Razwan	Gypsies community	Lahore	Mr. Khalid, PCLDC2015 Alumni
Urooj, Jessica, Prince, Zohaib,	Baba Bulla Shah, (Sufi Tomb)	Kasur	Ch. Rehmat Ali alumni PCDLC2016

- **Field Exposure;** each group under the leadership of group leader, and facilitator visited four different communities, and learned from their situation. They spend about two hours with the community. They had the opportunity to implement their learning as community development worker and community leader.
- **Preparation of exposure visits presentations;** on their way back from exposure visit, each group prepared their presentation based on their observations and assessments.
- **Exposure visit group presentation;** Each group was invited by the facilitator to present their report in the form of role play. It was interested to note that participants had keenly observed the situation of each community, and in a short period of time captured very important information, and in their presentation they highlighted very important and sensitive issues of each community.

Presentation content	Gypsies	Transgender	Brick Kiln Workers	Baba Bulay Shah Tomb
Introduction	Living in tents, with any basic facilities, Neglected group of society. Living nomadic life Uneducated & unskilled	Living in Dera not with their original families. Rejected and neglected by the society& family. Living dual life, Most at Risk for HIV & STIs infection Uneducated & unskilled	Working as bonded labour, Uneducated Indebted Lacking basic health and educational facilities	Sufi poet has promoted humanity, peace and interfaith harmony, Lot of people come for pilgrimage
Key findings	Lack of education for children Lack of basic life facilities in their localities NIC (National Identity Cards) issues	Looking for better opportunities in life. Aware about the prevention of HIV & AIDS, Very open to share their social, problems & attitude of the society towards sexual behaviours	Low paid Lack of basic living facilities Uneducated Indebted with brick kiln owners	No shelter for visitor People come with religious believes, Drug and prostitution problem
Tools & skills used	Observation, FGD Transit walk Interviews Report writing Presentation	Observation, FGD Interviews Report writing skills Presentation skills	Observation, FGD Transit walk, In-depth interview Report writing Presentation	Observation FGD Transit walk In-depth interview Report writing Presentation
Suggestions	Educate their children	Advocacy for the and acceptability	Protection of basic human	Shelter and basic facilities

	Work for to have CNICs	availability for their basic human rights	rights, women rights & minority rights	for the visitors
Challenges faced by team	No problem faced by the team	Finding of the Dera, communication problems with contact persons	No problem was faced	No problem was faced
Learning	Developed deeper understanding of the gypsy community, about their real issues, and community development opportunities	The TG community is part of our society, but they are not being accepted, we need to change our behaviours as a human being and development workers to promote and advocate for their rights	People are being released from their debt by NGO support, Skilled people as brick kiln work, but not appreciated by the society, Change in behaviours and attitude is needed	The message of the poetry of the Sufi poet, is for humanity, based on love for human being, respect for all religion, should be promoted at all levels.

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- **TOPIC: CHANGE MANAGEMENT:**
- **Facilitator:** Mr.Mujahid Hussian
- **Learning Objectives;** To understand the concept of change management, and how to manage change in the organization.
- **Proceedings:** Mujahid Hussain shared a presentation on Change Management, and involved participants through brainstorming exercise to elaborate the change management concepts in the organization, and challenges faced by the management. The following points were highlighted ;
  - The change management in any organization is a process, tools and techniques to manage the people side of change to accomplish the organizational objectives.
  - Change management is a systematic approach to dealing with the change in the organization, its people, its goal or objectives, its technologies.
  - The purpose of the change management is to focus on the strategies that are effecting the change, controlling change and helping the people to accept it.

It was a very interesting topic for the participants, a new topic to understanding the process of staff management in the organization; it reflected the management side to look at the people in the organization, for the better performance and the effort to achieve the organizational goals.

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- **TOPIC; PEACE AND DEVELOPMENT:**
- **Facilitators:** Mr. Zohaib, Dewan, Iqbal, Ms. Zubida Shamim
- **Learning Objective:** At the end of the session participants will be able to understand the concept and process of peace and peace building, the challenges in peace building and how we can create a peaceful situation.
- **Proceedings:** The facilitators introduced the topic, team members, their roles, and learning objective of the session.
  - **Definition of Peace:** The session started by Mr. Zohaib, by dividing the group into small groups, to define the peace, the following points were highlighted in the presentation of the groups;

- **Group; A:** where there is political, social, religious and war stability, there is peace.
- **Group B;** It is feeling of satisfaction, free from any tension, mental relaxation,
- **Group C:** A situation where there no fear of war, it is peaceful.
- **Role of Stakeholders in Peace building:** with the help of participants, using brainstorming technique, Mr. Iqbal highlighted to role of different stakeholders in peace building process, such as family members, social, political and religious leadership, at family, local, national, regional and international level.
- **Peace building process;** The facilitator , with the help of power point presentation gave a detail overview of the peace building process, described the different pillars of peace, factors that promote and destroy the peace, challenges faced by peace building activists in the society, and different means and methods that are helpful in building peace in the society and at home such as promoting peace education in schools, and creating a tolerant situation at home and work place, by accepting other persons as they are without discriminating them on the bases of their religion, ethnic or cast etc.

#### **Experience sharing on peace building:**

- Ms.Zubida Dewan shared her experience of ILDC and PCLDC, how she was motivated by these trainings to play her due role in the promotion and building peace in the society. How she was inspired the people of Japan for their role in peace building after being the first victim of Atom Bomb, and how they have overcome from this situation.
- Mr. Hector Nihal, also shared his experience of visit to Hiroshima, and role of people of Japan in peace building, he also showed a video about the atom bomb at Hiroshima, and its effects on the people of Japan.
- **Threats in peace building:** a video clip that highlights the imaginary situation if there is an atomic war between two atomic powers, India and Pakistan, it showed a mass destruction, which was a new insight for the participants, and their motivation to work for peace building and advocate peace building process at national level.



The session ended with the Michal Jackson song, "World A Better Place".

At the end of the day in the feedback session, the participants appreciated the visual tapes relayed during the peace promotion session. Everyone liked and felt happy to share their learning's from the role plays presented by the different groups on their exposure visits. Muhammad Iqbal said, it was completely new experience to be part of the miserable communities for a couple of hours. Saddam appreciated the approach to visit the special people; he said we all should do something to elevate the living status of miserable communities. Shamaila was very much enthusiastic to share her feelings about the TGs and their issues. Overall satisfactory and encouraging feedback was shared by the participants.

In the Steering committee meeting, the overall proceedings of the day was reviewed, and highlighted the positive and areas of improvements, to make this event, effective and productive for the participants.

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- **TOPIC: GLOBALIZATION &GLOBAL PERSPECTIVE OF DEVELOPMENT WITH A FOCUS ON MDGs & SDGs**
- **Facilitators:** Ms. Kianat, Mr. Prince and Mr. Hector Nihal
- **Learning Objective:** At the end of the session participants will be able to understand the concept, historical perspective and impacts of globalization, development, sustainable development, MDGs, SDGs and situation of Pakistan.

- **Proceedings:** Ms. Kianat introduced the team and shared the content and objectives of the topic.
  - **Globalization Concepts and Impacts:** The facilitator started with, with the brainstorming activity, what do they mean by Globalization, and then with the help of power point presentation gave a brief historical perspective of globalization, he divided the participants into small groups and asked them to discuss the effects of globalization in the society, and present it in the form of posters, it was very interested to see the poster presentation by the participants, that highlighted the environmental, political, economical and social, negative and positive effects of Globalization on the societies. It was a new topic for the participants, and they realized that many things they felt was good, how it is negatively affecting their life and it has created a threat for the people.
  - **Development and Sustainable Development:** -The participants were divided in three small groups and asked them to define the development and sustainable development. The following were the group presentation;



Group	Development	Sustainable development
Group 1	A gradual growth of a situation that become more advance or strong then the previous one.	It is a development without destroying the natural resources
Group 2	Economical and social positive change in the previous situation of a person or a society.	Development that respects human dignity and accept the people of different cultures with their situation and status.
Group 3	Moving from one stage to another stage	To build people and uplift community without their exploitations.

Then with the help of a power point presentation, the facilitators shared the definition of development and sustainable development such as;

- **Development:** Development is a unfolding of human potentials for meaningful participation in economic, social, political and cultural process and institutions, so that people can improve their situation.
- **Sustainable Development:** Defined by UN, “Meeting the needs of the present, without sacrificing the ability of the future generation to meet their own needs.”



- **MDGs & SDGs:** Ms. Kainat gave a very comprehensive power point presentation on the historical perspectives of MDGs and SDGs, by defining the abbreviations;
  - MDGs: Millennium Development Goals
  - SDGs: Sustainable Development Goals

She said that the first concept of Sustainable Development was introduced by Gro Harlem Brundtand, the prime minister of Norway, when he was the chairman of Environment and Development. The UN agreed on 8 MDGs in 2000 to address the most

important issues of mankind, and in 2015 reflecting of the MDGs progress the World leadership agreed on the 17 SDGs, that reflect the major and important development issues of mankind.

Mr. Prince Alvin, described the MDGs and SDGs by presenting the following slide of MDGs, and SDGs.

MDGs	SDGs
1. Eradicate Extreme Poverty and Hunger	1. No poverty
2. Achieve Universal Primary Education	2. Zero hunger
3. Promote Gender Equality and Empower Women	3. Good health and well being
4. Reduce Child Mortality	4. Quality education
5. Improve Maternal Health	5. Gender equality
6. Combat HIV & AIDS, Malaria and Other Diseases	6. Clean water & sanitation
7. Ensure Environmental Sustainability	7. Affordable and clean energy
8. Global Partnership for Development	8. Decent work and economic growth
	9. Industry innovation and infrastructure
	10. Reduce E-equality
	11. Sustainable cities and communities
	12. Responsible consumption and production
	13. Climate action
	14. Life below water
	15. Life on land
	16. Peace justice and strong institutions
	17. Partnership for The Goals



Then he gave them play cards of SDGs, and asked them to reflect on each SDG and shared their reflection, who do they mean by this SDG and how it is linked with their daily life, and their work. After sharing they were asked to past it on the wall. He asked the participants, identify the SDG, in which their organization is involved. It was an interesting activity for participants because with this activity participants were able to link up their work with the SDGs and realized their contribution in the accomplishment of SDGs, the world agenda 2030.

○ **SDGs & Status of Pakistan;**

With the help of the Power Point presentation, Mr. Hector Nihal, shared the situation and status of SDGs in Pakistan. He said that in Pakistan National Assembly adopted SDGs on 16<sup>th</sup> February 2016, as Pakistan’s national development agenda, Pakistan was the first country who adopted UN development agenda unanimously in the parliament, the 7 pillars of vision 2025 are also aligned with SDGs. Pakistan has set 320 performance indicators against 17 SDGs.

According the Global Index Pakistan has secured the score 55.6, and is ranked 122 on the SDG index of 157 nations. He also shared the provincial level situation of SDGs in Pakistan, the Punjab was in a better position compared to other provinces. This situation helped the participants to understand the Pakistan’s stand and role on SDGs and the contribution of their organizations in the accomplishment of SDGs.

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- **TOPIC: PROJECT PROPOSAL WRITING**
- **Facilitators:** Mr. Sunil, Capt. Shumila and Hector Nihal
- **Learning Objectives:** The understand the concept and the process of project proposal development and how to develop and write a community project proposal.
- **Proceedings:** Capt. Shumila introduced the team and shared the learning objectives and contents of the session.
  - What do we mean by project proposal?
  - How to write a community development project proposal
  - Where and how to submit a project proposal to financial partners
- **Definition of the project:** She divided the participants in small groups and asked them to define the project. The following points were shared by the group presentation;
  - A specific task that is completed within the specific time, with set resources
  - A project proposal is a detailed description of a series of activities for solving certain problems within a set time frame with set resources.
- **Project Proposal Development Process:**

The facilitator divided the participants into their community exposure visit groups and asked them to identify their one problem to develop and design a project proposal to address this problem. Each group identified the following problems;

The facilitator described the following basic points for the project proposal development and writing.

  - Project should be based on facts and the real needs of the community,
  - The project objectives are based on the SMART formula; Specific, Measurable, Achievable, Realistic, and Time bond.
  - There should be a SWOT analysis of organization and community before designing a project
  - Should study the previous intervention on the same issue if any
  - Hire a strong, qualified and skilled project team
  - Develop a strong monitoring and evaluation mechanism at the organizational level and should be present throughout the project cycle.

Then the facilitator asked the participants to sit in their groups, and using the flash cards, follow the instructions of the facilitators. The participants developed their projects following the following steps;

  - **Step 1: Community situational analysis:** Considering the field exposure visits participants were asked to identify a most important problem. The following problems were identified by each group;
    - Gypsy Community Group: Basic Education for Gypsy Children
    - Transgender Community Group: Prevention of HIV & AIDS among Transgender
    - Brick Kiln Community Group:
    - Baba Bulay Shah Tom Group: Shelter for Pilgrims at Baba Bulay Shah Tomb
  - **Step 2: Propose a solution to the identified problem, (Project Goal):** Each group wrote a solution of the problem as a project goal on the flesh card.
  - **Step 3: How you will solve this problem, the project Objectives;** Each group wrote two to three objectives of their project on the flesh card.
  - **Step 4: How you will achieve these objectives step by step, different activities;** each group wrote different activities for each project objectives.
  - **Step 5: When and who will do these activities, design a work plan,** each group developed a project work plan for its objectives.



- **Step 6; What will be the output and outcome of these activities;** each group listed the outputs and outcomes of these activities
- **Step 7: Who will do these activities, project team;** each group wrote the persons required for the project.
- **Step 8: What resources are required to archive your project goal and objectives, the budget;** each group developed a project budget focusing on the following points;
  - HR cost salaries;
  - Program cost;
  - Administration cost;
  - Equipments cost;
- **Step 9: How you will monitor the progress of your work, monitoring and evaluation plan,** each group wrote the basic steps of monitoring and evaluation plan.

At the end of doing this process, Mr. Suneel Boota with the help of power point presentation, shared a list of the **project proposal content** with the participants, and asked them to identify the components they have covered in their group work process, and asked them to place it accordingly step by step.

Then each group presented its project proposal to Mr.Mujahid Hussian, who gave a critical review of the each project.

The participants were astonished to see that they have developed a project proposal, which was a first attempt to all participants, they realized the project proposal development and writing is not an easy task. They said now it is easy for them to understand the role working in their organizations working in different project, because now we know the process and requirements of a successful project.



**Project Proposal Submission:** The facilitator shared the process of the project proposal submissions to donor agencies and the required documents;

- Step 1: Call for concept note or project proposal from any donor agency
- Step 2: Call for project proposal on the accepted concept note with deadlines and given project proposal formats
- Step 3: Write a project proposal on given format, with asked documents such as, audit reports, registration certificate, organization profile etc, and submit it within due date.

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- **TOPIC: FUND RAISING**
- **Facilitators;** Mr. Hector Nihal & Mr.Mujahid Hussian.
- **Learning Objective:** At the end of the session participants are clear about the fund raising concept and know different techniques of fund raising.
- **Proceedings:** Hector Nihal and Mujahid Hussain took sessions respectively and clarified the concept of Fund Raising by doing an activity, the facilitator asked each participant to raise Rs.100 from this premises, and it was amazing to see that most of the participants were able to raise Rs.100, and even some more than Rs.100. The facilitator analyzed the different abilities and skills of the individual required for funding. Visuals and group works

were used as a tool to elaborate the importance of fund raising and the best techniques to grab the opportunities.

Participants were asked to sit in the groups and look for the possibilities to raise the funds to complete their proposed proposals. The following areas were identified;

- **Donations:** It can be collected using different techniques such as campaigns, lotteries etc, from individual, companies, facilities, the people who are affected or has social, moral or emotional attachment with the cause or issue
- **Grants:** by writing project proposals from different donor agencies who have the mandate to support this particular cause. Usually their call is advertise in the newspaper or on internet
- **Income Generation:** Organize different events or income generating activities or projects such as sale of products, food items on Mela or celebrations etc.

The participants felt it was a very useful session for them, it helped them to explore their abilities of fund raising, and cleared their concepts, because they felt it is a very difficult process, but this session gave them courage and confidence to do it. It was encouraging to see that Ms. Gulnaz announced that she will raise funds for the children of her hostel to meet their needs.

- **Feedback:** Participants were very much enthusiastic in feedback session. Muhammad Iqbal said, it was first time in life that I'm confident enough today to create a proposal and win the project. Ruth said, she will utilize the techniques learned from the session to raise funds for our ongoing projects in the Church. Amir Hussain witnessed the clarity of both proposal writing and fund raising. It was tremendous to learn about the process as per Gulnaz Ashiq. All participants showed their level of satisfaction to learn the topics so far.
- **Steering Committee meeting:** In the Steering committee meeting, the overall day proceeding was discussed positive and negative aspect simultaneously. Everyone was happy for the day progress and they clearly mentioned that Project Proposal Writing and Fund Raising topics were very well understood.

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- **TOPIC: CULTURAL NIGHT**
- **Facilitators/Organizing Committee:** M. Iqbal, M. Amer, Mr. Solomon Peter, Ms. Maira, Ms. Arooj
- **Learning Objectives:** To provide an opportunity for participants to explore their talents and enjoy their time together as members of PCLDC 2018
- **Proceedings:** The cultural night started with the lighting of candles, and singing of a song. The cultural night was based on the following activities, facilitated by the organizing team;
  - Comments by the PCLDC members and facilitators; They shared their feelings and experience of PCLDC, which was very encouraging for the organizing team. The PCLDC is building leadership at community level.
  - Cultural songs& dances, (Sindhi, Pakhtun and Punjabi ludi): The solo and group dances were performed by the PCLDC members,
  - Jokes & Periodic song: Jokes, poetry and periodic songs were performed by the PCLDC Members.

The management of the organizing team was excellent, they made this event an everlasting evening. Everyone enjoyed and fully participated to make this event a memorable part of the PCLDC. The event started at 7 pm and wrapped up around 10:00 pm. Participants went away with remarkable memories and everyone was fully tuned after the program.

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- **TOPIC: PLAN OF ACTION:**
- **Facilitators:** Hector Nihal & Ch. Rehmat Ali
- **Learning Objectives:** To facilitate participants in utilizing what they learned at PCLDC 2018 in their communities:
- **Proceedings:-** The facilitator shared that POA is a very important component of the PCLDC, it helps to utilize our learning, and build up long term relationship with AAS & AHI. He gave a guideline on how to develop their POAs using the planning tool of 5 Ws and 1 H.

What do you want to do?	Why do you want to do this activity?	Where will be this activity be organized ?	When it will be organized?	How will you organize this activity?	Who is responsible in organizing this activity?
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Based on the sessions of PCLDC 2018, each organization was asked to develop a plan of action to implement in their organization or communities.

Organization	#	What	Why	Where	When	How	Responsibility
RASTI Alipur	1	PCLDC Training Orientation	Aware organization's staff about PCLDC	Rasti office Alipur	24/4/2018	Sharing	Michael
	2	Session on Communication type and skills	NFE Teachers understand communication skills	NFE Centre Mudwalla Alipur	2/5/2018	Session	Michael
	3	Session self awareness	Teachers understand a process of self awareness	NFE Centre Mudwalla Alipur	July 2018	Session	Michael
	4	Advocacy & networking on CRC	Teacher & CF understand CRC	NFE Centre Alipur	July 2018	Tableau and session	Michael
	5	Community Development	Increase enrollment at NFE Centers	5 NFE Centres	April to June 2018	Visits	CF & CE
	6	Leadership skills and types	CBO understand the leadership skills	RASTI office	Sept. 2018	Session	Michael
CWO	1	Experience sharing of PCLDC	Give an orientation to staff	Office	24 <sup>th</sup> April	Session	Ruth & Sunil
	2	Community Development	Capacity building	Dar ul Kalam	May	Session	Ruth & Sunil
	3	Project Proposal	Health & Well being	Office	May & June	Using Proposal Writing skills	Ms.Fouzi a, Ruth & Sunil
	4	Capacity building	Enhance their capacity	Dar ul Kalam	October	Session	Ms.Fouzi a, Ruth & Sunil
	5	Fund raising	Raise fund for organization	Community	May on wards	Different activities	Coordinators
RASTI	1	PCLDC	To aware RASTI	Rasti Office	28/4/18	Session	Rabia,

<b>Chuck Wall</b>		Experience sharing	Staff				Hasham Mujahid
	2	Self awareness	CBO/FLC	Katas	7 <sup>th</sup> July 2018	Session	Coordinators
	3	Community development	CBO/Chill	Katas	8 <sup>th</sup> July 2018	Session	Rabia, Hasham Mujahid
	4	Advocacy & Network	CBO/ FLC Chill	UFC	September	Session	Coordinators
	5	Fund Raising	CBO/Community	UFC	8 <sup>th</sup> July 2018	Session	Rabia, Hasham
	6	Communication Skills	CBO/FLC Chill	Katas	September	Session	Rabia, Hasham
<b>The Salvation Army</b>	1	SDGs No. 3 & 6, Clean water & health	Orientation for out department	Karachi, Hyderabad, Tando Aga Khan	May to October 2018	Session	Gulnaz & Shumila
	2	Community Development	For the betterment of community	Faisalabad	May to October 2018	Training session	Gulnaz & Shumila
	3	Fund raising at least Rs5000/-	Because we are motivated	Community at THQ	May to October	Through motivation	Gulnaz & Shumila
<b>AHO</b>	1	PCLDC Experience sharing	For learning and sharing	Office	1/5/2018	Session	Saddam
	2	BCC with NFE students	For BCC	NFE Centre	10/5/2018	Session	Saddam
	3	Leadership Skills	Develop teacher's leadership skills	Office	10/7/2018	Session	Saddam
<b>Caritas Pakistan Multan</b>	1	Health & Hygiene	Importance of Health	Office	25/4/2018	Session	Jessica, Prince & Safia
	2	Health & Hygiene	Importance of Health	Community	10/5/2018	Role play	Jessica, Prince & Safia
	3	Health & Hygiene	Importance of Health	School	19/5/2018	Puppet Show	Jessica, Prince & Safia
	4	Fund Raising	Sustainability of NFE Centres	School	29/5/2018	Meena Bazaar Stalls	Jessica, Prince & Safia
				Community	18 <sup>th</sup> June 2018	Tournament	Jessica, Prince & Safia
				Resource able persons & community	29 <sup>th</sup> July Or end of Sept.	Collection box, donations	Jessica, Prince & Safia
<b>ECF</b>	1	PCLDC experience sharing the Organization	Organization orientation	ECF office	30 <sup>th</sup> April 2018	Session	Kainat & Amer
	2	Participatory Approaches &	To enhance the capacity of staff	Office	14 <sup>th</sup> May 2018	Session	

		Tools					
	3	Project Proposal Writing	To acquire the business	Office	16 <sup>th</sup> July	Using proposal writing technique	CEO, Kainat, Amir
PDF	1	To organize Peace Award Mella	To promote peace in Pakistan	Silk Event Lahore	24 <sup>th</sup> April 2918	Peace really, and peace award	Iqbal & team
	2	Arrange communication skill sessions	Improving skills of teachers	Toqeer College Lahore	28 <sup>th</sup> April 2018	Session	Iqbal & Team
	3	Arrange one day training workshop in peace building	Peace is needed in Pakistan	University of AIMS, Chartered by HEC Faisalabad	30 <sup>th</sup> April 2018	Workshop	Iqbal & team
PFRD	1	Sharing of PCLDC learning with organization staff	To enhance the capacity building of staff	Office	24 <sup>th</sup> April 2018	Participatory session	Anila
	2	Conduct a session on self awareness with target communities	To increase their self confidence	Community	8 <sup>th</sup> May 2018	Session & discussion	Anila
	3	Conduct session on BCC with communities & children	To change their behavior	Community & office	15 <sup>th</sup> June 2018	Session	Anila
	4	Fund raising with staff	To achieve the target of the organization	Office	16 <sup>th</sup> August 2018	Participatory	Anila
GHI	1	PCLDC experience sharing with the staff	To share the learning of PCLDC	Office	24 <sup>th</sup> April 2018	Session	Razwan & Zohaib
	2	Conduct session about self awareness	To increase the confidence	Communities in Mian Chanuan	30 <sup>th</sup> April 2018	Theatre	Razwan & Zohaib
	3	MDGs & SDGs	To create awareness	School & colleges in Lahore	7 <sup>th</sup> May 2018	Session	Razwan & Zohaib
	4	Education	Importance of education	Lahore	9 <sup>th</sup> June 2018	Session	Razwan & Zohaib
	5	Peace	To promote peace	Lahore	June 2018	Session	Razwan & Zohaib
JECUP	1	Self awareness	So people may know themselves	Office	5 <sup>th</sup> May 2018	Session	Pastor Arif
	2	Mobilize	So, they may	Najef	24 <sup>th</sup> May	Session	Pastor

		Transgender to invite them in the church.	accept themselves.	Colony, Allma IqbqI	2018		
	3	Leadership	For better performance	Office	10 <sup>th</sup> June 2018	Session	Pastor Arif
	4	Communication	Capacity building	Office	25 <sup>th</sup> August 2018	Session	Pastor Arif
	5	Visiting Transgender community	Inviting them to join Church	TG Dera	May 2018	Personal visit	Pastor Arif & his wife
<b>CMS</b>	1	PCLDC Experience sharing	To share the learning of PCLDC	Office	25 <sup>th</sup> April 2018	Discussion	Maira & Shawar
	2	Communication skill	To build the capacity of youth people	Church	25 <sup>th</sup> May 2018	Workshop	Maira & Shawar
	3	Leadership	Capacity building of young people	Church	16 <sup>th</sup> June 2018	Workshop	Maira & Shawar

Each team made their POA (Plan of Actions), and presented it in the large group. The participants, PCLDC 2017 Alumni, and ILDC Alumni gave their feedback on each POA presented by the participants for improvement.

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- **TOPIC: POST TEST:**
- **Facilitator:** Rehmat Ali
- **Learning Objective:** To assess the level of knowledge and skills gained by the participants during PCLDC 2018.
- **Proceedings:-** The organizers conducted a post-test to assess the level of knowledge and skills gained by the participants during PCLDC 2018. A prescribed form was given to the participants and they were asked to fill it. The findings of the post-test are attached in the annex.

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- **TOPIC: WORKSHOP EVALUATION;**
- **Facilitator:** Ch. Rehmat Ali
- **Learning Objective:** To assess the participants' level of learning and feedback about the logistical and management related issues in PCLDC 2018.
- **Proceedings:** The facilitator gave a prescribed format to evaluate the different aspects of PCDLC 2018, to respond different questions and use a scale from 0 to 10 points, 0 being the lowest and 10 the highest according to their personal understanding. It was interesting to see that the participants had gained knowledge and skills, and that they are feeling more confident. The findings of the evaluation are attached.

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○ **CLOSING CEREMONY:**

The closing ceremony of PCLDC 2018 was held at Dar-ul-Kalam 85-D block Model Town Lahore, facilitated by Ms. Ruth and Mr. Prince. The honorable guests Ms. Zubida Dewan, . Noor ul Zaman Rafiq, Dr. Haji Haneif, Dr. Kalsoom, Mr. Rehmat Aftab, Mr. Khalid Mehmood the alumni of PCLDC and ILDC, and the representatives of different organizations participated. The following are the main activities of the closing ceremony.

● **Certificate Distribution Ceremony:**

The honorable guests Ms. Zubida Shamime, Noor ul Zaman Rafiq, Dr. Haji Haneif, Dr. Kalsoom, Mr. Rehmat Aftab, Mr. Khalid Mehmood, Mr. Solomon Peter, gave certificate of participation to all PCLDC 2018 participants, and certificate of appreciation to the organizing team of PCLDC 2018. At the time of certificate receiving, a feedback about the person's abilities, qualitative, and participation in PCLDC 2018, was given by the facilitators Mr. Mujahid Hussian, and Mr. Hector Nihal.



● **Comments by Participants;**

- **Capt. Shumila Sharoon;** On behalf of participants she shared the experience of PCLDC 2018, she said, we have participated in many trainings, but never like this training, it was an excellent combination of learning, enjoying and exploring our abilities, skills and identification of our personal growth areas, I am really grateful to my organization that has provided me this opportunity. It was over to our expectations, like me every one of us is filled with joy that we have participated in this training, and we request that such training process should continue for our other brothers and sisters.
- **Mr. Prince Alvin,** on behalf of participants said, that it was an excellent experience of learning, during this time we had the opportunity to develop coordination and linkages with other participants, it was an excellent example and experience of interfaith harmony, we got the opportunity to meet our Muslims friends, and developed deeper understanding of their religion and religious values. The exposure visit was an eye opener for us, we have been in contact with these marginalized group but never had the opportunity to understand their issues and problem so closely. This experience has changed our perspective towards these communities. I would say it was a wonderful experience for all of us.

● **Comments of Guest of Honors:**

- **Dr. Noor ul Zaman Rafique, Chairperson, PFRD organization, and Vice Chairman of AAS,** appreciated the AAS team, for organizing this excellent workshop, he said, the comments of the participants are very encouraging, the confidence level of participants shows that the PCLDC has been a plot form for the participants to explore their personal leadership abilities and skills. This role of AAS, building community leadership is very commendable.
- **Dr. Kalsoom Akthar, Chairperson of Active Help Organization and Member of CCM Pakistan & Alumni ILDC 2016,** said AAS with the partnership of AHI is doing wonderful service for the people of Pakistan. She appreciated the efforts of the organizing team, for their excellent work. She said the happiness on the faces of participants reflects the inner satisfaction level, which is wonderful. She thanked AHI for supporting such program in Pakistan, which is a need of the time.

- **Ms.Zubida Shamime, Alumni of PCLDC & ILDC**, said I am proud to be part of the PCLDC 2018, it is a platform of excellent learning, and developing our leadership skills. She appreciated the role of AAS and AHI for providing this excellent opportunity to the young leaders of the future.
- **Mr.Mujahid Hussian, the facilitator PCLDC 2018, and ILDC Alumni**, said the PCLDC is growing every year, and each year gives us new experience of learning and developing our facilitation skills. He appreciated the contribution of AAS and AHI in building the community leadership at grass root level. He said PCLDC is getting very popular in development sector, and its demand is increasing, which is very much encouraging for us as an organizer of PCLDC.

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- **CONCLUSION;**

Mr. Hector Nihal, the Director of AAS, coordinator of PCLDC, appreciated the proactive participation of the participants; he said I am feeling proud that we are the host of this training, the comments of the participants are source of encouragement. On behalf of participants, PCLDC 2018 organizing team, and AAS he thanked the AHI, AHI honourable Board, and particularly Ms. Kyoko Shimizu, for her technical and moral support, and commitment with PCLDC program in Pakistan. He said each year I see PCLDC is growing in experience, making the content of PCLDC more fruitful and practical, developing new tools and methodologies to conduct such an important event. He said PCLDC has become an annual program of AAS, and people demand for it, which is very encouraging.

He also thanked the organizations of participations who realized the importance of the training, and trusted on us. The PCLDC organizing team for their tireless efforts, the PCLDC/ILDC Alumni for their strong commitment with PCLDC and valuable inputs, Mr.Mujahid Hussian, for his strong support, cooperation and commitment to strengthen the PCLDC in Pakistan, the management of Dar ul Kalam for providing the learning environment to the participants.

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## POST PCLDC 2018 ACTIVITIES

### The following activities were held:

- **Evaluation PCLDC 2018:**The facilitators, organizing team had an evaluation meeting of the PCLDC 2018. The following points were discussed;
  - **The overall execution of the PCLDC:-** The organizing team felt that the overall execution of the PCLDC 2018, was an excellent experience, the participants were happy and they enjoyed the training, the self awareness session gave an inner attitudinal change, the knowledge about Globalization, SDGs and project proposal writing was a new for them. The feedback of the participants is very encouraging. The involvement of PCLDC/ILDC Alumni, their full support, cooperation and participation was an indicator of ownership that was very encouraging.
  - **Role of the organizing team:** - The overall role of the organizing team was very good, there were some managerial problems from some of the team members, but it were timely covered, it was a good action.
  - **Logistical arrangements:** - The participants were satisfied with the residence and food, some participants tried to create an issue about food, then they themselves realized that they were wrong. All the things were available for the participants. On the first day multimedia created some problem, but after changing it, then everything was fine.
  - **Future suggestions;**
    - We should train a team of facilitators on participatory approaches and methodologies from potential PCLDC & ILDC Alumni, to strengthen the team of facilitators as a future leadership.

The organizing team thanked AAS & AHI for providing them the opportunity to explore and experience their management, leadership and facilitation qualities and skills.

- **PCLDC 2018 Narrative and Financial Report preparation and submission:** The narrative and financial report of the PCLDC 2018 was prepared and shared with the key stakeholders.

