

IRM 2012 CATALOG

- Unlocking your true potential...



IRM
Institute of Rural
Management

INSTITUTE OF RURAL MANAGEMENT

The background of the page is a solid light blue color. It features a graphic design consisting of several overlapping white circles of varying sizes, creating a pattern of white arcs and lens shapes across the right and central portions of the page.

Editor

Seerat Fatima

Graphic Designer

Asad Ijaz Awan

Photographs By

Khalid Riaz, Rizwan Ahmed

© IRM 2012

CONTENTS

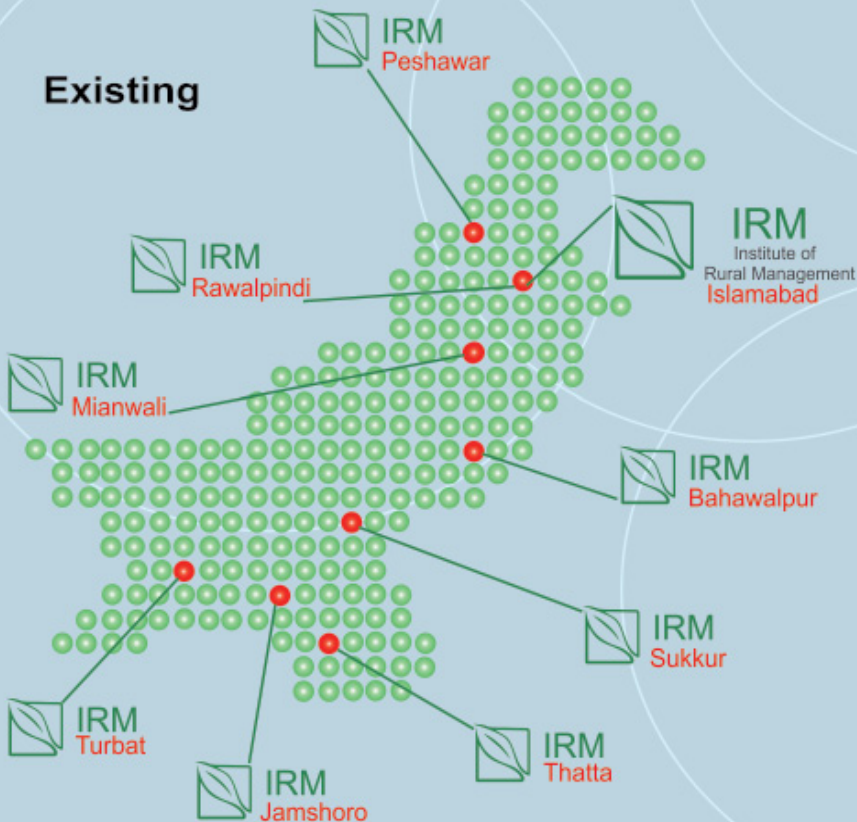
1. IRM Presence In Pakistan	1
2. About IRM	2
3. We Work With	3
4. IRM Learning Approach	4
5. Training Evaluation Model	5
6. Training Calendar 2012	6
7. Management Development Programme	8
7.1 MS Project 2010.....	9
7.2 Learning The Art of Winning Proposals.....	10
7.3 Financial Resource Management.....	11
7.4 Training of Trainers.....	12
7.5 Job Hunting & Career Counseling.....	13
7.6 Leading NPOs.....	14
7.7 Grooming for Success.....	15
7.8 Project Cycle Management.....	16
7.9 Gender Mainstreaming.....	17
7.10 Write it Well.....	18
7.11 Balancing Your Personal & Professional life.....	19
7.12 Sharpening Your Interpersonal Skills.....	20
8. Social Mobilization	21
8.1 Orientation Training Workshop.....	22
8.2 Community Management Training Programme.....	23
8.3 Social Mobilization Training.....	24
8.4 Disaster Risk Reduction & Management.....	25
9. Diploma Programmes (offered by) Center for Executive Education	26
9.1 Executive Diploma In English Language Proficiency.....	27
9.2 Diploma In Project Management.....	28

9.3 Diploma In NGO Leadership & Management	29
9.4 Summer Internship Programme	30
9.5 Diploma In Human Resource Management	31
10. Micro Finance	32
10.1 Micro Finance Training Programme	33
10.2 Credit Appraisal & Recovery Techniques (CART)	34
10.3 Loan Portfolio Training	35
10.4 Bank Customer Education Training	36
10.5 Know About Business	37
11. Health	38
11.1 Emergency & Relief	39
11.2 Hygiene & Sanitation	39
11.3 Employable Health Training	40
11.4 Reproductive Health training	42
11.5 Community Health Training	42
12. Education	43
12.1 Teacher Training	45
12.2 Training on Early Childhood Center Development	46
12.3 Training of School Management Committee	47
12.4 Innovations Center For Education	48
13. Environment & Natural Resource Management	49
13.1 Kitchen Gardening	51
13.2 Community Livestock Extension Workers	52
13.3 Soil & Water Conservation	53
14. Facilities	54

IRM PRESENCE IN PAKISTAN

Regional Offices

● Existing



ABOUT IRM

IRM is the largest specialized capacity development, learning Institute in the not-for-profit sector in Pakistan. IRM is an ISO 9001:2008 certified institute conducting up to 500 different types of training with the turnout of around 50,000 trainees annually. Over the last two decades, IRM has been directly responsible for building the capacity of development professionals and communities across Pakistan.

Hopefully you will find our 2012 catalogue useful. We have compiled and redesigned our future offerings to help you find the information you want about our courses, consultancy and training services. You will also see new training courses inspired by development professionals like you.

It has been good to see so many organizations investing in building community and staff capacity over the last year despite the uncertain economic conditions and grave social conflicts. From hands-on project workers, to senior managers in public, private, not-for-profit, academic, and multilateral institutions, we have continued to help individuals and organizations maximize their potential. Our focus at IRM has always been on adding value to the entire pyramid of development sector, from marginalized rural communities right up to donors. It has been encouraging to see increasing demand for our services. In particular, we are pleased to be supporting communities

in relief and rehabilitation with cost-effective tailor-made nationwide employable skills training and Disaster Risk Reduction/ Management training.

We aim to improve the quality of training systems by developing and transferring innovative policies, demand driven courses, teaching methods and learning materials.

Well-trained staff who are encouraged to maximize their potential are the key to sustainable and vibrant organizations. And development programmes are more consistently innovative and effective as a result.

Here at IRM we are constantly looking for new ways to help your people achieve more.

So do let us know what else we can do for you; meanwhile, we wish you every success in your endeavors in 2012.



WE WORK WITH

RSP Partners

- National Rural Support Programme
- Aga Khan Rural Support Programme
- Sindh Rural Support Organization
- Rural Support Programmes Network
- Punjab Rural Support Programme
- Azad Jammu & Kashmir Rural Support Programme
- Baluchistan Rural Support Programme
- Thardeep Rural Development Programme
- Ghazi Brotha Taraqiati Idara

Academic Partners

- International Training Center of
- International Labor Organization (ITC-ILO),
- Turin Italy
- University of Bradford, UK
- International Islamic University, Islamabad
- Iqra University, Islamabad
- University of Arid Agriculture, Rawalpindi.
- HITEC University, Taxila
- NWFP Agriculture University, Peshawar

Technical Partners

- Skill Development Council, GoP
- Sindh-Technical and Educational & Vocational
- Training Authority
- KPK Training & Testing Board
- Iqra Centre for Technical Education
- National Institute of Science and Technical
- Education (NISTE), GoP
- SOS Technical Training Institute, Rawalpindi;
- HAWK Technical Training & Trade Test
- Center, KPK

Health Partners

- National Institute of Health, GoP
- Polyclinic Hospital Islamabad, GoP
- Railway General Hospital, Rwp., GoP
- Islamic International Medical College & Trust
- Institute of Health Management Rwp.
- Life Care Hospital, Isb.
- Federal Drug House, Isb.
- Medi Test Lab, Isb.
- Bio Path Lab, Isb.
- Pioneer Lab, Isb.

ENRM Partners

- PMAS-Arid agriculture university, Rwp
- National Agriculture Research Council
- Agriculture training institute, Sakrand



IRM LEARNING APPROACH

Today, you will need more knowledge and learning, to take up the challenges, than ever before. Keeping up with global trends, using new opportunities and adapting to a rapidly changing working environments, requires learning in diverse circumstances.

The skills you need to live, learn and earn are converging. Learning opportunities are everywhere and infinite. How can you harness these opportunities for your goals? IRM provides your desired pedagogical framework of how you will learn. It contains several ingredients, which blended together; differentiate the IRM from other Learning and Training Facilities and Institutes.

knowledge for creating Change

The IRM provides the knowledge that has significance, quality and is need based. Knowledge that will equip you to promote your communities, yourself and your organizations in a sustainable way. Knowledge about global trends in rural and urban markets. Knowledge about new opportunities for creating change.

Training Is Learner Centered

Individual and organizational learning needs are systematically assessed, matched with the design of the activities to ensure relevance and retention. The content, method and language of our programmes reflect your needs, those of your

community and those of your organization in a rapidly evolving competitive rural and urban markets.

Learning is experiential

Learning methods are active, participatory, practice-oriented and make extensive use of information and communication technology. Presentations by experts add to the inputs that are necessary to support your individual and organizational learning needs. At least 80 per cent of the time is used for structured facilitated learning, sharing knowledge and experience among practitioners.



TRAINING EVALUATION MODEL

The IRM understanding of training follows the simple logic of advancing from learning training as an input, to developing capacities at an individual level and to the final impact, which is the enhanced capacity of institutions in its member countries.

IRM conducts evaluation of training event with focus on individual performance. These evaluations assess the overall training outcome in point of the training objectives. At the end of evaluation project staff prepares an evaluation report in which the participant's feedback is added, as per standard practice.

Overall training events are evaluated by the participants and trainers on IRM prescribed formats. This evaluation encompasses training session, training materials and resource persons thus focusing on overall strengths and weakness of the training event; and it facilitates improvements in the forthcoming training events.

IRM Training Model has been developed keeping in view our ISO 9001: 2008 certification requirements and 'Learning Management Cycle' of ITC-ILO. There are several assumptions in this model that lead us from input to output, from output to outcome and from outcome to impact. The evaluation approach is based on the Kirkpatrick Model for training evaluation, modified to fit the dimensions of the IRM Training Model.



Training Calendar 2012

Management Development Programme	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. MS Project												
2. Learning the Art of Winning Proposals												
3. Financial Resource Management for Non-financial People												
4. Training of Trainers (TOT-1B)												
5. Job Hunting												
6. Leading NPOs												
7. Project Cycle Management												
8. Grooming for Success												
9. Gender Mainstreaming												
10. Write it Well												
11. Sharpening your Interpersonal Skills												
12. Balancing your Personal & Professional Life												
Center For Executive Education												
1. Diploma in Project Management												
2. Diploma in NGO Leadership & Management												
3. Summer Internship Programme												
4. Diploma in Human Resource Management												
5. Executive Diploma in English language proficiency												
Social Mobilization Training Programme												
1.Orientation Training Workshop												
2.Community Management Skills Training												
3.Disaster Risk Reduction/Management												
4.LSO Management												
5.Social Mobilization Training												
Micro Finance												
1.Micro Finance Training Programme												
2.Credit Appraisal Recovery Technique												
3.Bank Customer Education training												
4.Loan Portfolio Training												
Education												
1.Teacher Training on Innovative Teaching Methods												
2.Head Teacher Training on School Management												
3.Training on Early Childhood Center Development												
4.Training of School Management Committee												
5.Innovations Center for Education												
6.TOT on Joyful Learning												
Business Development Services												
1.Vocational Training in 100 trades												
2.Know About Business												
3.Business Management Skills Training												
4. Short Computer Courses												

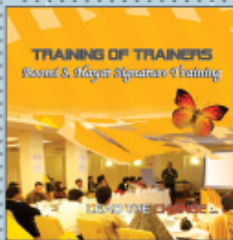
* For updates stay tuned to www.vet.edu.pk

Health	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Emergency & Relief												
1. First Aid Training								R				
2. Epidemiology in DRR								A				
3. Epidemic Prevention								M				
Hygiene & Sanitation												
4. Health & Sanitation Training								A				
Employable Health Training												
5. Operation Theatre Attendant Training												
6. Laboratory attendant Training												
7. Medical Store/Pharmacy Attendant Training												
8. Dentist Attendant Training												
9. Optical Attendant Training												
10. Dressing Attendant Training												
11. X-ray attendant Course												
12. CPD Attendant Training												
13. Nursing Attendant Training												
14. Clinical Assistant Training												
15. Maternity Attendant Training												
16. Medical Representative Training												
Reproductive Health Training												
17. Family Planning Orientation												
18. Lady Health Workers												
19. Traditional Birth Attendant Training												
20. Mother and Child health Care Training												
Community Health												
21. Health Committee Training												
22. Community Health Worker Training												
Environment & Natural Resource Management												
1. Kitchen Gardening												
2. Community Livestock Extension Workers												
3. Crop Maximization												
4. Integrated Pest Management												
5. Soil & Water Conservation												
6. Fish Farming												
7. Renewable Energy Technologies												

* All courses' contents and dates are subjected to change. For updates stay tuned to www.irm.edu.pk

MANAGEMENT

Development Programme



Contact

MDP Coordinator
mdp@irm.edu.pk

MS PROJECT 2010

Don't keep managing data... Put the data to work

Date: February 2012

Duration: Three Day

Microsoft Project is the leading application for project management and is designed to address the work and people management needs of today's organizations. MS Project gives you ways to plan, manage, and communicate project information, resulting in increased productivity and effectiveness. It helps the project managers to visualize, explore and communicate complex information. We offer focused learning of the basic range of 'MS Project' features that facilitate the production of high-quality business documents.

After completion of the course, you will be able to understand Project Terms , Create and Manage Tasks and Apply Resources and Project Costing

Contents

- Project and Project Terms Overview
- Entering and Linking Tasks
- Navigation and Project Views
- Mapping Task Relationships and Critical Path
- Creating Project Calendar
- Resources calendar
- Task Constraints and Advanced Task Management
- Project Costing
- Data Sorting and Filtering
- Producing and printing formats of Reports

Who should Attend

Although no previous Project experience is required but participants must have good basic Windows, Microsoft Word and Excel skills. This course is aimed at users that have no or little MS Project knowledge.



LEARNING THE ART OF WINNING PROPOSALS

Learn with IRM the style & expression of winning proposals

Date: March 2012

Duration: Three Days

Clear, well-planned and crafted proposals have more chances of acceptance. In many ways they also communicate the strengths of the project, not only in the words chosen, but the very structure and organization of the document. Whether you are trying to respond to a business opportunity, communicate progress on an important project or share your ideas with others, the structure, style and expression of your proposal can be a major factor in achieving your goals.

Contents:

- Understanding the core prerequisites of donor's call for proposal
- Key elements for victorious proposal writing
- Project identification & its rationalization
- Setting the project name, SMART objective and designing of project activities in line with the project objective
- Cross cutting themes; Gender, environment, DRM and vulnerability in proposal
- Accountability of project activation towards project beneficiaries
- Developing sustainable interventions with sound project exit strategy.
- Developing LFA and problem analysis



- Stakeholder & resource analysis
- Efficient Budgeting & Financial Management
- Meeting the reporting essentials as per donor's perspective

Who should Attend

LAWP is ideal for professionals involved in Resource Mobilization, M & E, Research, Report and Proposal writing.

FINANCIAL RESOURCE MANAGEMENT

FINANCIAL RESOURCE MANAGEMENT

Accounting & budgeting techniques for non financial professionals

Date: April 2012

Duration: Three Days

In the competitive world of global business, executives at all levels need to have basic understanding of financial reports, as well as the fundamentals of business valuation and the creation of shareholder value.

You may be an expert in your own technical field, but if you're given a position of greater responsibility where understanding of finance becomes a significant part of your job, you need to be adequately equipped to perform your job.

This workshop offers significant professional help and can equip you with necessary tools and techniques that you can be applied to enhance your professional standing.

Objectives:

By the end of the workshop, the participants will be able to:

- Understand Accounting & Management terminologies
- Understand budgetary techniques and selecting the most appropriate approach
- Make the Financial Investment Decision
- Understand financial viability of the programmes and projects
- Analyze the Financial performance of

various financial reports

Contents:

- Financial Accounting Framework
- Management Accounting Framework
- Financial forecasting and Budgeting
- Auditing and its techniques
- Financial Management

Who Should Attend

The workshop is ideal for professionals involved in organizational budgeting, working in MER or the beginners in Finance and Accounts.



TRAINING OF TRAINERS (TOT-18)

Roomi S. Hayat Signature Training

Date: May 2012

Duration: Ten Days

About ToT

Training of Trainers (ToT) is the flagship training programme of IRM. and is spearheaded by CEO IRM, Roomi S. Hayat; whose name is synonym with HRD in Pakistan. He is a renowned management and institutional development expert known for his innovativeness in training course design and institutional development both nationally and internationally.

Objective

ToT is a training endeavor of IRM with the objective to create a band of professionals capable of designing, developing and delivering topnotch training programme single-handedly.

ToT Offers

The fervent and active partaking of the participants, encouraging a two way flow of information, is obligatory and makes ToT more interactive. This very feature of Training of Trainers is considered its hallmark, which differentiates it from other training programmes of same cadre.

Donald Kirk Patrick Learning and Evaluation model, Audio Visual Aid features are value added features of ToT. Tough Sessions routine is interspersed with delightful treats and retreats with a trans-cultural approach that add appeal to IRM ToT.

IRM's ToT guarantees:

- Wide spectrum awareness about contemporary training practices;
- Empowering trainers by adding to their team building and conflict resolution practices thus enabling trainers to transform accordingly;
- Identifying potential linkages and partnerships for multiplying the training outreach and the impact of the skills development.

Who Should Attend

The pre-requisite for ToT is at least two years work experience preferably in development sector. Trainers, HR Mangers, Govt. officials and development sector professionals can equally benefit from this diverse ToT.



JOB HUNTING AND CAREER COUNSELING

A Perfect Chair somewhere is waiting for you...

Date: June 2012

Duration: One Day

Job, employment, occupation, and career are all different terms for the same thing -- work! Finding a job that's right for you can take some time and effort. If you are looking for a job, or planning to change your job or reenter the workforce, you may want to examine your goals and skills.

The purpose of this workshop is to help you identify your work interests and job skills and set you on the path toward finding a right job. The workshop will enable you to find out more information about conducting a job search, preparing a resume, practicing interviews and learning new job skills.

Objectives

- To generate personal plan of action
- To recognized Interest, abilities and skills
- Job searching planning
- To create portfolio of abilities
- To explorer graduate employment and ability

Contents

- The job hunting process
- Golden rules for job hunting
- Setting up an action plan
- Resume writing
- Prepare for an interview

Who Should Attend

This workshop is ideal for students and beginners in professional career.



LEADING NPOS

Managing is no more enough; it's time to Lead to get the next big opportunity

Date: July 2012

Duration: Three Days

Leading and managing non-profit organization is becoming an increasingly difficult task, as rapid globalization impacts on communities and nations in dramatic and often contradictory ways. It has changed institutional relations between organizations, donors, government, private sector and other civil society organizations.

We recognize that every leader and every manager has unique set of objectives that needs to be met, challenges overcome and resources utilized effectively. This leadership and management training has been tailored to meet exclusive needs of the leaders and managers as they have diverse responsibilities and need specific skills and knowledge.

The objective is to develop and refine the core competencies of the leaders and managers

Contents:

- Concepts of leadership and Management
- Leadership theories and assessment of participant's leading style
- Analyzing leadership cases
- Management; thoughts and theories, functions, effectiveness VS efficiency, performance, accountability and transparency



- Managing workforce diversity in the organizational structure
- Managing HR in NPOs

Who should Attend

Leading NPOs is ideal for CEOs, General Managers and Programme Managers and Project Managers of Not-for-Profit organization

GROOMING FOR SUCCESS:

Equip yourself with sophistication that'll compliment your technical knowledge

Date: September 2012

Duration: One Day

In today's professional arena, technical knowledge is not enough to ensure success. Sophistication is the *catchword*. Given a choice between two equally talented individuals, companies will choose the candidate with greater interpersonal and social skills. It is becoming increasingly clear how important are the good manners in our work environment. After all who we are, shows in how we behave and how we appear to others.

These are important soft skills that are seldom taught but are very important in successful social and professional interaction. Realizing the importance of this aspect we have designed this workshop on "Personal Grooming for success". The training equips you with professional conduct & etiquette in a business setting as well as it has positive impact on your personal life.

Contents:

- a) **Building SUCCESS attitude: power confidence**
- b) **First Impression:**
 - How to make first good and lasting impression
 - Projecting a Professional Image
 - Personal Grooming : Theory &

Practical

- Hygiene & Good Personal Grooming
- c) **Communication**
 - Introduction to Body Language
 - Enhancing your telephonic image
 - Good & bad emails
- d) **Etiquettes**
 - Fine dining skills and etiquettes



PROJECT CYCLE MANAGEMENT

When you know where you are heading; you know where to start!

Date: September 2012

Duration: Three Days

In an environment of competing interest, learning PCM is important for submitting successful proposal and solicitation of funding from donors worldwide. Keeping this view, five days workshop on "Project Cycle Management" is designed for the development of professionals involved in project planning, formulation and implementation.

The drive for result-orientation and greater accountability has fostered a project based development paradigm with underlying philosophy of "say what you do and do what you say". While the project based approach has ensured optimal resource allocation, various tools of result based project management have been evolved and adopted for enhancing efficacy of development projects.

Objectives:

At the end of the training participants will be able to learn the;

- Steps involved in project cycle
- Project design and analysis tools
- Activity and resource schedule
- Monitoring and evaluation tools

Contents:

- Introduction to Project, Project Life Cycle and Project Cycle
- Management.
- Project Cycle Planning And

Management Tools

- Gender Sensitized Planning
- The Logical Frame Work Approach; A Project Design and Analysis Tools
- Development of activities and resource schedule
- Project Risk Management And Change Management
- Cost Estimation, Budgeting Techniques And Resource Allocation
- Monitoring And Evaluation; Close Down Project Activities



GENDER MAINSTREAMING

If human development is not engendered , it is endangered

Date: October 2012

Duration: Three Days

In recent times, achieving equal opportunities for both genders and gender main streaming have become top priorities of international agencies. Government and organizations are looking for effective ways to translate gender awareness into concrete measures and sustainable mechanisms. To integrate a gender approach in their specific operational fields, development agents must have access to tools, resources, information, contact and processes.

This workshop is designed to equip you with the practical tools and techniques to integrate gender equality considerations in your programmes and across your organizations.

Objectives:

This workshop aims at promoting gender equality in the world of work. This will be achieved by introducing the participants to a diverse set of gender concepts and by providing them with an adaptable set of conceptual and information tools to bring gender equality concerns into the mainstream of development activities and in their everyday work.

Contents:

- Gender concepts, gender and religion
- Gender analysis

- Gender sensitive planning and gender audit
- Gender sensitive monitoring and evaluation
- Gender responsive budgeting
- Gender responsive governance



WRITE IT WELL

Get the relevance and consistency required for advanced research writing

Date: November 2012

Duration: One Day

The projects, campaigns and initiatives are presented in the form of written documents. Organizations therefore emphasize on effective writing and documentation. Keeping in view the need and importance of writing for development professionals and organizations; workshop on "Write it Well" is designed using real life examples from the participants' organizations. The training will focus on the process of constructing professional documents such as letters, memos, various types of reports, and proposals, etc.

This workshop is an opportunity for mid level managers, to learn, practice and apply modern writing techniques and skills to produce high quality business documents such as inter office memos, letters, reports and other documents.

Objectives:

At the end of the course the participants will be able to:

- Appreciate the role of grammar in writing effective business documents.
- Develop techniques to overcome writer's block and begin writing
- Develop competence to write and enjoy writing
- Know their level and understand



how to improve it

- Understand the mechanics of effective writing
- Develop ability to write various types of business documents

Contents

- Getting a Grip on Grammar
- Beginning to Write
- Writing Process
- Pre- writing, Drafting and Revising
- Special focus and considerations in writing
- Technical Report writing

BALANCING YOUR PERSONAL AND PROFESSIONAL LIFE:

Be the 'I Can' person you always wanted to be

Date: December 2012

Duration: One Day

Today's professional life is full of challenges, knowing how to meet these challenges head-on and turn them into opportunities is a skill that can transform a job into a career.

This one day workshop is specially designed for the professionals with little time and many challenges. While juggling through many tasks there realize is that many opportunities are disguised as misfortunes. A professional knowledge is required to understand the difference. This knowledge comes from confidence.

Furthermore this knowledge adds to your list of 'I CAN' and is wonderful for any professional's self esteem. This workshop on "balancing your personal and professional life" focuses on individual development and is based on the belief that individuals can expand their leadership capacities; they can learn, grow and change.

Objectives:

- Shaping the personal and professional aspects of individual.
- Making individuals being responsible for their own development
- Awareness and enhancement in foundational leadership skills

- Expanding professional network
- Inculcating lifelong learning

Contents:

- Self development
- Leadership
- Conflict management
- Stress management
- Communication skills



SHARPENING YOUR INTERPERSONAL SKILLS

Let's build on brilliant idea for professional networking and success

Date: December 2012

Duration: One Day

Never underestimate the importance of interpersonal skills in the workplace. How you are perceived by your manager and coworkers plays an integral role in things as minor as your day-to-day happiness at the office and as major as the future of your career.

No matter how hard you work or how many brilliant ideas you may have, if you can't connect with the people who work around you, your professional life will suffer. The good news is that there are several concrete things that you can do to improve your social skills and become closer to your colleagues. All of these tools will ultimately help you succeed in today's working world.

Contents

Our workshop covers the full range of interpersonal skills, including:

- Effective speaking, listening and Resolving conflict
- Collaborating, negotiating, persuading and influencing
- Communicating proactively and assertively
- Working with difficult people
- Partnering with your employees
- Partnering with your boss and co-workers
- Communicating via telephone & email
- Building strong working relationships based on mutual respect
- Applying emotional intelligence

Who should Attend

Beginners and mid level professionals from Public and Private sector, Corporate and NPOs, Academia and Media can equally benefit from this flexible workshop



SOCIAL Mobilization



Contact
SMTP Coordinator
anwar@irm.edu.pk

Orientation Training Workshop

Date: March 2012

Duration: Fifteen Days

The Orientation Training Workshop (OTW) offers highly interactive learning environment for the participants to learn the basic concepts of social mobilization, its process, participatory development, Sectors, conceptual and programme packages of RSP family and interpersonal skills with field orientation.

Objectives

To develop a strong diversified team of community development practitioners capable of dealing with field realities of Pakistani Rural areas.

Contents

- Historical Background of social mobilization, Introduction to Rural Support Programmes
- What, Why and How Community Organization, Social Organizer as a catalyst
- Record keeping at CO and VO, LSO and Field Unit level, Programme Introduction, Role of Activist, Situation Analysis
- Micro Finance and Enterprise Development-MEDP, Preparation for field visit and diary Writing, Natural Resource Management and Community Development
- Importance of Social Sector Services
- Introduction to Urban Poverty Alleviation Programme
- Gender Mainstreaming, Introduction



to physical infrastructure and Technology development

- Monitoring Evaluation and Research of Development Activities
- Effective Communication, Presentation and Motivational Skills
- Introduction to Finance and Accounting, Devolution of Power and formation of Citizen Community Board
- Conflict Management and Time Management, Group Dynamics and Team Building
- Management Information System

Who should attend

Orientation Training workshop is designed for the new recruits coming from the regions and districts of RSPs, Civil Society Organizations, Researchers of Rural Development, Social Mobilization and Participatory Development.

COMMUNITY MANAGEMENT TRAINING PROGRAMME

Date: May 2012

Duration: Three Days

The Community Management Training Programme offers a wide range of courses, seminars, workshops and various training activities with the prime objective of harnessing the potential of the people equipping them with leadership and managerial skills. CMTP offers training in community management, leadership, financial management, book keeping, gender sensitization, gap analysis, participatory planning & monitoring and internal lending. All the capacity building activities carried out at CMTP are need based and focuses on poverty reduction and income generation. These activities are primarily identified by the community.

IRM has adopted a multifaceted approach for developing the management and leadership skills of the community

activists. The multi-layered approach serves to build not only the capacities of the activists but also enhance their skills step by step. These activists graduate from the basic short term courses to more

detailed ones. Trained activists are always in a better position to play a more defined

role at the Union Council level than their counterparts.

Contents

- Activist Capacity Enhancement Training (ACET)
- Activist Management Training (AMT)
- Citizen Community Board Mobilization (CCBM)
- Community Management Skills Training (CMST)
- CMST for illeterates and CMST Advance are also offered
- Community Activist Action Planning (CAAP)
- Credit Book Keeping
- Gender & Development (GAD)
- Leadership and Management Skills Training (LMST)
- Nazims and Councilors Training
- Village Development Committee Training

Who Should Attend

- All CO members
- CMST Activists, presidents, managers of CO
- CAAP Activists, office holders
- ACET Activists, managers
- LMST Activists at Union Council level



SOCIAL MOBILIZATION TRAINING

Date: April 2012

Duration: Six Days

Social Mobilization Training (SMT) is designed for Community Mobilizers, Social Organizers and Professional Staff with a purpose of Knowledge improvement & conceptualization of trainees about community Mobilization, Participatory development and its elements.

This intensive training programme focus on the essentials of planned decentralized process of SM. It also provides an opportunity to develop an extensive understanding of three tier structure, use of poverty score card and development of productive linkages. SMT strengthens participation of rural poor in local decision-making, improves their access to social and production services and efficiency in the use of locally available resources.



- Social Organization, Situation Analysis and Procedure of CO Meeting Conduction
- What, Why and How Community Organization
- LSO and Local Policy and Advocacy
- Experience Sharing of Crop Maximization Project with Social Mobilization Perspective
- Importance of Natural Resource Management in Participatory Development
- Community Organization and Local Support Organization and Community Resource Perso
- Poverty Assessment
- Monitoring of Projects and Programme Activities
- Productive Linkages
- Exposure Visits
- Facilitation and Motivational Skills
- Effective Communication Skills
- Gender Sensitization
- Business Development Services

Who Should Attend

Front line workers of Rural Support Programmes - field workers, Community Mobilizers, Social Organizers, students or researchers of Rural Development and development professionals involved in social mobilization.

Contents

Contents of the training covers:

- Introduction to Social Mobilization and Principles of Participatory Development

DISASTER RISK REDUCTION & MANAGEMENT MANAGEMENT

Date: January-July, 2012

Duration: Five Days

This training course aims to strengthen the capacities of participants in mainstreaming the Disaster Risk Reduction and Management concepts, principles and practices in planning and implementation of community development efforts. The training course enables the participants to respond efficiently and effectively with an appropriate Disaster Risk Reduction plan if any disaster hit their respective areas.

Contents

- DRM, concepts and theories
 - Objectives & Significance of First Aid
 - Need and importance of Advance alert/Information for Evacuation, Search and Rescue plan
 - Hazard, Risk, Vulnerability and Capacity Assessment
 - Introduction to preparedness, recovery, response, reconstruction and rehabilitation
 - Dealing with Gender & Cultural issues in Disaster Management
 - Dealing with Stress and psychological issues in Disaster
 - Disaster Response and Recovery Strategies
 - Risk Communication, Training, Role of Media and Public Awareness
 - Documentary on Disaster Risk Management
- Organizational & Policy Context of DRM
 - Use of Risk Information for Emergency Planning and Preparedness, Spatial Data in response and recovery
 - Operational Planning Exercises

Who Should Attend

This training is designed for the staff of regional, national and international organizations, private and public sector organizations and especially for the members of community based organizations.



DIPLOMA PROGRAMME

Center for Executive Education



Contact

CEE Coordinator
cee@irm.edu.pk

EXECUTIVE DIPLOMA IN ENGLISH LANGUAGE PROFICIENCY

Date: February-May, 2012

Duration: Twelve Weeks

November-December, 2012

This course aims at helping participants develop a positive, constructive and practical approach to effective written and oral communication in business and professional settings. It is expected that at the end of the course participants will be able to communicate in clear & concise manner to meet the diverse needs of business and social communication situations.

Course Content

- Error Analysis
- Basic Communication Skills
- The Writing Process
- General principles of Organizing and Communicating Messages
- Business Letters (Requests, Recommendation, Persuasive – Sales Letter & Routine Denial)
- Memo Writing
- Face-to-Face Workplace Communication
- Informal & Formal Business Report
- Formal Business Report
- Audience Analysis and Successful Oral Presentation
- Review of punctuation, grammar and spelling
- Keeping your average sentence short
- Presenting your report professionally

- The importance of the objective
- Organizing your ideas with Mind mapping
- The use of jargon and reducing the number words and clichés

Designed For

Executive Diploma in English Language Proficiency provides skill development experience for senior and mid level professionals. Students interested to improve their skills may also enroll in this programme.

To be eligible for this course, applicant must possess a Bachelors degree from any HEC recognized university and should have basic english language knowledge.



DIPLOMA IN PROJECT MANAGEMENT

Date: February - March, 2012

Duration: Eight Weeks

Effective managers transform difficult challenges into strategic improvements that benefit and lift the performance of their organization. This programme is designed for the professionals working in the area of project management, project coordination as well as project designing.

Participants will learn practical skills and management tools which gives them the confidence and knowledge to perform their job and to evaluate the work of others. They will also learn how to facilitate effective communication in their team and provide their team members with the guidance and support that they need to excel.

Course Content

- Project life cycle and stakeholders
- Role of project manager and project team
- Project definition and scope
- Plan and schedule development
- Application area knowledge, standards, and regulations
- Understanding the project environment
- Management, communication, monitoring, handover and review
- Project management tools and techniques
- Project risk assessment

Designed For:

Professionals or aspirant managers whose position requires Planning within optimal time and resources.



DIPLOMA IN NGO LEADERSHIP & MANAGEMENT

Date: April-May, 2012

Duration: Eight Weeks

Over the years NGOs with their need based, target oriented approach have emerged as the protagonists in the development arena. They play a pivotal role in overcoming the challenges of extreme poverty. NGO managers are bombarded with complex management issues, both at a personal and organizational level. Thus, in order to succeed, NGOs must continually improve and professionalize their work. NGO Leadership & Management post graduate diploma is an 8-weeks highly interactive and innovative course offered by IRM-Center for Executive Education in collaboration with IQRA University. The course objective is to familiarize students with the concept of NGOs and civil society, its role in bringing about social change and also its various dimensions. The course would help students understand various development issues and how the knowledge related to NGO management would help in resolving these issues.

Course Content

- Understanding NGOs
- NGO Strategy, Structures and Systems
- Planning, Programming & Research
- Managing People

- Mobilizing and Managing Financial Resources
- Monitoring and Evaluation for Successful Programmes and Projects
- Capacity Building
- An Organizational Approach
- Managing NGO for Effective Impact
- Organization Development & Change

Designed For

This highly practical oriented course is designed for professionals from NGOs who want to become future leaders in their respective sector. Applicants must hold a Masters degree or Bachelors with 3-5 years of experience.



SUMMER INTERNSHIP PROGRAMME

Date: June-July, 2012

Duration: Six Weeks

This programme offers summer internship to the highly motivated students from colleges & universities abroad and across Pakistan. This programme introduces interns to professional working environment while they receive valuable hands on experience in the field of development. SIP is a unique learning experience that allows students to acquire both theoretical knowledge and practical field experience in research and other scholarly investigations. Internship with IRM is also an opportunity to be associated with the Region's leading development sector organization and work alongside top-notch staff. Here summer interns gain personal and professional skills that give them an edge in the workplace after graduation.

Designed for

This programme provides an opportunity of training and learning to young and fresh university/college students from all over the country. Students must possess good oral and written communication skills and also computer literacy skills. All students are supposed to bring their own laptops.

The Selection Process

SIP will be announced in February 2012. Applications will be reviewed and the

shortlisted candidates will be called for test and interview in the first week of June. List of successful candidates will be shared on our website. Six weeks SIP begins tentatively in the last week of June.



DIPLOMA IN HUMAN RESOURCE MANAGEMENT

Date: September-October, 2012

Duration: Eight Weeks

The role of HR Manager has progressed from being an administrative backend function to one that is dynamic and strategic in nature. To perform well in this redefined and expanded role HR professionals need to upgrade their skills and build their capacities. Innovativeness and good grasp over the tools of assessment are some of the skills that HR managers should be qualified in. Realizing the significance of Human Resource Management (HRM) as a complete discipline, IRM and Iqra University Islamabad, have jointly designed and developed an experiential programme in "Human Resource Management" that is based on "on-job-experience and application based learning"

Course Contents

The eight weeks diploma will broadly cover the following modules:

- Management - HR
- HR functions and systems
- Human resource planning
- Employment relations
- People planning and Resourcing
- Personnel information systems
- Employee training and development
- Employee performance management
- Compensating employees

- Structuring high performance work arrangements
- The role of human resources in Competitive success
- Strategic human resource management
- HR Measure/HRIS



MICRO FINANCE



Contact

Micro Fince Coordinator
anwar@irm.edu.pk

MICRO FINANCE TRAINING PROGRAMME

Date: July, September 2012

Duration: Three Days

Micro finance has recently emerged as an integral tool for poverty alleviation. Keeping in view the significance of the Micro Finance Training, NRSP-IRM has designed comprehensive training modules to meet the demands of the poor communities. The programme is continuously developing and is providing support to the micro finance institutes at national and international level through training and experiential learning.

Training events like Training of Trainers (TOT) in micro enterprise development, Management of Micro Finance Programme, Credit Appraisal Techniques, Islamic mode of financing and many others have been organized at IRM. The institute has also conducted tailor made training for various organizations like the Muslim Commercial Bank, Habib Bank Limited, United Bank Limited, Agriculture Development Bank of Pakistan and Khushhali Bank etc. Also included are international clients like government officials from Maldives and various private organizations.

- Basic Accountancy Book keeping at Field Unit level
- Credit Appraisal
- Calculation of Service Charge / Mark-up
- Credit Appraisal Recovery Techniques(CART)
- Finance Accounts Management
- Internal Lending Techniques
- Loan Portfolio Management
- Management of Micro Finance Programme
- Micro Credit / OTW on Micro Finance
- Operational Risk Management
- Project Worth Decision Role of SOs in Credit Separation



- Social Appraisal Techniques
- Thematic ToT in Group Lending
- Thematic ToT in Micro Enterprise Development
- Thematic ToT in Skills in Rural Marketing
- Workshop on Credit Discipline (Record keeping MIS)
- Workshop on Islamic mode of Financing

CREDIT APPRAISAL & RECOVERY TECHNIQUES (CART)

Date: April, November, 2012

Duration: Three Days

Training on Credit Appraisal & Recovery Techniques aim to build the capacity of participants to review the tools and techniques for analyzing and evaluating information from potential clients. This training focuses on enhancing the skills of corporate lending staff in developing credit formats, identifying potential clients, record keeping and loan recovery techniques. It provides participants an opportunity to reduce their financial losses, by developing confident corporate banking and improved credit decisions making abilities.

Training Objective

The general objectives of training on “Credit Appraisal & Recovery Techniques” are:

- To familiarize the participants with various credit appraisal techniques
- To enable participants to deal effectively with different kind of credit customers
- To provide adequate knowledge about the loan recovery process
- To develop knowledge of the participants about NRSP's Credit Programme

Contents

- Techniques for loan recovery
- difficulties faced in programme and

its solutions

- Basic principles for working in field
- Role and responsibilities of field worker
- Introduction to credit programme of NRSP
- Record keeping of credit
- Appraisal for credit
- Exercises of filling credit formats

CART is Ideal For: Training on Credit Appraisal & Recovery Techniques is designed for the credit supervisors, credit officers, senior credit officers, micro credit managers of MFIs and other financial institutions.



LOAN PORTFOLIO TRAINING

Date: June, December 2012

The Loan Portfolio Management Training is designed for senior and middle management (Credit Supervisors, Credit Officers, Senior Credit Officers, Micro Credit Managers) of Micro Finance Institutes (MFIs) and other financial institutions for the purpose of strengthening their knowledge and building their capacities in the field of loan portfolio management. This training exposes participants to various portfolio concepts, importance of mechanism of loan portfolio, measurement of portfolio quality, micro credit risk management, causes as well as effects of delinquency and accounting for delinquency. Updates about insurance policies of RSP family will be a bonus.

Contents

Contents of the training cover:

- Basic terminologies used in Micro Credit
- Annual business plans
- HR in micro credit, role of credit officers and field workers
- NRSP's micro credit policy and loan delivery methodologies
- Procedures of record keeping at VB/FU/DO/RO, Data management and reporting
- Introduction to Credit MIS and interpretation of MIS generated

reports

- Disbursement and recovery procedures
- Preventive measures for cash management
- Salient features of risk management in micro credit
- Monitoring of frauds and external Influences

Who Should Attend

The Loan Portfolio Management Training is designed for senior and middle management (Credit Supervisors, Credit officers, Senior Credit Officers, Micro credit Managers) of micro finance institutes and other financial institutions.



BANK CUSTOMER EDUCATION TRAINING

Date: June, December 2012

Duration: Five Days

It is critical for anyone working in banking or microfinance sector to understand bank customer relation and microfinance banking operations in order to effectively manage day to day account/customer handling wisely and to plan the future investments. Bank Customer Education Training will provide trainees the skills and techniques used to operate, document and analyze everyday banking according to generally accepted accounting principles.

Objectives

The main objective of the 'Bank Customer Education' training is to educate the staff of Micro Finance Banks to the newly inducted staff. This holistic training aims to encompass all current Banking Terminologies, Bank products and services from customer perspective.

Contents

- Bank Terminologies: Money Lender, Collateral, Profit/Markup
- Rights and Responsibilities of Bank & Customer
- Bank services /products: Islamic Banking, Swift Transfer, Mobile Banking, ATM
- Types and Conditions of Accounts
- Bank Account Operations/Procedures
- *Following course content can be

added for Bank Customer Education ToT

- Content writing & Schedule Preparation
- Pre-training Arrangement
- Art of facilitation
- Material Development
- Visit of local Bank and Post Office

Who Should Attend

It's a customized training suitable for bank employees (beginners and mid level) who have to extensively communicate with rural community members. The Credit Supervisors, Credit officers, Micro Credit Managers of other relevant Financial Institutions can equally benefit from this training.



KNOW ABOUT BUSINESS (KAB)

Date: March, 2012

Duration: Ten Days

This entrepreneurship course has been initiated in more than 40 countries with assistance of ILO. In Pakistan, IRM is offering KAB training in collaboration with International Training Center (ITC/ILO Turin, Italy) under guidance of ITC's seasoned trainers and facilitators. The course is particularly relevant for teacher trainers, entrepreneurship teachers and lecturers and entrepreneurship course developers. This course would assist participants to become ILO's accredited 'KAB' lecturer.

Contents

The course will be a training of trainers course on the latest edition of the KAB training package:

- Introduction to entrepreneurship education
- Implementation strategy for KAB in national education systems
- Learning methods for teaching KAB
- KAB facilitators guide
- Microteaching KAB modules:
- ILO business game
- New developments in KAB such as social entrepreneurship, sustainable enterprise, gender, disability and cooperative entrepreneurship.

Who Should Attend

This course is aimed at all professionals involved in the design and teaching of entrepreneurship education courses. It is particularly relevant for teacher trainers, entrepreneurship teachers and lecturers, and entrepreneurship course developers.



Miscellaneous

Apart from portfolio of 100 Vocational Trades Business Development Services (BDS) offers Skills for Rural Marketing (SRM) Training for entrepreneurs interested in designing and developing products and creating market linkages. Business Management Skills Training (BMST) is the value addition training included in all our vocational programmes. BDS provide exclusive services for establishing organizational display centers, managing vocational training institutes and enterprise development.

HEALTH



Contact
Health Coordinator
bari@irm.edu.pk

The healthcare field is continuously growing with strong demand for qualified professionals. Gain a competitive edge through IRM's health training programmes. Health training events are conducted in collaboration with registered Government and non-government institutes and agencies.

Emergency & Relief

These are 1 to 10 days training (including apprenticeship with emergency wards in Health Department). Apart from community training the selection criteria is F.A, F. Sc (or appeared in exams)

Eligibility: Age between 16-35.

This training will provide an opportunity for the participants to get job in Public/ Private hospitals (trauma centers) and rescue services.

Hygiene & Sanitation

Apart from one day session on Hygiene & Sanitation following training are offered under this section:

- Health & Sanitation Training (03 Days)
- School Health Services Training (05 Days)

*For Training Dates please see the Calendar 2012



EMPLOYABLE HEALTH TRAINING

*For Training Dates please see the Calendar 2012

Employable Health Training offered by IRM provides technical and theoretical skills to the youth of rural & urban areas, who lack access to formal health education. The objective is to enable the educated unemployed rural youth to become skilled so that they can carve a better future for themselves as well as for their families. The programme is directed at generating self-employment opportunities as well as jobs within the country and abroad. All professional training programmes are conducting in partnership with highly reputable hospitals, laboratories and medical institutes.

- Operation Theatre Attendant Training
- Laboratory Attendant Training
- Medical Store Attendant
- Pharmacy Attendant Training
- Dentist Attendant Training
- Optical Attendant Training
- Dresser Training Attendant Training,
- X - ray Attendant Course
- OPD Attendant Training
- Nursing Attendant Training
- Maternity Attendant Training

After attending this training the participants will be able to work efficiently as Attendants and Assistants of

Doctors/Surgeons and Technicians in public and private sector.

Duration: 60 Days (30 days class room and 30 days apprenticeship with hospital in respective section)

Selection criteria: F.A, F. Sc (or appeared in exams)

Eligibility criteria: Age between 16 - 35,

Dress Code: Trousers, Shirt, Shoes & white gown/ over all

*Community contribution: PKR. 1000 for all above training



REPRODUCTIVE HEALTH TRAINING

*For Training Dates please see the Calendar 2012

The objective of these specialized Reproductive Health Training programme is to enable practicing Lady Health Workers/TBAs to better serve rural women by understanding the safe maternity practices and improved standards of health care. These programmes also aim to pave way for employability of women trainees.

- Under Reproductive Health training portfolio following are offered:
- TBA (Traditional Birth Attendant) Training
- Lady Health Workers Training
- Mother and Child health Care Training
- Family Planning Orientation

Contents

As most of the contents of reproductive health training are cross cutting so course contents of TBA training only are shared as follows:

Early marriages, communication, pregnancy sign and symptoms, practical antenatal work, anemia, danger signs of pregnancy, nutrition during pregnancy, pre-delivery preparation practical, complications of labor, postnatal care practical, puerperal care, care of newborn practical, BP and temperature monitoring, safe hygiene practices, delivery in home settings practical and assignments, family planning and role of TBA, methods of family planning practical, Islam & family



planning, patient counseling, advantages of breast feeding, care of child(0-5) years, EPI, tetanus, diarrhea, ARI, STDs, polio, intestinal worm, mal nutrition in children, first aid, chronic disease in pregnant women, hypersensitive disorders of pregnancy,

*Note: 30 days class room training and 30 days apprenticeship with Gynecologists/hospital/BHU is compulsory for all reproductive health training

Criteria: 02 year Practicing experience in reproductive health

Who should attend

Practicing Traditional Birth Attendants and lady Health Workers functioning in rural communities. This training is also ideal for social mobilizers working for social change for implementing birth

COMMUNITY HEALTH TRAINING

*For Training Dates please see the Calendar 2012

The staff of Health Training programme is dedicated to improving the abilities of organizations and individuals to deliver accessible, high quality and culturally proficient services to our rural communities. Over the years our Health Section has become extensively involved in providing services to our rural communities focusing Reproductive Health and Community Health for indigent and low income persons.

Objective

The objective of these specialized Community Health Training programme is to equip community health workers with the standardized Hygiene & Sanitation practices to better serve our rural communities. This course will enable the student to develop a critical understanding of the theories, principles and concepts which underpin community health practice.

Under Community Health Training following courses are offered:

- Social Safety Nets Training
- Health Committee Training
- Community Health Worker Training Level - I, Level-II & Level-III

Contents

Community health theories; epidemiology and demography; primary, secondary and tertiary prevention; sociology of health



and illness; behavior change; empowerment; promoting self-care; social inclusion; poverty & equity of services; culture and diversity; anticipatory care; community profiling; health needs assessment-individual/family/community; assessment tools & planning; partnership/multi-agency working; relationship building; surveillance and screening.

Who should Attend

This training is also ideal for community health workers, social mobilizers and development sector practitioners working for social change for implementing improved community health practices.

EDUCATION



Contact

Education Coordinator
gulfam@irm.edu.pk

IRM is committed to enhance the efforts at community level in order to show real impact of lifelong learning policies. Our Education Sector focuses on participation and persistence in education, enrolment and other measures of achievement i.e. the environment for learning and training facility, educational resources and material development.

The core objective of our Education Sector is to improve access to all forms of learning - formal, non-formal, and informal.

Education sector offers services in various projects which initiates from Training Need Assessment (TNA) of the project. Later stages cover the areas of; Material development (Modules and guide books), Teacher training, Village Education Committee Training, School Management Committee Training, School Councils Training and Training Of Parent Teacher Associations.

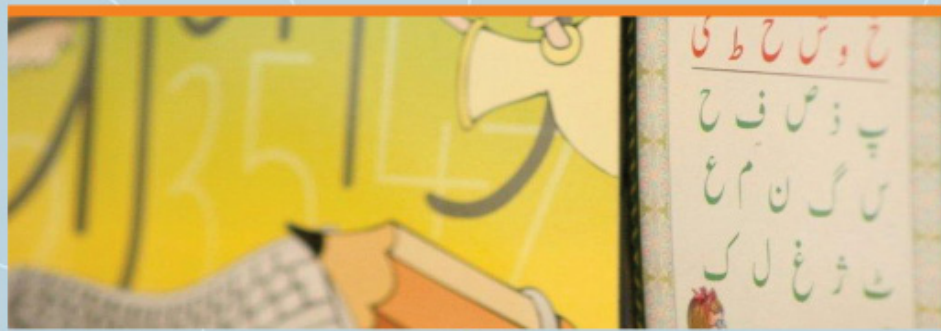
Offered courses :

- Teacher Training on Innovative Teaching Methods
- Head Teacher Training on School Management
- Class Room Management Training
- School Council Management Skill Training
- Capacity building of Govt. Officials on School Management
- Training on Early Childhood Center Development
- Training of Trainers (ToT) on Joyful learning

Who Should Attend

Public and private sector teachers, teacher training staff and officials in education sector.

*For Training Dates please see the Calendar 2012



TEACHER TRAINING

*For Training Dates please see the Calendar 2012

Our Teacher Training programme is focused at empowering teachers for implementing better education system at primary level. Our Teachers' Training or Teacher's Capacity Development Programme is for educating the educators and for increasing the number of students and teachers in rural areas.

Advance stages of Teacher Training cover the areas of Material Development (learning Aids), Modules and Guide Books development.

Objective

Objectives of a live teacher-training workshop is to:

- Gain exposure to teaching materials, learning aids, major pedagogical concepts and up to date curriculum
- To become more comfortable with class room environment
- Expand their teaching repertoire to include a variety of teaching methods such as, discussion, role-playing, small-group work, using photos and videos, the use of dilemmas, and thus improve their teaching abilities
- interact with other teachers and education practitioners

Contents

Learning disabilities, innovative approaches in teaching, teaching science practical, Multi-grade system, Problem



Solving in Mathematics, tips on Comprehension, Daily Lesson Planning, Learning Aids, Islamiat, Review and Evaluation techniques. Living and non living things, Environment, Solar System, weather and Seasons.

Specialized Teacher Training Offered are:

- Teacher Training on Innovative Teaching Methods
- Head Teacher Training on School Management
- Class Room Management Training
- Capacity building of Govt. Officials on School Management
- Training on Early Childhood Center Development
- ToT on Joyful learning

Who Should Attend

The training is ideal for Public and private sector teachers as well for teacher training staff.

TRAINING ON EARLY CHILDHOOD CENTER DEVELOPMENT

*For Training Dates please see the Calendar 2012

Duration: Ten Days

IRM is committed to gearing up the practical efforts at grass root level to make real impact of lifelong learning policies. Our Education Sector focuses on participation and persistence in education, enrolment and other measures right from pre-school initiatives. Early Childhood Center Development Training offers an ideal package of environment for Early Childhood learning, training facility, educational resources and material development.

Objective

The objectives of Early Childhood Center Development Training are:

- Increase target audience understands regarding teaching of Early Childhood Education (ECE) methods.
- Developing skills of trainees in early childhood behavioral concepts and pre-book activities.
- In-depth understanding of child charter and its four categories
- Clarity regarding the right based approach to development

Contents

Personal And Social Development, Child developmental stages, Nature and behavior of child, Child rights, Child sexual abuse, Collaboration with their peers, Basic Religious Concepts, Child psychology towards learning, Innovative



approaches in early development centers, Planning for Class Syllabus, Collaboration with Peers: Concept of working in groups, Sharing responsibilities, Ability Assessment Chart preparation, English-Phonics, Stories, Poems, Rhymes as a form of expression, Basic Math Concept for example different attributes of objects(color ,size ,weight and texture), The World Around Us, Creative Arts and Health Hygiene and Safety.

Who Should Attend

Teachers and staff involved in establishing Early Childhood Development Centers. The training is equally useful for trainers and resource persons and researchers collecting information about ECE concepts and Early Childhood Development Centers.

TRAINING OF SCHOOL MANAGEMENT COMMITTEE

TRAINING OF SCHOOL MANAGEMENT COMMITTEE

*For Training Dates please see the Calendar 2012

Duration: Three Days

The School Management Committee (SMC) comprises of CO members and the parents of students enrolled in community schools. Each SMC is a 5-7 member committee and its members are trained to manage and monitor the schools effectively. Ideally almost half of the SMC or VEC (Village Education Committee) members should be women. The gender equality helps in ensuring quality of education and learning as well as encouraging greater students' enrollment rates besides creating a greater accountability among the schools administration and teachers.

Objective

The training of SMC is meant for sensitizing the members of the SMC regarding their roles and responsibilities. In this way they are trained to plan for the school, increasing enrolment, retaining pupils and identify the prospects for fund generation. In addition, they are also trained to conduct and record the committee meeting and to undertake school monitoring activities.

Contents

Education and quality education importance, problems of education sector, school council background and structure, role of SC in improving the quality of education, SM & social awareness, role

and responsibilities of SC, enrolment and retaining pupils, planning and Development plan of school, identification of financial resources, utilization of finances, financial resources management and record keeping, participatory appraisal, Project Cycle, monitoring & Evaluation, characteristics and responsibilities of SC stakeholders, personal hygiene of students, repair and maintenance of Physical Infrastructure of school.

Who should attend

SMC Training is ideal for teachers and community members involved in the formation and management of School Management Committees.

*Note: Depending upon the area of implementation or project type the SMC is also called Village Education Committee (VEC) or Parent Teacher Associations (PTA).



INNOVATIONS CENTER FOR EDUCATION EDUCATION

*For Training Dates please see the Calendar 2012

Innovations Center for Education (ICE) envisions primary schools offering quality education to fulfill the gaps to achieve Millennium Development Goals of Education sector. It is striving to build the capacities of the school teachers by designing and implementing training activities for community school teachers that enabled them to use the joyful learning techniques in classrooms that increase the students' enthusiasm and motivation.

ICE activities are centered at:

- Reviewing the varied needs of pupils to help them success in the classroom;
- Adding a range of teaching and learning strategies to support inclusion;
- Sharing good classroom practices;
- Ensuring high quality of education hat fulfills the national educational goals;
- Achieving teacher satisfaction in all offered courses;
- Timely producing and delivering manuals, modules and monitoring & evaluation reports of training to fulfill stakeholder's satisfaction;

ICE services

- Training Need Assessment Reports
- Baseline Educational Surveys and Situation Analysis
- School Monitoring Reports

- Teacher's Training & Refresher
- Adult Literacy Training
- Village Education Committee Training
- Training for School Monitors

Apart from above mentioned services ICE facilitate in content improvement of the curriculum and offers practical lesson planning support.

The IRM Advantage

Our Education Training is a step ahead and has been designed to impart advanced methods that are employed for teaching focusing primary education and early learning. We provide guidance, resources and a solid, seamless educational curriculum model for future educators that are responsive to a diverse and dynamic educational environment.



ENVIRONMENT

& Natural Resource Management



Contact
ENRM Coordinator
bari@irm.edu.pk

Environment & Natural Resource Management Training Programme strives to ensure optimal utilization of available resources at the local level and provision of assistance to reduce dependency upon external resources. This programme aims to develop and strengthen local capabilities for sustainable resource management through prevention of losses in natural resources, productivity enhancement and environmental rehabilitation.

Every year a large number of participants are trained under ENRMTP and the duration of these training events range one day to thirty days. The institute has responded to the issues related to ENRM through imparting knowledge and expertise to enable them to benefit from new/time tested and environment friendly technologies. These courses are beneficial for community workers, field professionals, district managers and farmers who are working directly with crops, soil/water management and livestock management.

Offered Courses

- Kitchen Gardening
- Community Livestock Extension Workers
- Crop Maximization Techniques
- Water Conservation
- Soil Conservation
- Integrated Pest Management
- Fish Farming
- Renewable Energy Technologies

*For Training Dates please see the Calendar 2012



KITCHEN GARDENING

*For Training Dates please see the Calendar 2012

Duration: Thirty Days

In order to save and utilize the available resources without compromising on environment ENRM Training programme initiated Kitchen Gardening Training. In September 2009 ENRM announced a partnership with NARC to deliver this fully integrated training programme. There is a huge amount of information about growing your own produce, is available in this course. Our course is different as it includes helping tips according to trainee's site, helping them to succeed. At the end of each session, there are set exercises designed to help trainees to get the most from their plots. The responses to the exercises help the tutors to guide trainees through the next stage of the course, ensuring that the information is relevant.

Objective

The goal of Kitchen Gardening Training is to upgrade income generating opportunities of selected households through better farming techniques, off-season vegetables & kitchen gardening production and establishment of vegetable orchards among villages in the selected districts.

Contents

- Land Preparation
- pH, Soil, compost and fertilizer
- Selecting varieties
- Storing seed
- Planning for year-round food

- Sowing schedules
- Extending your range of crops
- Succession sowing
- Catch and intercropping
- Crop rotation
- Protecting and tending your precious crops
- Keeping your plot looking good all year round
- Pests and diseases
- Harvesting and storing your home grown produce.

Who should attend:

Community members with growing vegetables or have small land near their living. Even if community members have never sown a seed before, by the end of the course, they will be confident and able to grow their own delicious fresh produce.



COMMUNITY LIVESTOCK EXTENSION WORKERS

*For Training Dates please see the Calendar 2012

Duration: Thirty Days

CLEWs aim to impart useful, practical and advanced knowledge about livestock to the community members who are willing to take up challenges for increasing production and reducing livestock losses. Community livestock extension workers (CLEWs) equip the trainees with applicable knowledge of animal anatomy, nutrition, facilities and the effects of livestock production on the environment. CLEWs further prepare students to apply these principles.

One of the main reasons, for low livestock yield is the scarcity of trained people in the rural communities who can look after the livestock and increase its production. IRM has devised CLEWs training along with guide book to build the capacity of communities to bridge the Gap. ENRM conducts training according to highest standard available at regional level; in this regard MoUs have been signed with PMAS - Arid Agriculture University Rawalpindi and NARC Islamabad to ensure the quality of the training programme.

Objective

Objective of CLEWs is to imparting useful, practical and advanced knowledge about livestock to the community members who are working with livestock for increasing production and reducing livestock losses.

Contents

Livestock wealth in Pakistan and its importance in rural economy, body systems of animals, types of fodder and balance diet for animals, use of thermometer and diagnosis of diseases, Animal Farm Management, germs and their types, artificial insemination, veterinary drug and their use, slaughter house best practices, infectious diseases, small animal clinic and practical on thawing the semen and repeat breeding in cattle & Buffalo.

*Note: All sessions are practical based and involve extensive site visiting.

Who Should Attend

Community workers and professionals involved with livestock on small and medium scale in a low resource setting.



SOIL AND WATER CONSERVATION

*For Training Dates please see the Calendar 2012

Duration: Six Days

Our region is blessed with fundamental natural resources - from good crops varieties and productive livestock to nature's abundance in fresh water - that are easy to take for granted. Our institute treasures these national assets and strives to aware communities of their importance and work with them to preserve them. The focus of the programme is to build the capacities of people in: Agriculture including Fisheries, Livestock, Forestry including sericulture and Watershed Management. Every year a large number of participants are trained under ENRMTP and the duration of these training events ranging one day to 30 days.

Objective

Soil & Water conservation Training aims to develop and strengthen local capabilities for sustainable resource management through prevention of losses in soil and water, productivity enhancement of soil and water shed management.

Contents

The course will enhance the theoretical and practical knowledge and skills of participants in low-cost soil and water conservation techniques. It includes: Types of Soil, Types of water, Drinking water quality, soil analysis, water analysis, Watershed Management in low resource setting, Energy conservation, Alternative



energy(Biogas), carbon foot print, Solid waste segregation, Composting, land degradation, Tree plantation according to climate and Soil type, design conservation measure in local setting, documenting good practices

Who should Attend

Local community members, farmers, social mobilizers and staff of development sector organizations working with rural communities.

FACILITIES

IRM is situated near mega attractions of the country's capital such as Pakistan National Council of Arts(PNCA), 5 Star Hotels, Museums, Lok Virsa and the Commercial hub of Islamabad.

IRM is one of the few organizations where training participants experience astonishing facilities like a running Library which hosts more than 9,000 books/published and unpublished reports. Majority of the titles are related to the Development Sector with South Asian Perspective in focuses. The 'Online journals' and 'Document Delivery Service' (where Scanned copies through email, fax and VPP can be sent on request) are of special interest to training participants. A splendid café at IRM is a fantastic place to carry out group work or simply network! Once out of training Hal, the participants can refresh themselves with an assortment of drinks and delicious food within café or simply take a walk in our well kempt picturesque lawn.

IRM has opened a Staff Gym considering the needs of professionals who have exercise routine. Out - station participants can avail the services of our vehicle fleet that provide 24/7 pick and drop facility to and from bus stops and air port. For residential training courses, IRM has a very comfortable fully furnished Guest House at stone's throw from its Main Building. The staff guest house can accommodate up to 35 people in 17 rooms. These air conditioned rooms have attached bathrooms, two beds, a study table and LCD. The spacious reception and dining hall is ideal for participants to gather and refresh themselves over meals and tea breaks. The guest house provides breakfast, lunch, tea, snack and dinner throughout the training period.



IRM is Member & Partner of



Asia South Pacific Association
for Basic and Adult Education
Learning Beyond Boundaries

IRM is the largest skill enhancement
and capacity development
training Institute
in not-for-profit sector in Pakistan.
The programmes
offered by IRM aim at
reducing poverty and enhance
human and organizational
productivity.



ISO 9001:2008 Certified

www.irm.edu.pk



Stay Connected with us



6, St # 56, F-6/4 Islamabad, Pakistan. Email info@irm.edu.pk
Phone +92 51 282 27 52, 282 27 92 | Fax +92 51 282 33 35

INSTITUTE OF RURAL MANAGEMENT