

DISASTER RISK MANAGEMENT (DRM)

About Training on “Disaster Risk Management (DRM)”

Institute of Rural Management has designed this intensive four day training workshop especially for the professionals and field staff who are working in the flood affected areas and are closely involved in building the capacities of the communities to help them with stand and cope with the expected hazards. the training course will also exploit both the theoretical, practical and innovative methodologies enabling the participants o respond efficiently and accordingly towards any situation of crisis with the help of an appropriate Disaster Risk management Plan.

Training Objectives

The specific objectives of the training are;

- To understand the basic concepts, terminologies and major types of disasters
- To learn how to take necessary measures for disaster preparedness, disaster, response, recovery, rehabilitation/reconstruction and mitigation
- To sensitize them about the gender, cultural, psychological and health issues and guide them how to settle and manage these issues.

Course Contents

- Introduction to Basic Concepts and terminologies of Disaster
- Types of Disasters and Alternative theories of Disasters
- Introduction to First aid, significance, importance and necessary measures
- Need and importance of advance alert/Information for Evacuation, Search and Rescue plan
- Hazard, Risk, Vulnerability and Capacity Assessment, Hazard types and hazard assessment methods
- Introduction to Fundamentals of Disaster Risk Management i.e. preparedness, recovery, response, reconstruction and rehabilitation
- Role of Community based organization in Disaster Risk Management
- Dealing with Gender Issues, Cultural Issues, psychological issues and health issues in

Disaster Management

- Disaster Response and Recovery Strategies
- Risk Communication, Training, Role of Media and Public Awareness
- Documentary on Disaster Risk Management
- Organizational & Policy Context of Disaster Risk Managemene
- Planning and Preparedness, Spatial Data in response and recovery
- Operational Planning Exercises

Methodology

“Learning by doing” and participatory approach will be opted followed by interactive lectures , case studies , presentations, relative video clips , brain storming and intensive group work .

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.

How to Register

Kindly confirm your nomination by sending an email at mehreen@irm.edu.pk along with filled attached registration form on following address. On receiving nominations joining

instructions will be send to organizations/ individuals. For any clarification you may contact: Ms. Mehreen Raza at IRM.

Training Fee

Training fee is Rs 16,000/participant / event. Training fee includes resource person fee, training material two time tea and lunch during training, group photo, sessions CD and certificate

Accommodation

If required IRM will arrange accommodation preferably at same venue where training will be arranged .If any participant want to stay at their own pick drop from accommodation place to training venue will be responsibility of participant.

- Accommodation will be charged on actual basis

Mode of payment

- Demand Draft/pay order/cross cheque in favor
- Cash with N-IRM accountant
- Bank to bank transfer

Venue: Islamabad.



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IRM is the largest specialized training institute in Non profit sector in Pakistan

TRAINING OF TRAINERS ON SOCIAL MOBILIZATION

Institute of Rural Management has designed the six days TOT for Social Mobilization especially to build the capacities of Professional Staff, Social Organizers and Community Mobilizers as trainers by equipping them with adequate Knowledge about training cycle, art of facilitation, social mobilization and process of community development. This intensive training workshop will also be focusing on imparting essential skills needed to polish the participants current competencies; bringing a positive change in their attitudes for effective and result oriented training delivery in community.

Training Objectives

The general objectives of the training are;

- To develop a cadre of trainers with adequate knowledge about training cycle, training design and social mobilization.
- To enhance and polish participants' interpersonal skills for effective training delivery, community dealing and better situation handling .

Course Contents

- What is TOT, Training cycle and Design of Training
- Art of Facilitation and situation handling
- Historical Background, Philosophy and Principles of Participatory Development
- Introduction to RSPs and Programme Packages
- Situation Analysis and Poverty Score card
- Program Introduction
- Identification and role of Activist and Concept of Community Resource person
- Social Organizer as a Catalyst
- Formation of Community Organizations
- How to Conduct and record of Community Organization Meeting
- Introduction to three tier structure of Social mobilization
- Monitoring and evaluation of Projects and activities
- interpersonal skills
- Gender main streaming and development

- Record Keeping at CO, VO and LSO level

Methodology

“Learning by doing” and Participatory approach will be opted, followed by interactive lectures, role plays, group discussions and work, review techniques, brain storming, case studies, practical exercises.

Who should attend

All those development professionals and Trainers who are working as front line workers among the community such as community mobilizers, social organizers and professional staff among community can attend.

How to Register

Kindly confirm your nomination by sending an email at mehreen@irm.edu.pk along with filled attached registration form on following address. On receiving nominations joining instructions will be send to organizations/individuals. For any clarification you may contact Ms. Mehreen Raza at IRM.

Training Fee

Training fee is Rs 20,000/participant/event

including resource person fee, training material, two time tea and lunch during training, group photo, sessions CD and certificate

Accommodation

If required IRM will arrange accommodation preferably at same training venue, If participant want to stay at their own, pick drop from accommodation place to training venue will be participant's responsibility.

- Accommodation will be charged on actual basis.

Mode of payment

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TRAINING OF TRAINERS ON ENTERPRISE & BUSINESS DEVELOPMENT

Institute of Rural Management designed this four day ToT on Enterprise & Business Development especially for the professionals and staff of development organizations who are efficiently working for the rural Community and are involved in assisting and guiding the new micro-entrepreneurs in developing effective and sustainable small-scale enterprises.

Training Objectives

The specific objectives of the training are;

- To develop a cadre of trainers with adequate knowledge about training cycle, training design and Enterprise Development.
- To understand the basic concept of enterprise and its role as means to reduce poverty.
- To enhance participants competencies in the field of enterprise planning and management specially fund management and utilization.

Course Contents

- What is TOT, Training cycle and Design of Training
- Art of Facilitation and situation handling
- Concept of Enterprise : Characteristics of and possible Challenges to Micro-Enterprises
- Role of Community Support organizations in Micro - Enterprise Development
- Factors influencing Livelihood Choices in the rural Context of Pakistan : Scope for Micro - enterprise development (Case-Study)
- Business Cycle and Generating Business Ideas
- Market analysis for Micro Enterprise
- Business Plan : Introduction , Key elements and Its tools and preparation
- Finance management for the Micro enterprise
- Fund utilization and Management
- Cost Minimization and Profit maximization entrepreneurship.

Methodology

To make the course distinctive ,Participatory and interactive methods including interactive lectures, role plays , group discussions , review techniques , brain storming , case studies , practical exercises and group work will be used.

Resource Person

Experienced and renowned resource Persons will be conducting all the sessions.

Who should attend

All those managers, professionals and field staff of development organizations who are directly and indirectly working for the promotion and generation of income generating/ Livelihood Interventions hence promoting enterprises

How to Register

Kindly confirm your nomination by sending an email at mehreen@irm.edu.pk along with filled attached registration form on following address. On receiving nominations joining instructions will be send to organizations/individuals. For any clarification you may contact Ms. Mehreen Raza at IRM.

Training Fee

Training fee is Rs.16,000/participant/event.
Training fee includes resource person fee,

training material, two time tea and lunch during training, group photo, sessions CD and certificate

Accommodation

If required IRM will arrange accommodation preferably at same venue where training will be arranged, If participant want to stay at their own, pick drop from accommodation place to training venue will be responsibility of participant.

- Accommodation will be charged on actual basis.

Mode of payment

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Venue: Islamabad.



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TRAINING OF TRAINERS ON VILLAGE DEVELOPMENT PLANS & PROPOSAL WRITING

Institute of Rural Management has designed this intensive three days TOT On Village Development Plan and Proposal Writing especially to build as well as enhance the capacities of Social Organizers, Community Mobilizers, and Professional Staff not only in formulation of effective and sound plans for Village Development but also to enable them to learn all the needed skills and techniques of writing successful Project Proposals to ensure the availability of needed funds and resources for successful implementation

Training Objectives

The general objectives of the training are;

- To develop a cadre of specialized trainers having adequate knowledge about formulating effective Village Development Plan
- To make them learn the art of winning grants and funds through effective proposal writing.
- To enable them to plan and conduct result-oriented trainings of VDP and proposal writing among the community.

Course Content

- What is TOT, Training cycle ,Design of Training
- Art of Facilitation and situation handling
- Institutional development through social Mobilization
- Introduction to Development plan and the Steps to develop VDP
- Role of Village Organization in Village level Development Planning and its implementation
- What is Monitoring & Evaluation
- Importance of Record keeping at VO level
- Introduction to Project Proposal and Project Cycle
- Important points and elements to write a successful Project Proposal
- What is Budget and the steps involved to prepare a cost effective budge
- Practical exercises for formulating VDP and proposals.
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Methodology

Participatory and interactive methods such as interactive lectures, role plays, group discussions and work, review techniques, brain storming, case studies, practical exercises will be used.

Who should attend

All those development professionals and Trainers who are working as front line workers among the community such as community mobilizers, social organizers and professional staff among community can attend.

How to Register

Kindly confirm your nomination by sending an email at mehreen@irm.edu.pk along with filled attached registration form on following address. On receiving nominations joining instructions will be send to organizations/individuals. For any clarification you may contact Ms. Mehreen Raza at IRM.

Training Fee

Training fee is Rs 9,000/participant/event including resource person fee, training material, two time tea and lunch during training, group photo, sessions CD and certificate

Accommodation

If required IRM will arrange accommodation preferably at same venue where training will be arranged, If participant want to stay at their own, pick drop from accommodation place to training venue will be responsibility of participant.

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Mode of payment

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FINANCIAL MANAGEMENT

Institute of Rural Management, Pakistan's foremost and one of the largest non for profit training institute in the field of capacity development has designed a intensive four day training workshop for the executives and professionals at all levels to help them develop a good appreciation of basic financial reports, as well as the fundamentals of business valuation and the creation of shareholder value. This three day training will be of significant professional help and will equip you with the necessary tools and techniques that you can apply in financial management to enhance your professional standing.

Training Objectives

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

- Understand accounting & Financial terminologies
- Understand budgetary techniques and selecting the most appropriate approach
- Able to make the Financial Feasibility
- Understanding financial viability of the project
- Analyzing the Financial performance of various financial reports

Course key topics:

- Financial Accounting Framework
- Management Accounting Framework
- Basic terminologies of accounting and finance
- Concept of accounting in Micro finance of RSPs.
- Understanding organization Financial Management and standards
- Financial forecasting and budgeting
- Auditing and its technique
- Financial risk management.
- Basic Record keeping and supporting documents
- Financial Information System (FIS)

Methodology

It will be an interactive course with mix teaching and practical exercises.

Participants will be encouraged to discuss and clarify their concerns on the subject.

Who should attend

Middle and upper middle level managers who are eager to gain a better understanding of the financial management. Operational managers responsible for the actual execution of tasks will also find this training very useful.

How to Register

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Training Fee

Training fee is Rs12,000/participant/event including resource person fee, training material, two time tea and lunch during

training, group photo, sessions CD and certificate

Accommodation

If required IRM will arrange accommodation preferably at same venue where training will be arranged, If participant want to stay at their own, pick drop from accommodation place to training venue will be responsibility of participant.

- Accommodation will be charged on actual basis.

Mode of payment

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CREDIT APPRAISAL AND RECOVERY TECHNIQUES (CART)

Institute of Rural Management, has designed a three days Training on Credit Appraisal and Recovery Techniques course especially for the professionals and staff of development organizations who are efficiently working for the rural poor and are involved in assisting and guiding the new micro- Credit program and its complete procedures, as well as to enhance their knowledge, skills and attitude to run the credit program successfully by achieving this specific objectives.

Training Objectives

The general objectives of the Workshop are ;

- To provide adequate knowledge about RSP core program, micro Credit program, its objectives, working methodology and role and responsibilities of credit field workers.
- To enhance the participants competencies for effective social appraisal, recovery techniques and how to deal with difficult credit cases and clients as well.
- To polish their interpersonal skills for valuable community dealing and handling of difficult situation in the field

Course Contents:

- Introduction to RSPs, its conceptual and program packages.
- Introduction to Micro credit programme, its objective, process and working methodology.
- Importance and preparation of MIP, village profile and poverty profile.
- Role and responsibilities of field workers.
- How to conduct social appraisal, its importance and preventive measures.
- How to handle difficult situations while recovering micro credit

Methodology

It will be an interactive course with mix teaching and practical exercises.

Participants will be encouraged to discuss

and clarify their concerns on the subject.

Who should attend

Training on Credit Appraisal & Recovery Techniques is designed for the Credit supervisors and Field workers of MIFs, Micro Credit bank and other financial institutions

How to Register

Kindly confirm your nomination by sending an email at mehreen@irm.edu.pk along with filled attached registration form on following address. On receiving nominations joining instructions will be send to organizations/individuals. For any clarification you may contact Ms. Mehreen Raza at IRM.

Training Fee

Training fee is Rs. 9,000/participant/event including resource person fee, training material, two time tea and lunch during training, group photo, sessions CD and certificate

Accommodation

If required IRM will arrange accommodation preferably at same venue where training will

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Mode of payment

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TRAINING ON LIVELIHOOD ENHANCEMENT & PROTECTION

Institute of Rural Management, has designed a three days Training on LEP especially for the professionals working in close contact with the rural poor for the purpose of promoting sustainable livelihood enhancement and diversification. It is a three days training where the participants will learn about basic concepts of livelihood, livelihood framework and how to formulate strategies for better utilization of available resources which will help them in generating and designing new ideas for sustainable livelihood interventions and their enhancement among the rural communities. It will also contribute to on job training of field staff.

Training Objectives

The specific objectives of the training are;

- To provide adequate knowledge about the basic concept of livelihood, livelihood framework and principles to develop strategies for sustainable livelihood.
- To enhance the participants competencies for effective formulation of livelihood plans and utilization of available resources through resource mobilization.
- To polish their interpersonal skills for valuable community dealing and handling different new ideas in the field.

Course Contents:

- Understanding sustainable livelihood and sustainable livelihoods approach towards poverty alleviation
- National and international Approaches to sustainable livelihoods
- Introduction to livelihood enhancement and protection
- Asset Creation and the factors influencing Livelihood choices
- Capacity Building and sustainable Livelihoods
- LEP in operation
- Community Organizations for Sustainable Livelihoods
- Livelihood Investment plan (LIP)
- Community Livelihood Fund
- Community Interest Groups
- Productive linkages and sustainable Livelihoods

Methodology

It will be an interactive course with mix teaching and practical exercises. Participants will be encouraged to discuss and clarify their concerns on the subject.

Who should attend

All those Manager. Professional and field staff who are directly and indirectly working for the promotion, income generation and livelihood interventions to reduce poverty.

How to Register

Kindly confirm your nomination by sending an email at mehreen@irm.edu.pk along with filled attached registration form on following address. On receiving nominations joining instructions will be send to organizations/individuals. For any clarification you may contact Ms. Mehreen Raza at IRM.

Training Fee

Training fee is Rs. 9,000/participant/event including resource person fee, training material, two time tea and lunch during training, group photo, sessions CD and certificate

Accommodation

If required IRM will arrange accommodation

preferably at same venue where training will be arranged, If participant want to stay at their own, pick drop from accommodation place to training venue will be responsibility of participant.

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Mode of payment

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