

# IRM CATALOGUE 2013

INSTITUTE OF RURAL MANAGEMENT  
~Unlocking your true potential...



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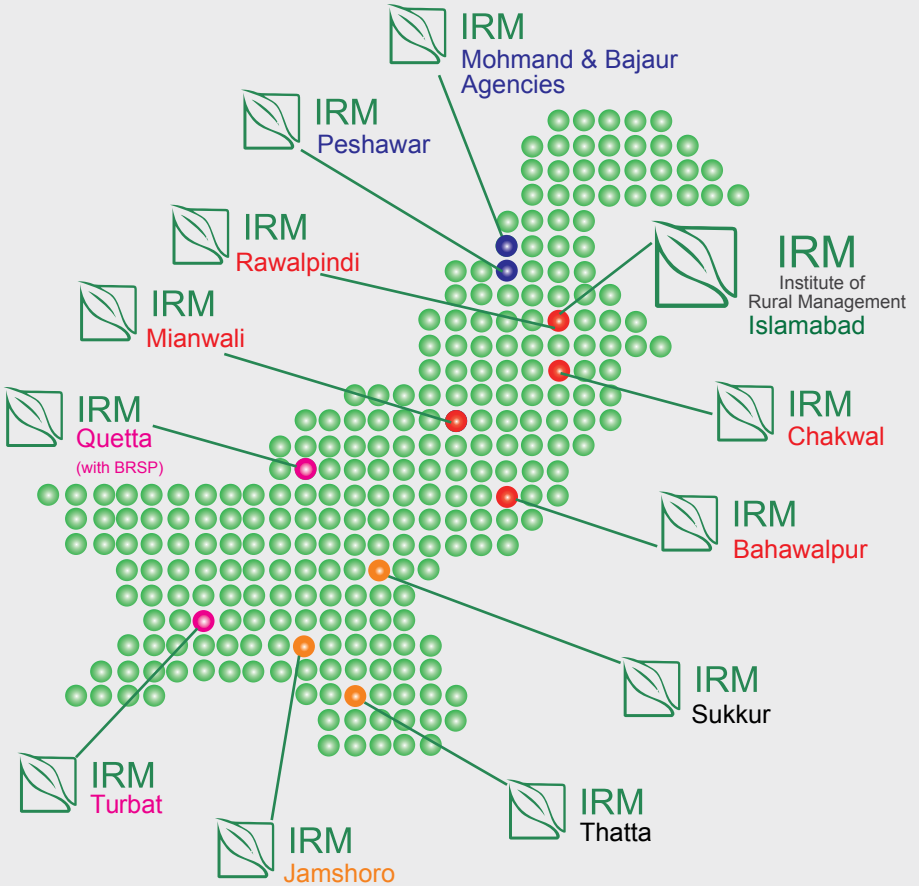
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# IRM Presence in Pakistan



## About IRM

Institute of Rural Management (IRM) is the largest capacity development and learning facility in the not-for-profit sector in Pakistan, conducting up to 500 different types of training with a turnout of around 50,000 trainees annually. Over the last 20 years, IRM has been directly responsible for building the capacity of development professionals and communities across Pakistan, as well as working with most UN agencies, World Bank, ADB, USAID, DFID, Norwegian and Federal and provincial governments and has trained over 1 million people.

This catalogue has been compiled and designed especially for you so that you can find all the information about our courses 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 few years despite the uncertain economic conditions and grave social conflicts. From project workers, to senior managers in public, private, not-for-profit, academic, and multilateral institutions, we continue to help

individuals and organizations maximize their potential.

IRM has always been on adding value to the entire pyramid of the development sector, from marginalized rural communities right up to the donors. It is encouraging to see the increasing demand for our services. In particular, we are pleased to be supporting communities in relief and rehabilitation with imparting Disaster Risk Reduction Management training and livelihoods supporting interventions like equipping them with short term employable vocational and technical skills training.

We aim to improve the quality of training systems by developing and transferring innovative, demand driven courses, teaching methods and learning materials. Well-trained staff who are motivated to maximize their potential are the key to sustainable and vibrant organizations and innovative and effective development programmes.

At IRM, we are constantly looking for new ways to help people achieve more. So do let us know what else we can do for you. In the meanwhile, we wish you every success in your endeavors in 2013.

## IRM Learning Approach

To take up the challenges of today's world, you need more knowledge and learning. Learning in diverse circumstances is vital for keeping up with global trends, using new opportunities and adapting to rapidly changing work environment.

The skills you need to live, learn and earn are ever changing. Learning opportunities are everywhere and infinite and you need to harness these opportunities to achieve your goals. At IRM, we provide you with your desired pedagogical framework of learning. It contains several ingredients, which when blended together differentiate IRM from other learning and training facilities and institutes.

### KNOWLEDGE FOR CREATING CHANGE

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 and knowledge about new opportunities for creating change.

### TRAINING IS LEARNER CENTERED

Individual and organizational learning needs are systematically assessed and 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 organizations' in 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.

## We Work With

### RSPs PARTNERS

- National Rural Support Programme
- Aga Khan Rural Support Programme
- Sindh Rural Support Organization
- Rural Support Programmes Network
- Punjab Rural Support Programme
- AJK Rural Support Programme
- Balochistan 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
- University of Highlands and Islands, UK
- International Islamic University, Islamabad
- Iqra University, Islamabad
- University of Arid Agriculture, Rawalpindi
- HITEC University, Taxila
- NWFP Agriculture University, Peshawar
- University of Veterinary and Animal Sciences, Lahore

### TECHNICAL PARTNERS

- Skill Development Council
- City & Guilds, London, UK
- Sindh-Technical and Educational & Vocational Training Authority
- Punjab-Technical and Educational & Vocational Training Authority
- KPK Training & Testing Board
- Iqra Centre for Technical Education
- National Institute of Science and Technical Education (NISTE)

- SOS Technical Training Institute, Rawalpindi
- HAWK Technical Training & Trade Test Center, KPK

### HEALTH PARTNERS

- National Institute of Health
- Poly Clinic Hospital, Islamabad
- Railway General Hospital, Rawalpindi
- Islamic International Medical College & Trust
- Institute of Health Management, Rawalpindi
- Life Care Hospital, Islamabad
- Federal Drug House, Islamabad
- Medi Test Lab, Islamabad
- Bio Path Lab, Islamabad
- Pioneer Lab, Islamabad

### ENRM PARTNERS

- PMAS-Arid Agriculture University, Rwp
- National Agriculture Research Council
- Agriculture Training Institute, Sakrand

### MEMBERSHIPS

- Human Accountability Partnership (HAP), Geneva, Switzerland
- International Union for Conservation of Nature (IUCN), Gland, Switzerland
- Asia South Pacific Association for Basic and Adult Education (ASPBAE), India
- Human Resource Development Network
- Rural Support Programme Network (RSPN)



## Training Evaluation Model

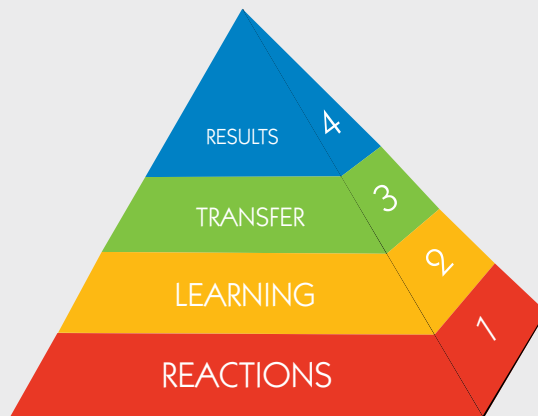
IRM's understanding of training follows the simple logic of advancing from learning training as an input, to developing capacities at an individual level and to the final impact, which is the enhanced capacity of institutions.

IRM conducts evaluation of training events with a 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 participants' feedback is added, as per standard practice.

Overall training events are evaluated by the participants and trainers on IRM prescribed formats. This evalu-

ation encompasses training sessions, training materials and resource persons. Thus focusing on overall strengths and weaknesses of the training events. This facilitates us in improving the future 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 2013

MANAGEMENT DEVELOPMENT PROGRAMME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Office Management And Effective Administration Skills							RAMADAN BREAK						
Donor Based Financial Resource Management													
The Magic Of Social Media													
Dynamic of Performance through Talent Management													
Roomt S. Hayat Signature Training (ToT)													
Proposal Development & Resource Mobilization													
Balancing Your Personal and Professional Life													
<b>ENTREPRENEURSHIP &amp; VOCATIONAL TRAINING</b>													
Vocational Training in 200 trades													
IRM Skills Academy													
Learn to Train for Enterprise Development													
<b>GENDER AND DEVELOPMENT</b>													
Gender Responsive Governance													
Breaking Through The Glass Ceiling													
IRM Gender Academy													
Gender Role In Peace Building													
Gender Mainstreaming													
Gender Analysis Tools And Techniques													
Gender And Disaster Risk Reduction & Management													

## TRAINING CALENDAR 2013

CENTER FOR EXECUTIVE EDUCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Diploma in Proposal Writing Skills							RAMADAN BREAK						
Diploma of BACAP													
Diploma in NGO Leadership & Management													
Summer Internship Programme													
Diploma in Human Resource Management													
Executive Diploma in English Language Proficiency													
Diploma in Financial Management													
<b>SOCIAL MOBILIZATION</b>													
Disaster Risk Reduction & Management													
Participatory Development through Social Mobilization													
Community Management Training Programme													
Orientation Training Workshop													
<b>MICRO FINANCE, BANKING &amp; MARKETING</b>													
Credit Appraisal & Recovery Techniques (CART)													
Micro Finance Training Programme													
Loan Portfolio Training													
Bank Customer Education Training													
Know About Business													
Power Selling													

TRAINING CALENDAR 2013

HEALTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Health and Sanitation Training							RAMADAN BREAK						
School Health Services Training							RAMADAN BREAK						
Medical Representative Training							RAMADAN BREAK						
Emergency First Aid Training							RAMADAN BREAK						
<b>EMPLOYABLE HEALTH TRAINING</b>							RAMADAN BREAK						
Operation Theater Attendant Training							RAMADAN BREAK						
Laboratory Attendant Training							RAMADAN BREAK						
Medical Store / Pharmacy Attendant Training							RAMADAN BREAK						
Dentist Attendant Training							RAMADAN BREAK						
Optical Attendant Training							RAMADAN BREAK						
Medical Dresser Attendant Training							RAMADAN BREAK						
X-Ray Attendant Training							RAMADAN BREAK						
OPD Attendant Training							RAMADAN BREAK						
Nursing Attendant Training							RAMADAN BREAK						
Maternity Attendant Training							RAMADAN BREAK						
<b>REPRODUCTIVE HEALTH TRAINING</b>							RAMADAN BREAK						
TBA (Traditional Birth Attendant) Training							RAMADAN BREAK						
Lady Health Workers Training							RAMADAN BREAK						
Mother and Child Health Care Training							RAMADAN BREAK						

TRAINING CALENDAR 2013												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>REPRODUCTIVE HEALTH TRAINING</b>												
Family Planning Orientation												
Community Health Training												
<b>INNOVATION CENTER OF EDUCATION</b>												
Training of School Management Committee												
Teacher Training												
Training on Early Childhood Center Development												
<b>ENVIRONMENT AND NATURAL RESOURCE MANAGEMENT</b>												
Community Livestock Extension Workers												
Soil and Water Conservation												
Crop Maximization Techniques												
Integrated Pest Management												
Renewable Energy Technologies												
RAMADAN BREAK												

\*All courses, contents and dates are subjected to change. For updates, visit [www.irm.edu.pk](http://www.irm.edu.pk) or follow us on facebook at [www.facebook.com/IRM.Pakistan](http://www.facebook.com/IRM.Pakistan).

A man in a dark suit, light blue striped shirt, and dark tie is sitting at a desk, looking thoughtfully to the side with his hand on his chin. In the background, other office workers are visible, including a woman standing and another woman sitting at a desk with a laptop. The office has large windows with wooden blinds.

# MANAGEMENT DEVELOPMENT PROGRAMME

Contact: [mdp@irm.edu.pk](mailto:mdp@irm.edu.pk)



# Office Management And Effective Administration Skills

Date: January, 2013

Duration: 03 Days

Office Management and Effective Administration Skills is an exciting and interactive programme. This 3 days office management training is designed to provide office administrators, supervisors of clerical and administrative staff, executive secretaries and personal assistants the opportunity to review and develop the interpersonal and professional skills they need to do their jobs effectively - thereby contributing to their own, their boss' and their organization's success.

## OBJECTIVES

- Extend their understanding of their roles and the key contribution they make to organizational success
- Review their working relationships
- Review and develop their personal organization, communication and interpersonal skills
- Develop an action plan to help themselves, their boss and other colleagues for working in more effective and efficient ways

## CONTENTS

- **Module I: Programme Introduction/ Roles, Competences and Personal**

## Effectiveness

- **Module II: Team Working, Communication and Meetings**
- **Module III: Managing Working Relationships /Communication Skills/Supervising Admin Staff**
- **Module IV: Managing Time/Desk Management and Office Technology/Writing Skills**
- **Module V: Managing Information & Budgets/Improving Services and Systems**

## WHO SHOULD ATTEND

This course is ideal for all those who deal with the day to day running of the office, whether administrative personnel, newly appointed people to supervisory roles, managers, office managers, PAs, secretaries and administrative staff.

## COURSE FEE

- For local participants: PKR 15,000
- For SAARC participants: \$ 150
- For international participants: \$ 250

# Donor Based Financial Resource Management

Date: February, 2013

Duration: 3 Days

Donors need to be assured that organizations adequately account for the grants and spend them as specified and policy statements are developed which outline the financial policies. The basic purpose of donor based financial management is to tell the donor about 'financial story' of an organization: how the resources were acquired or where the resources came from; how and for what purposes the resources were spent; what efforts were exerted and what was accomplished with the resources.

## OBJECTIVES

By the end of this training, participants will be able to

- Understand Accounting & Management terminologies
- Understand donor based budgetary techniques and select the most appropriate approach
- Make the financial investment decisions
- Understand donor based financial viability of the programmes and projects
- Analyze the Financial performance of various financial reports as per donor requirement

## CONTENTS

- Donor based Financial Accounting Framework
- Management Accounting Framework
- Financial forecasting and budgeting
- Auditing and its techniques
- Financial Management for donor funded projects

## WHO SHOULD ATTEND

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





# The Magic Of Social Media

Date: February, 2013

Social media are online platforms which intercede human communication. When the technologies are in place, social media is ubiquitously accessible, and enabled by scalable communication techniques. In new age, social media has become one of the most powerful sources for news updates through different platforms.

## OBJECTIVES

The training is aimed at providing participants with the required skills to develop an effective strategy for their respective organization, improve collaboration between different stakeholders, expand the advocacy and outreach of the organization, improve departmental and/or organization-wide collaboration, engage benefi-

ciaries as brand evangelists and staff recruitment and retention.

Duration: 1 - 5 Days

## CONTENTS

- What is social media?
- Social Media as a power of social proof
- How can Social Media help a cause, outreach, and advocacy
- Create, manage and optimize organizational page
- Pitfalls of Social Media
- Effective Social Media tools
- Measure and monitor Social Media
- Developing a Social Media strategy and policy
- Tips for effective utilization of social media
- Social Media case studies and success stories
- IRM's Social media coverage and implementation plan – Lessons learnt



## WHO SHOULD ATTEND

This training is useful for Project Developers, Communication Officers and Development Professionals who are looking to use Social Media channels as a resource mobilization strategy

# Dynamic of Performance through Talent Management

Date: April, 2013

Duration: 1-5 Days

Effective talent management can help organizations outperform the competition - even when resources are limited. Human Resource Management is a tricky job and many HR managers lack the skills to attract and reward strong performers. This training aims to empower managers and executives to align talent with organizational business strategy to ensure the sustainability and to drive organizational performance and long-term success. To surge ahead of the competition, your company must take a strategic approach to attract and reward talent and strong performance. This training will help managers to identify the strengths and weaknesses of their workforce.

## OBJECTIVES

- Align incentives, rewards and talent with its core business strategy
- Identify and address key gaps in talent management performance
- Allocate talent management resources intelligently, favoring programmes that contribute materially to organizational performance
- Create a positive work environment that maximizes the value of

- everyone's contribution
- Integrate newcomers into the organization in ways that maximize their ability to perform and succeed
- Direct strategic and tactical talent realignments to ensure that your talent aligns with your business strategy
- Motivate employees to achieve their goals by implementing more effective performance evaluation and incentive strategies

## CONTENTS

- Managing Global Teams
- Creating the sense of security among employees
- Motivating and Rewarding Performance
- Embracing and Managing a Diverse Workforce
- Hiring in Good and Bad Times
- Developing Leaders, Structuring Organizations, and Driving Change

## WHO SHOULD ATTEND

This training is ideal for senior level managerial professionals.

# Roomi S. Hayat Signature Training (ToT)

Date: May, 2013

Duration: 10 Days



Training of Trainers (ToT) is the Signature Training of Roomi S. Hayat, a renowned management and institutional development expert known for his innovativeness in training course design and institutional development in South East Asia and Central Asia.

## OBJECTIVE

To create a band of professionals capable of designing, developing and delivering topnotch training programme single - handedly.

## TOT OFFERS

Over an intensive 10 days period, we carefully train you, guide you and provide you with the skills and resources

you need to become a high-quality and a dynamic trainer. We will teach you the details of how-to set up powerful, experiential exercises and will reveal the theory behind each strategy and why it works. You will go one step further and actually conduct all exercises on your own to make each topic more impactful.

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

through the rigorous process of designing and delivering sessions. The already established communication & presentation skills of the trainers are taken to a superior level.

The participants learn special tools for handling crisis situations while delivering sessions to rural communi-



ties or professional groups. 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's ToT.

#### **GUARANTEED TAKEAWAYS:**

- A comprehensive facilitator's guide
- Reproducible handouts (Soft Cop-

ies), helpful presentation pointers

- Time tested and proven training methods and the important presentation skills you need to successfully incorporate into any management, social services, education or training situation
- Wide spectrum awareness about contemporary training practices
- Upgraded team building and conflict resolution practices
- Potential linkages and partnerships for multiplying the training outreach and the impact of the skills development
- A memoir CD

#### **WHO SHOULD ATTEND**

ToT is exclusively designed for trainers involved in design, organization and delivery of training. Public speakers, motivators, change managers and leadership consultants can equally benefit from this diverse ToT.

# Proposal Development & Resource Mobilization

Date: June, 2013

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

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

# Balancing Your Personal and Professional Life

Date: October, 2013

Duration: 1 - 5 Days

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 professionals having busy schedules and facing many challenges. While juggling through many tasks, they fail to realize many opportunities that are disguised as misfortunes. A professional knowledge is required to understand that 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





ENTREPRENEURSHIP &  
VOCATIONAL TRAINING  
Business Development Services

Contact: [anwar@irm.edu.pk](mailto:anwar@irm.edu.pk)

## Vocational Training Programme

The objective of IRM's Vocational Training Programme (VTP) has always been to achieve social inclusion of impoverished and marginalized rural youth. The fast track employable VTP serves the twin objectives of imparting technical skills to the community and generating gainful-employment prospects. IRM has developed training in over 100 different trades and vocational skills that matches the market demands for specific skills based on an effective system of market survey and feedback from partners.

### **VOCATIONAL PROGRAMMES ARE OFFERED FOR:**

Rural youth who do not have access to the regular government sponsored skill enhancement programmes which are predominantly located in the urban centers and are often of long duration. Vocational training events are conducted in collaboration with government and private institutes.

### **FAST TRACK INTENSIVE COURSES**

Button Making. Beautician & Parlor Management. Bicycle Repair & Maintenance. Bakery Products.

Cable Joiner. Calligraphy. Computer Training (Basic). Cooking. Computer Training. (Advanced). Dress Designing. Computer Aided Designing (CAD). Dress Designing (Advance). Carpentry (Wood Working). Dry Cleaning. CNG Kit Installation & Maintenance. Embroidery. Electric Motor Winding. Football Stitching. Apprenticeship. Fax Machine Repairing. Greeting Card Making. Handicrafts Making & Designing. Glass Painting. Light Engineering (lathe, sharper, etc.). Hair Dressing. Mobile Phone Repairing. Knitting & Sewing. Mason Training. Light Vehicle Driving. Paper Making. Professional. Photography. Pottery. Photo Framing/ Mounting. Operation Theater Attendant. Photo Copier Repairing Lab Attendant. Radio & Tape Mechanic. Cushion Making. Ajrak Making. Shut-tering/Carpentry. Appliqué Work. Steel Fixer. Topi Making (Sindhi). Tractor Repairing . Paper Machie . Tractor Driving & Thrasher Usage Training. Furniture Polish. CNG Filling. Gardner Training. CNG Compressor Operator. White Wash. Building painter, interior designer, Tile Fixer. Fumigation Training. UPS Manufacturing & Repairing. Battery Repair. Generator Repair &



## Vocational Training Programme



Maintenance. Screen Printing. Rilli Making. Road Driller operator. Bulldozer Operator. Chain Excavator Operator. Grader Operator. Shovel Operator. Wheeled Excavator Operator. Doze Operator. Driving training Ching Chee/rikshaw. Ching chee/Richshaw mechanic, Plumbing & pipe fitting, Hotel Management. Receptionist, Marketing and Tour Guide, Split Ac installation inducting, Split Ac and Window Ac repairing, Fridge Deep freezer and water cooler repairing, Motor Winding, Computer Hardware, Computer networking, AutoCAD, Graphics designer, CCTV Camera installation and Maintenance, Laptop mechanic, penaflex machine operator, Adda work. Furniture making, House hold appliances,

**45 Days**

TIG- MIG Welding ( for those who are already trained on welding), Video Film Making, Welding (Arc), Welding (Gas).

### **60 Days**

Auto Electrician. Auto Mechanic. Building Electrician. Civil Draftsman. Machinist. Refrigeration & Air Conditioning. Quantity Surveyor Basic. Civil Surveyor Basic , Boat Repairing & Maintenance. Waitressing. Security Guard Training. Mechanical Draftsman. Shoe Making

### **90 Days**

Industrial Electrician. Bag Making. Advance Quantity Surveyor. Carpet Making. Advance Civil Surveyor. Medical Representative Training. Steel Furniture Making. Aluminum Carpenter. HVAC. Optical Fibre.

## Vocational Training Programme

### OBJECTIVES

This fast track employable skills training programme is designed to empower underprivileged marginalized youth of rural areas to:

- Obtain employment opportunities
- Provide knowledge and practice of the required attributes and challenges for starting and operating a successful enterprise, particularly a small business
- Prepare beneficiaries to work productively in small and medium-sized enterprises and more generally for an environment in which formal, full-time wage employment may be scarce or unavailable.

### METHODOLOGY

The methodology consists of a set of procedures for systematically identifying employment and income generating opportunities at the local/community level. The major characteristics of the approach are given as under:

**Pre-training:** Training Needs Identification, TNA, screening process, designing of the training, Technical Assessment, Social Assessment (village assembly)

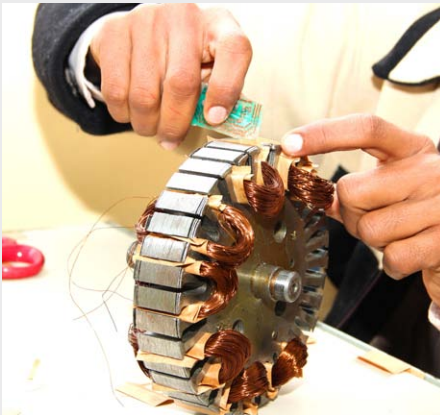
**Training:** Quality training conducted at properly equipped institutes with all necessary equipment and training material;

**Post-training:** Facilitating trainees (wherever possible) for on job training or financial support. Post training



## Vocational Training Programme

services are provided to those beneficiaries who start their own enterprise or need advice for placement. For effective feedback and coordination, the graduating trainees are provided envelopes, which are sent back by them, periodically.



### TECHNICAL PARTNERS

IRM vocational trades are recognized and certified for their quality standards by the federal authority of Skills Development Council (SDC) and by the Punjab government through Technical Educational and Vocational Training Authority (TEVTA). Listed below are some of the institutes that collaborate with VTP:

- Skills 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
- National Training Bureau
- Technical Training Center, Ministry of Education, GoP
- The Master Heavy Machinery
- Operator Training & Testing Center, Islamabad
- SOS Technical Training Institute, Rawalpindi
- Federal Institute of Technology, Rwp.
- HAWK Technical Training & Trade Test Center, KPK

### VTEC SERVICES

All Vocational Centers of IRM provide clean, quiet, safe and comfortable environment which are important components of successful training and learning. VTEC staff is trained to work and improve general attitudes of trainees.

VTEC staff assists participants with pre-employment counseling including work values, trainees' expectations,

## Vocational Training Programme

relations with co-workers, job responsibilities, and career advancement opportunities.

From trainees arrival to departure, VTEC Admin ensures timely boarding and lodging. Hostel warden is available 24/7 to look after the participants and ensure clean and tidy dormitories all time. Owing to current aggravating security situation, preemptive measures are taken to avoid undesirable situations. VTECs have reliable security system to monitor all activities in and around the campus.



## MISCELLANEOUS

Apart from the 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 provides exclusive services for establishing organizational display centers, managing vocational training institutes and enterprise development.

VTEC café serves delicious and hygienic food to trainees keeping in view the taste variation in different geographic localities across the country. In order to address any medical emergency faced by participants during training, a vigilant VTEC service is available (so that trainees can be taken to nearby hospital) to provide medical aid when and where the problem arises. Outdoor physical activities are encouraged to stimulate young minds and city exposure visits are a regular feature of life at our vocational centers.

# IRM Skills Academy

Date: October, 2013

Duration: 2 Weeks



Inadequate education, poor quality training, low productivity jobs and low wages hamper the economic growth. These are important obstacles for enterprise productivity and socio-economic growth and also cause exclusion of the working poor from enjoying the fruits of development.

Appropriate National Skills Development policy and quality Technical and Vocational Education and Training (TVET) provision are key in addressing these challenges. It is crucial that the skills acquired match the skills that are valued in the workplace. IRM Skill Academy is based on the International Training Center (ITC) of ILO and is

aimed specifically at contributing towards a development strategy which is based on improving the quality of TVET and fuel innovation, productivity, investment and enterprise development, diversification of the economy, and competitiveness that sustain and accelerate the creation of more and better jobs.

## OBJECTIVE

To examine existing challenges and discuss effective and innovative approaches to improving comprehensive skills development systems and related policies that respond to the needs of the individual, the society and the economy.

## METHODOLOGY

The programme comprises of Morning lectures, Elective Intensive Courses, Summary lectures, Inspirational sessions and local study visit to a Vocational Institute. Participants are also provided with background readings and training materials.

IRM Skills Academy follows the ITC-ILO methodology of training. During the Elective Courses, the

“Turin Learning Approach” is applied. Dynamic, interactive and learner centered methodologies are used to convey contents and stimulate the exchange of experience. Lectures alternate with practical exercises, discussions, group work, knowledge sharing methodologies, case studies and individual assignments.

- Formal training provision
- Skills acquisition in the informal and rural economy
- Coordination in skills development
- Financing of training
- Management of Training Institutions
- Case studies of skills development systems

## CONTENTS

### a. Morning Lectures

- Pakistan’s National skills Strategy 2009-2013
- Increasing access and participation in TVET System ( Public Private Partnership)
- Formulating comprehensive Skills Development Policies
- Planning, monitoring and evaluation of a Skill Development Programmes
- Involvement of Social Partners
- Enhancing youth employability
- Incorporating Workplace learning ethics, life skills and Business Management Skills in TVET Curriculum
- Green Skills

### b. Elective Courses

- Anticipation of skills needs
- Training for social inclusion

## WHO SHOULD ATTEND

Senior policy staff, technical staff, advisors, management and other high level staff involved in the development of skills and vocational training policies. It is also suitable for representatives of workers’ or employers’ organizations dealing with formulation and implementation of skills development and TVET policies. Staff of national and international organizations working on skills development programmes can equally benefit from the academy. This training is very useful for the Directors of Skills Development institutions (Public and Private), curriculum developers and other practitioners.

# Learn to Train for Enterprise Development

Date: October, 2013

Duration: 10 Days

Entrepreneurs face many hurdles when starting a new business; including scarce resources, lack of money, experience and time. Learn to Train for Enterprise Development will address your issues and help you master the tactics of successful entrepreneurship. Small businesses are the major contributors to the economy of the country. It is the basic tool to raise money, make money and save money. So be a part of this training and live your dreams.

Here you will get all you need! This ten days training will develop your business concepts, orient you with strategies regarding branding, marketing, competitors and financing of your business. You will be able to determine the most profitable ways to "Cash Out" your ideas.

## OBJECTIVES

This training aims to equip entrepreneurs with techniques to take profitable initiatives, maximize their exposure and learn to exist in the competitive world of today.

## CONTENTS

- Understanding marketing, branding and competitors
- Understanding quality and productivity
- Cost reduction techniques
- Modernization of embroidery
- Raw material selection
- Mentoring sessions with industry experts
- Understanding your business and finance
- Book-keeping & managing cash flows
- Creating market linkages

\*Field visit: 2 days field visit to different cities will be a part of the training to visit the Industries operating in the market and study their approaches and methodologies.

## WHO SHOULD ATTEND

This training is ideal for small and medium scale entrepreneurs.



IRM  
Institute for  
Rural Management

Women Leaders  
Reunion  
WOMEN LEADERS 2018

GENDER AND  
DEVELOPMENT

Contact: [nausheen@irm.edu.pk](mailto:nausheen@irm.edu.pk)



# Gender Responsive Governance

Date: January, 2013

Duration: 2 Days

## INTRODUCTION

Women ought to benefit as much as men from governance reforms that focus on development and increasing opportunities to participate in decision-making. If governance reforms do not address the social relations that undermine women's capacity to participate in the development process and decision-making, there is a risk of reproducing gender biases and patterns of exclusion in the development process.



## OBJECTIVE

- To provide an understanding of gender, its relation with governance and understanding of key terminologies which are being used in different programmes and projects

## CONTENTS

Training on gender responsive governance has the potential to share the checklist for the gender sensitive organization. The aim of this checklist is to provide mentors and policy makers with a tool to assess the gender sensitivity of their programmes and policies.

Assessing gender sensitivity allows one to see if programmes, policies, and/or organisations are identifying and catering to the needs of all genders. Gender sensitivity is an important concept at every step of programme and policy. As programmes and policies become more gender-focused, the potential for effectiveness increases due to the inclusion of the needs of all participants.

# Breaking Through The Glass Ceiling

Date: February, 2013

Duration: 2 Days

In the recent decades women have moved forwards in leaps and bounds, gaining voting rights and steady jobs. It has gone from something unusual and strange to the norm in society to have both members of a household working in steady jobs. However, despite all of the changes that have occurred, it is still very hard, if not impossible, for women to reach upper management positions. Glass Ceiling is still very real.

## OBJECTIVES

- To create an understanding and develop participants' ability to think about prejudice, oppression and gender relations

- To gain theoretical and practical understanding and approaches to build your own reputation and find your mentor within your organization

## CONTENTS

The training contents covers how to identify the glass ceiling and finding a mentor within organization in detail with an objective to improve the Gender equality in organizations that enhances good governance and promote healthy working environment. Workshop is specially designed to enhance participant's capability to work in multi dimensional work conditions with good governance skills.



## IRM Gender Academy

Date: April, 2013

Duration: 2 Weeks

IRM Gender Academy is a new initiative by IRM and is based on the Gender Academy at the International Training Centre of ILO. The newly designed Gender Academy offers a forum for discussion and a platform for sharing experiences. It is an excellent opportunity to update and upgrade your professional knowledge and share best practices in the field of gender mainstreaming through interactive discussions and exposure to high-level expertise.

### OBJECTIVES

- To expose participants to advanced knowledge and best practices in areas related to the promotion of gender equality at work
- To equip participants with tools and practical methods, successfully designed and tested, and adaptable to participants' own environment
- To share experiences and information with individuals and/or organizations with interests in mainstreaming gender equality and identifying appropriate strategies for collaboration
- To use research, networking and

knowledge sharing to assemble appropriate resources on mainstreaming gender equality

### METHODOLOGY

The Gender Academy is organized in supportive circumstances and is need based, comprising on lectures on its thematic areas and exposure visits. All trainees are encouraged to share their experiences and perceptions.

IRM ensures a stimulating learning environment and selects appropriate training methods, including:

- Case studies
- Experiential and action oriented learning through guided case discussions
- Participants will identify practical lessons from the experience on gender issues and best practices in other areas
- Group discussion, Peer-learning, Brain-storming, Simulation, Role playing, Demonstration and Question-answer techniques will be used in a scientific way

### MODULES

Gender Academy will be comprised of three modules as below:

## IRM Gender Academy

1. Governance, Gender & Development - 4 days
  2. Budgeting, Planning and Management - 4 days
  3. Global efforts and ILO conventions for equality of work - 4 days
- \*2 days exposure visit is also part of this programme.

### CONTENTS

Contents of each module are given below:

1. Governance, Gender & Development
  - Break Gender Stereotypes
  - What is governance? and key indicators of gender responsive governance
  - Gender and Social Dialogue
  - Gender equality information campaigns
  - Key terminologies
  - Gender and organizational change
  - Equality at work
  - Gender and Decent Work
  - Gender and Disaster Risk Reduction
2. Budgeting, Planning and Management
  - Elements of gender budgeting
  - Gender-sensitive project design

- Work and family: tools for promoting reconciliation
  - Gender in the project cycle
  - Understanding Time Use Surveys
  - Reconciling work and family
  - Gender Sensitive proposal writing
3. Global efforts and ILO conventions for equality of work
    - Key ILO Gender Equality Conventions
    - Time Use Surveys Planning and Management Engendering national planning and budgeting
    - ILO Convention on Domestic Workers
    - Maternity protection: formulas for advancing MDGs
    - CEDAW and International Conventions as policy tools
    - Gender equality and Labour Law Making
    - ILO Maternity Protection Package: How to use it

### WHO SHOULD ATTEND

Development professionals including: government officials, staff of international organizations and International Financial Institutions, private sector, academia and civil society organizations.

# Gender Role In Peace Building

Date: April, 2013

Duration: 3 Days

Training on Gender Role in Peace Building analyzes the complex relationships between gender, violence, and peace. The perspective proposed is that of political theory which will allow for a detailed analysis of the specific relations of gender and power including, but not limited to, economic power. It will also focus on the intersections of gender, sexuality, class, race, ethnicity, and religion. This training focus on masculinities and their relationship to structural oppression, dominance, violence especially directed at women, and militarism.



## OBJECTIVES

- To strengthen the trainee's background, from a global and multi perspective, in gender studies, especially in its relation to peace studies and conflict resolution
- To assess the relationship between

conflicts, violence peace building and gender

- To analyze critically and contextually the relationship between gender, race, class, ethnicity, religion, sexual orientation and peace/war/conflicts

## CONTENTS

- Sex and Gender: definitions and concepts
- Conflict situations, the UN and other institutions' role
- Searching for gender balance and gender equality: a historical retrospective
- Peacekeeping operations and gender issues
- Gender perspectives on the impact of conflict
- Gender mainstreaming in peace keeping operations
- Gender and gender based violence Side by Side: women, peace and security

## WHO SHOULD ATTEND

Development professionals, government officials, staff of international organizations, academia and civil society organizations.

# Gender Mainstreaming

Date: August, 2013

Duration: 3 Days

In recent times, achieving equal opportunities for both genders and gender mainstreaming have become



top priorities of international agencies. 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 in your programmes and across your organizations.

## OBJECTIVES

This workshop aims at promoting gender equality at the work place. 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 into the mainstream of development activities and in their everyday work.



# Gender Analysis Tools And Techniques

Date: October, 2013

Duration: 3 Days



Gender tools provide questions and guidance to assess whether policies, programmes or research initiatives take into account differences between men and women's roles and responsibilities, access to resources, decision making power and how to minimize gender based inequalities. The concept of gender has evolved over the last three decades and has been widely used in development theory and planning.

Gender analysis investigates gender relations, often with respect to different roles, activities, benefits, rights, and resources. Gender analysis has

been applied to social, economic, political, and environmental fields of study and practice. In preference to women-focused development initiatives, gender approaches are advocated in order to address the systematic and structured inequalities in development processes. Gender analysis may also address concerns among youth in rural areas, not only in communities where there are differences according to age groups, but also between young men and women. This training programme will help you to gain the specific knowledge, attitudes, and skills that are needed to analyze gender issues in the

management of development policy and programmes. By programme management we mean the identification, planning, implementation, and evaluation activities that accompany the delivery of a project, or set of projects (or even programmes). Gender analysis requires the practical tools and information to assess what is happening in an ongoing project, or to anticipate what might occur in a future project.

## OBJECTIVES

This workshop aims to:

- Identify the importance of gender analysis in programme management
- Strengthen monitoring and evaluation from a gender perspective

## CONTENTS

- What is analysis?
- Why gender analysis?
- Gender Analysis Concepts
- Data and evaluation methods, monitoring and evaluation
- Evaluation Introduction, types and techniques
- Conceptual blocks
- Value of tools as a support for

mainstreaming gender: recommendations

- Problem identification or problem resolution
- Guide to sensitive indicators and gender sensitive indicators and the ‘why’ and ‘how’ of gender
- Concepts and frameworks for gender analysis
- Gender and organizational change
- Bridging the gap between policy and practice

## WHO SHOULD ATTEND

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



# Gender And Disaster Risk Reduction & Management

Date: November, 2013

Duration: 2 Days

This training course aims to strengthen the capacities of participants in mainstreaming gender in disaster and different Disaster Risk Reduction and Management concepts, principles and practices in planning and implementation of community development efforts. This training will also develop an understanding on how gender relations shape women's and men's lives and are critical to Disaster Risk Reduction (DRR). This training will enable participants to respond efficiently and effectively with an appropriate Disaster Risk Reduction plan with gender being the cross cutting theme.

## 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
- Dealing with gender & cultural issues in Disaster Management
- Dealing with stress and psychological issues in disaster
- Gender discrimination in disaster

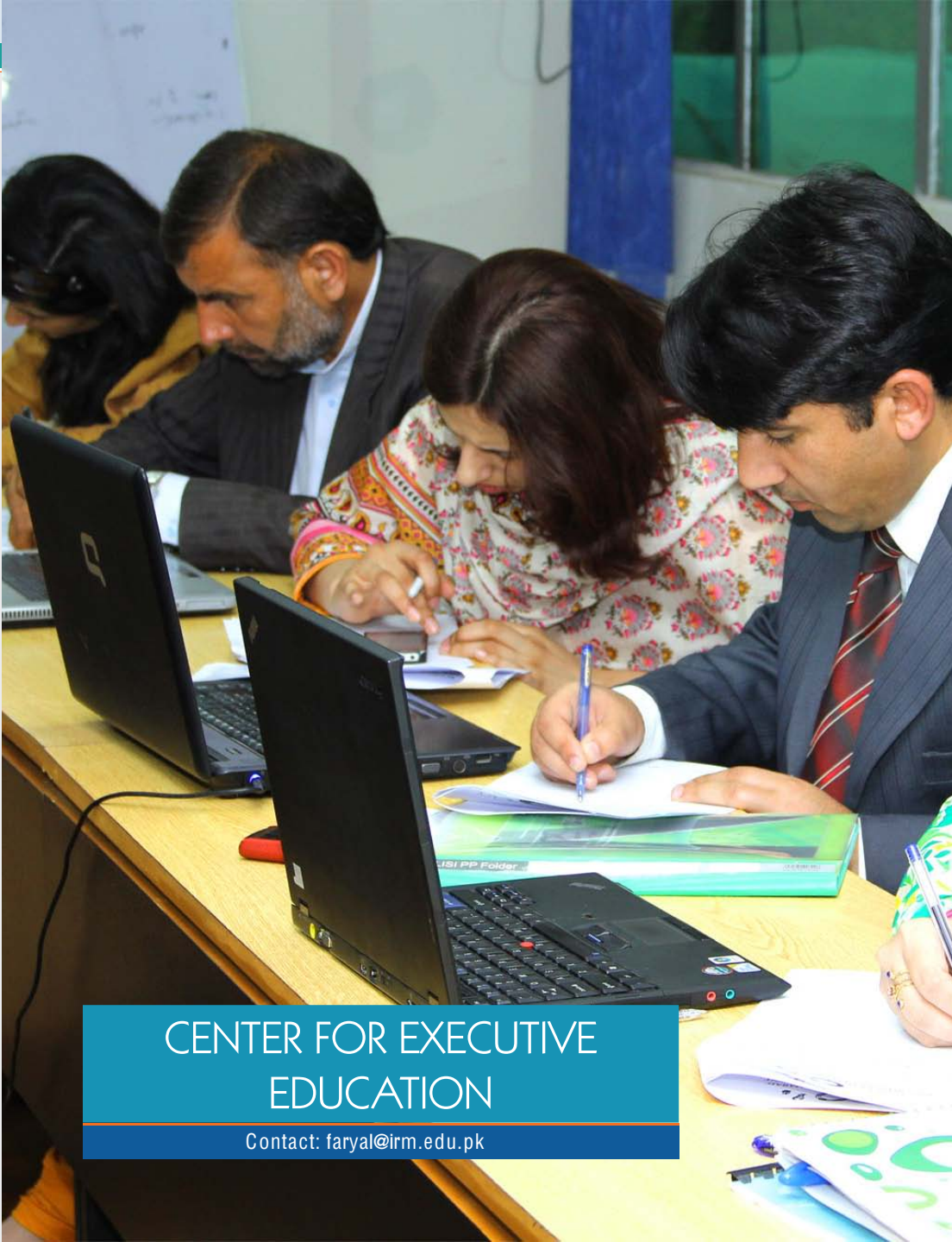
and types of discrimination

- Gender in emergencies
- Types of emergencies
- Gender based violence in disaster situations
- Risk communication, training, role of media and public awareness

## 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.





# CENTER FOR EXECUTIVE EDUCATION

Contact: [faryal@irm.edu.pk](mailto:faryal@irm.edu.pk)

## Diploma In Proposal Writing Skills

In collaboration with Iqra University

Date: January, 2013 Duration: 2 Months

A proposal writer specializes in grant proposal development, as well as researching and writing project outlines that fund requests for businesses, charities and individual clients.

proposals for non-profit and business organizations. Students enrolled in these programs can learn how to conduct research, outline, write and revise proposals for funds or projects. The program focuses on a variety of areas, including how to build and organize a proposal statement, find supporting data, develop a budget for projects and perfect a well-crafted writing style.

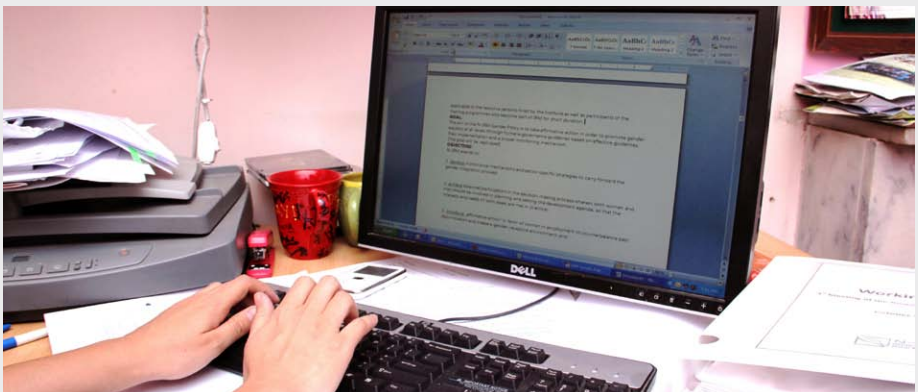
### COURSE CONTENT

- Research outline
- Write and revise proposals for funds and projects
- How to build and organize a proposal statement
- Find supporting data
- Develop budget for projects
- Perfect a well-crafted writing style

This diploma is ideal for philanthropists and non-profit employees who want to improve their proposal writing skills, as well as freelance writers looking to diversify their talents and skills.

### DESIGNED FOR

The course is designed for individuals requiring specific writing and research skills necessary to draft successful



# Diploma of BACAP

Date: Apr - May, 2013

Duration: 2 Months



The Diploma of Business Administration for Clerical and Administrative Personnel is designed to develop your existing skills and knowledge in planning and organizational perspective of administration, and also prepare you for a leadership and managerial role within the business environment. This Diploma is geared towards preparing administrative personnel for a wide range of leadership as well as top-tier administrative roles. It teaches the advanced corporate management values that are the cornerstone of the enterprising executive careers.

## COURSE CONTENT

- Expand your existing skills and knowledge in many areas, including:

- Team building
- Project Management
- Resource Allocation
- Communication
- Develop advanced computer skills

## DESIGNED FOR

The Diploma of BACAP is designed to provide you with a planning and organizational perspective of administration, which builds upon your existing computer skills, using complex technical features.

You will gain essential skills that will prepare you for a range of administrative careers, including office manager, senior executive assistant, personal assistant and administrator.

# Diploma in NGO Leadership & Management

In collaboration with Iqra University

Date: Apr - May, 2013 Duration: 2 Months

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: Jun - July, 2013

Duration: 2 Months

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 an opportunity to be associated with the region's leading development sector organizations 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.

## THE SELECTION PROCESS

SIP will be announced in March 2013. 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. Eight weeks SIP begins tentatively in the last week of June.



# Diploma In Human Resource Management

Date: Aug - Sep, 2013

Duration: 2 Months



The role of HR Manager has progressed from being an administrative back end 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 has designed and developed an experiential programme in "Human Resource Management" that is based on "on-job-experience and application based learning"

## COURSE CONTENT

- 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

# Executive Diploma In English Language Proficiency

Date: Oct - Dec, 2013

Duration: 12 Weeks

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
- Audience Analysis and Successful Oral Presentation
- Review of punctuation, grammar and spelling
- Presentation

- The importance of the objective
- Organizing your ideas with mind mapping
- The use of jargon and reducing the number of words and clichés
- Writing in plain English
- Identifying communication styles
- Management and executive summaries
- Writing "benefit" statements
- Writing one page reports
- Editing your report
- Completion of a personal action plan



## 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.



# Diploma in Financial Management

Date: Feb - Mar, 2013

Duration: 2 Months



Many organizations face serious problems that block their development process due to ineffective financial management at organizational and project levels. Such organizations

non-financial managers working in NGOs and the development sector.

## COURSE CONTENT

- Management in Finance
- Fundamentals of Financial Management
- Financial Management in NGOs
- Project Development Framework
- Operating Planning and Budgeting
- Financial Accounting Framework for NGOs
- Financial Reporting
- Financial Accounting Model



fail to operate in harmony with their stakeholders due to lack of transparency in financial operations, ineffective operational planning and an ineffective interface between the operations and finance of the projects / organizations. This course is therefore, a must for all

## DESIGNED FOR

This course is specially designed to help NGOs and development sector professionals in overcoming their operational, planning and financial accounting needs.



# SOCIAL MOBILIZATION

Contact: [anwar@irm.edu.pk](mailto:anwar@irm.edu.pk)

# Disaster Risk Reduction & Management

Date: Jan & Jun, 2013

Duration: 5 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.

- 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

## 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

## 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.

## Participatory Development through Social Mobilization

Date: April, 2013

Duration: 6 Days

Social Mobilization Training (SMT) focuses on the essentials of planned decentralized process of Social Mobilization. It also provides an opportunity to develop an extensive understanding of the 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.

### OBJECTIVE

Knowledge improvement & conceptualization of trainees about Community Mobilization, Participatory Development and its elements.

### CONTENTS

- Introduction to Social Mobilization and Principles of Participatory Development
- 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, Local Support Organization and Community Resource Person
- 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

SMT is designed for Community Mobilizers, Social Organizers, Field Workers, students / researchers of Rural Development and development professionals involved in Social Mobilization.

# Community Management Training Programme

Date: May, 2013

Duration: 3 Days

The Community Management Training Programme (CMTP) offers a wide range of courses, seminars, workshops and various training activities with the prime objective of harnessing peoples' potential by 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 focus 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. Our approach serves to build not only the capacities of the activists, but also enhance their skills. 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)
- 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
- CMST for illiterates and CMST Advance are also offered

## 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

# Orientation Training Workshop

Date: September, 2013

Duration: 15 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, VO, LSO and Field Unit level
- Programme Introduction, Role of Activist & Situation Analysis
- Micro Finance and Enterprise Development (MEDP)
- Introduction to Physical Infrastruc-

ture and Technology Development (PITD)

- Natural Resource Management and Community Development
- Importance of Social Sector Services
- Introduction to Urban Poverty Alleviation Programme
- Gender Mainstreaming
- Monitoring, Evaluation and Research of Development Activities
- Effective Communication, Presentation and Motivational Skills
- Introduction to Finance and Accounting
- Conflict Management and Time Management
- Group Dynamics and Team Building
- Management Information System
- Preparation for field visit and diary writing

## WHO SHOULD ATTEND

Orientation Training Workshop is designed for the newly inducted staff coming from the regions and districts of RSPs, Civil Society Organizations, Researchers of Rural Development, Social Mobilization and Participatory Development.



# MICRO FINANCE, BANKING & MARKETING

Contact: [israr@irm.edu.pk](mailto:israr@irm.edu.pk)

# Credit Appraisal & Recovery Techniques (CART)

Date: Apr & Nov, 2013

Duration: 3 Days

Training on Credit Appraisal & Recovery Techniques aims 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 decision making abilities.

- To enable participants to deal effectively with different kinds 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

## WHO SHOULD ATTEND

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



## OBJECTIVES

- To familiarize the participants with various credit appraisal techniques



# Micro Finance Training Programme

Date: Jun & Sep, 2013

Duration: 3 Days

Micro Finance has recently emerged as an integral tool for poverty alleviation. Keeping in view the significance of the Micro Finance Training, 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.

## CONTENTS

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

# Loan Portfolio Training

Date: Jun & Dec, 2013

Loan Portfolio 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.

Duration: 10 Days

- Preventive measures for cash management
- Salient features of risk management in micro credit
- Monitoring of frauds and external influences

## OBJECTIVE

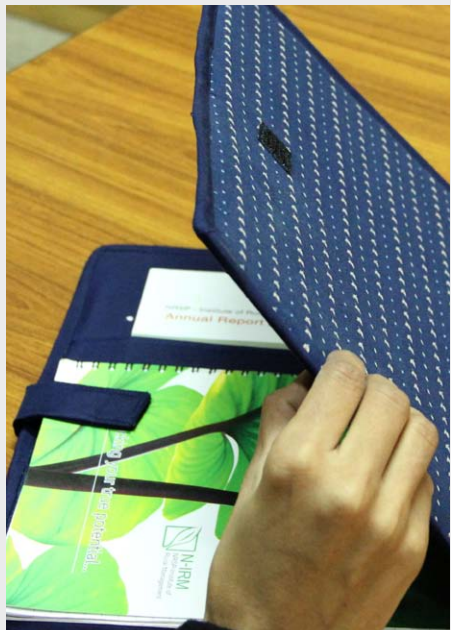
To strengthen participants' knowledge and build their capacities in the field of Loan Portfolio Management.

## CONTENTS

- 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

## WHO SHOULD ATTEND

The Loan Portfolio Training is designed for senior and mid-level management (Credit Supervisors, Credit officers, Senior Credit Officers, Micro credit Managers) of Micro Finance Institutes and other financial institutions.



# Bank Customer Education Training

Date: Jun & Dec, 2013

Duration: 5 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 with 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 train the newly inducted staff of Micro Finance Banks on customer handling. 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 is a customized training suitable for bank employees (beginners and mid level) who have to interact with rural community members, Credit Supervisors, Credit officers and Micro Credit Managers.

## Know About Business (KAB)

Date: August, 2013

Duration: 10 Days

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

- KAB facilitators guide
- Microteaching KAB modules
- ILO business game
- New developments in KAB such as social entrepreneurship, sustainable enterprise, gender, disability and cooperative entrepreneurship

### CONTENTS

- Introduction to entrepreneurship education
- Implementation strategy for KAB in national education systems
- Learning methods for teaching KAB

### WHO SHOULD ATTEND

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



# Power Selling

Date: Septemberr, 2013

Today's customer is intelligent and you cannot afford to insult his/her intelligence with your manipulative sales pitch. You can sell one time but you will lose the trust forever. In digital times, sell-and-run can put the company on fast-track to extinction. In order to nurture long-lasting relationships with the client, you have to bust your existing sales paradigm. You don't have to sell; your role is to help the customer buy. In short, you are consultant.

Power selling is the anecdote to Pressure Cooker Selling. Power Selling is: selling the way your customer wants to buy, not the way you like to sell.

Training on Power Selling is especially designed for sales teams to give them cutting-edge tools to win more sales.

## CONTENTS

- Busting the old sales myths
- Why prospects run away from the sales people?
- Two approaches to selling : hunting and farming
- Mistakes sales people commit

Duration: 2 Days

- Sales mapping: connecting the dots
- NLP-based Techniques to build instant rapport
- Art of asking questions
- Passionate listening techniques
- Understanding pain points of the prospect
- Understanding buying signals
- Solution selling
- Objection handling techniques
- Client retention
- After sales customer relationship
- Referral selling techniques

## WHO SHOULD ATTEND

Heads of Sales & Marketing, Account Mangers and B2B Sales Teams.



FNAC ROOM



HEALTH

Contact: [bari@irm.edu.pk](mailto:bari@irm.edu.pk)

## Health

\* For training dates, see Calendar, 2013

The healthcare field is continuously growing with strong demand for qualified professionals. Gain a competitive edge through IRM's health training programmes. Health Training offered by IRM provides technical and theoretical skills to the youth of rural & urban periphery areas, who don't have access to vocational & technical skills training.

The objective is to enable the educated unemployed youth to become skilled so that they may carve a better future for themselves as well as for their families.

The programme is directed at generating opportunities of self-employment as well as jobs within the country and abroad.

Health training events are conducted in collaboration with registered Government and non-government institutes and agencies.

### 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)

### MEDICAL REPRESENTATIVE TRAINING

It is a specialized field for pharmacy industry. The trainees could get jobs as medical representatives in different pharmaceutical companies and could become more efficient in their work as "marketing executive".

#### DURATION:

60 days (30 days class room and 30 days apprenticeship with Pharmaceutical Companies)

### EMERGENCY FIRST AID TRAINING

This training provides an opportunity for the participants to get job in Government and private hospitals and rescue services.

#### DURATION:

60 days (30 days class room and 30 days apprenticeship with Emergency wards in Health Department).

## Employable Health Training

\* For training dates, see Calendar, 2013

**SELECTION CRITERIA:** F.A, F. Sc  
(or appeared in exams)

**ELIGIBILITY CRITERIA:** Age between 16 - 35

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 programme is directed at generating self-employment opportunities as well as jobs within the country and abroad. All professional training programmes are conducted in partnership with highly reputable hospitals, laboratories and medical institutes.

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.



Training offered under Employable Health Training portfolio include:

### OPERATION THEATRE ATTENDANT TRAINING

Participants are trained in Operation Theatre techniques like sterilization of surgical instruments, sterilization of OT, maintenance and general cleaning of anesthesia and other machines placed in OT. They can work as helpers of operation theatre technicians working in private and public sector hospitals. They will be able to apply



for the jobs of Assistant OT Technician as well.

### LABORATORY ATTENDANT TRAINING

After attending this training the participants will be able to work as Labo-



## Employable Health Training

\* For training dates, see Calendar, 2013  
 ratory Attendants and Assistants of Laboratory Technicians in private sector Pathology Laboratories. Moreover, these Lab Attendants can work more efficiently as ward boys of Pathology Labs in Public Sector hospitals as well.

### MEDICAL STORE / PHARMACY ATTENDANT TRAINING

Trainees can become an earning hand by participating in it. These trainees can join medical stores as salesmen and also work in more professional manner in the private sector.



### DENTIST ATTENDANT TRAINING

The training provides an opportunity for the participants to learn about different instruments and can work as dental attendants with dental hygienists and dental surgeons in private sector.

### OPTICAL ATTENDANT TRAINING

After this training the participants will be able to work with Eye surgeons and opticians as attendant and can assist ophthalmologists in their day to day practice.

### MEDICAL DRESSER ATTENDANT TRAINING

Participants will be able to work as Medical Dresser Attendant in different private clinics and hospitals where they can do patient receiving, guidance, minor procedures like dressings and assisting doctors in very professional ways.



### X – RAY ATTENDANT TRAINING

The participants of this training could get job as helper/ assistant to Radiographers working in X- Ray units of hospitals and can prove to be quality

## Employable Health Training

\* For training dates, see Calendar, 2013

Human Resource for private diagnostic centers.

### OUT PATIENT DAILY (OPD) ATTENDANT TRAINING

Students, after getting training, can work as OPD Attendant in different private clinics and hospitals where they could do appointments, registrations, minor procedures like dressings and assisting doctors in very professional ways.

### NURSING ATTENDANT TRAINING

The students after getting training can work as Nursing Attendant in different private clinics and hospitals where they can do patient receiving, triage, minor procedures like dressings and assist doctors



### MATERNITY ATTENDANT TRAINING

Participants will be able to work in private & public maternal and Child Health Care centers in rural areas and will assist Pediatricians and Gynecologists in their private clinics. These attendants can get jobs as LHWs and TBAs in provincial health programs where they could prove to be more skillful than conventional LHWs and TBAs.

\*Community contribution; PKR 1000 for all the above training



## Reproductive Health Training

\* For training dates, see Calendar, 2013

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 training are offered:

### TBA (TRADITIONAL BIRTH ATTENDANT) TRAINING



After attending the training, the participants will be able to understand the safe maternity practices, improved standards of mother and child health care, which will pave way for their employability.

### LADY HEALTH WORKERS TRAINING

After this training, participants will be able to deliver family planning and health care services at the doorstep of community.

### MOTHER AND CHILD HEALTH CARE TRAINING

After attending the course, participants will be able to understand the safe maternity practices, improved standards of mother and child health care, which will pave way for their employability.



### FAMILY PLANNING ORIENTATION

This training will enable participants to understand the concept of family planning and be able to counsel caregivers on what family planning is in the field.

## Reproductive Health Training

### CONTENTS

As most of the contents of reproductive health training are cross cutting so only the course contents of TBA training 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, post-natal 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, malnutrition in children, first aid, chronic disease in pregnant women, hyper-sensitive disorders of pregnancy.

### 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 spacing and family planning



## Community Health Training

\* For training dates, see Calendar, 2013

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 extensive-



ly involved in providing services to our rural communities focusing Reproductive Health and Community Health for indigent and low income persons.

### OBJECTIVE

The objective of this 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 students 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

The training is ideal for Community Health Workers, social mobilizers and development sector practitioners working for social change for implementing improved community health practices.



# INNOVATION CENTER OF EDUCATION

Contact: [sabiha@irm.edu.pk](mailto:sabiha@irm.edu.pk)

## Innovation Center of Education

\* For training dates, see Calendar, 2013



IRM is committed to enhance the efforts at community level in order to show real impact of lifelong learning policies. Innovation Center of Education (ICE) 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 ICE is to improve access to all forms of learning - formal, non-formal, and informal.

ICE 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.

ICE offers training for public and private sector teachers, teacher training staff and officials in education sector.

## Innovation Center of 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 that enables 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 that 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 also facilitates 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.



# Training of School Management Committee

\* For training dates, see Calendar, 2013

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. Moreover, 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).

## Teacher Training

\* For training dates, see Calendar, 2013

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

- 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 Season-Specialized Teacher Training offered are:
- 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 and teacher training staff.

# Training On Early Childhood Center Development

\* For training dates, see Calendar, 2013

Training on Early Childhood Center Development offers an ideal package of environment for teachers and school staff involved in early childhood learning, training facility, educational resources and material development.

## OBJECTIVE

- Increase target audience understanding 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.





# ENVIRONMENT & NATURAL RESOURCE MANAGEMENT

Contact: [bari@irm.edu.pk](mailto:bari@irm.edu.pk)

## Environment & Natural Resource Management

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 ranges from one day to thirty days. IRM 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



## Community Livestock Extension Workers

\* For training dates, see Calendar, 2013

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 impart 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, see Calendar, 2013

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 focus. The 'Online Journals' and 'Document De-

livery Service' (where Scanned copies through email, fax and VPP can be sent on request) are of special interest to training participants.

A splendid **Cafe** at IRM is a fantastic place to carry out group work or simply network! Once out of training hall, the participants can refresh themselves with an assortment of drinks and delicious food within cafe

IRM also has a **Staff Gym** considering the needs of professionals who have exercise routine. Outstation participants can avail the services of our vehicle fleet that provide 24/7 pick and drop facility to and from bus stops and airport.

For residential training courses, IRM has a very comfortable fully furnished **Guest House** that can accommodate up to 35 people in 17 air-conditioned rooms. 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.





## GETTING TO IRM

IRM is situated in the footsteps of famous Margalla Hills and is within close proximity to the City Center.

Owing to the perfect location of the Institute, it hardly takes half an hour to commute between IRM, the Benazir Bhutto International Airport and the places of interests.

IRM is one of the largest capacity development entity in the not-for-profit sector in Pakistan. The programmes offered by IRM are singularly aimed at enhancing human & institutional productivity and reducing poverty through skills enhancement.



STAY CONNECTED WITH US



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*One of Asia's Leading Training Institute*



IRM is an ISO Certified Organization