

GUIDELINES

IFT ▶

Intensive

Field

Training

CertPDC ▶

Certificate in

Process

Documentation &

Communication

- Xth Batch:
17-21 April 2012
- Hotel Firhill, Shimla
- Application Deadline:
15 March 2012

Contact:
01903-200202,
+91-9418133427

info@grassrootsinstitute.in
www.grassrootsinstitute.in

TRAINING BACKGROUND

Conventional summative evaluation practice involving the use of before-after measurement of results provides information on the outcomes of an intervention. Such measurement tells us nothing about the process that connected the outputs to the inputs and therefore provides no insights into why a particular outcome was achieved. It is commonly presumed that simply replicating the same inputs under similar conditions will consistently produce the same output. But practically the next social and environmental setting will never be exactly the same and, even if it were, intervening forces would almost always change the outcome. So knowing only the result provides no guidance regarding how future performance might be improved. It is the *process documentation* that could help then! Process documentation exercises greatly deepen perspectives on the context and meaning of development action.

Otherwise too, the project implementing personnel often lack necessary skills of documenting and reporting their own achievements in the projects. Analyzing the situations, the processes of interventions made and the achievements/outputs is difficult task for the project personnel. Training imparts skills of concurrent documentation of processes involved in the project, analyzing the gathered information, collating it and preparing varied types of communication documents e.g. quarterly/annual progress reports, newsletter, case studies, etc. It simultaneously inculcates skills of disseminating the documented stuff in medium-friendly way. Moreover, during the implementation of development projects various case stories and success stories generate that can not only reveal the processes of execution but also give rise to learning. But these stories remain undocumented due to the lack of necessary skills at the part of

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organization or responsible personnel. X Residential IFT program is also to impart skills among project executives of how to write case and success stories.

WHO CAN APPLY FOR INTENSIVE FIELD TRAINING

- NGO workers & managers
- Development (Govt.) projects executives
- Executives of support/funding agencies
- Executives of CSR groups
- Others involved in development work
- Others involved in process documentation

VENUE OF INTENSIVE FIELD TRAINING

Hotel Firhill
Firhill, Near Tunnel 103
Shimla – 171004, Himachal Pradesh (India)
Tel: 0177-2654157 Fax: +91-177-2651050
Web: www.hotelfirhillshimla.com

MEDIUM OF INTENSIVE FIELD TRAINING

The medium of instructions will be English with mix up of Hindi. Knowing English is essential for participating the X Residential IFT.

LEARNING STRATEGY & FEATURES

- Combination of theory and practice (more)
- Critical and substantive reflections of participant's own personal capacities
- Group deliberation and experiential activities
- Handouts and reading materials
- Visuals and pictorials

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► Residential venue and learning practice without formal time limits

LAST DATE OF REGISTRATION

Application Submission: 15 March 2012
Payment of Training Fee: 25 March 2012

Early applications will be given priority. The moment the seats are full, accepting further applications will be stopped. Applicants whose contribution towards cost is received will only be confirmed with the places.

AVAILABILITY OF PLACES

X Residential IFT has vacancies for 24 persons only. The places will be booked on first come first served basis. Having < 15 participants registered the IFT may be postponed further.

MODULE OF INTENSIVE FIELD TRAINING

Tentative module of X Residential IFT is as under:

Day.1

- Process Documentation: The Concepts
- Importance of Process Writing
- Field Exercise for Analysing the Process
- What should be Documented?
- How to Document the Process?

Day.2

- Analysis of Documents
- Case Story/Study in Process Documentation
- Techniques of Case Story/Study Writing
- Analysis of Written Case Stories/Studies
- Practice of Case Story/Study Writing

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Day.3

- Planning of Process Documentation
- Field Visit for Process Documentation
- Practice of Writing a Process Document

Day.4

- Analysis of Written Process Document
- Techniques of Newsletter Preparation
- Practice of Newsletter Making
- Attachment with NGOs for Group Works

Day.5

- Communication Analysis of Documents
- Techniques of Dissemination of Documented Information
- Outreach Tools for Dissemination

**The module is subject to change.*

ELIGIBILITY TO PARTICIPATE INTENSIVE FIELD TRAINING

You are eligible if you fulfill the following criteria:

- (i) You have habits of writing;
- (ii) You implement, coordinate or manage the development project;
- (iii) You have at least 2 years of field experience;
- (iv) You have adequate knowledge of English language;
- (v) Your application is approved by your Head of Institution; and
- (vi) You agree to follow the rules of participating the training and sign the declaration (given in application form).

ACCOMODATION & LOGISTICS

Place of training, Hotel Firhill, is situated amidst tall deodar and fir trees, a place where the nature is at its best and still it is within the historical town

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of Shimla. It is ideally situated on the Delhi Shimla Road, 15 minutes walk from the famous The Mall. The accommodation at the hotel comprises finely furnished rooms. All are spacious with attached bathrooms, running hot & cold water, telephone, etc.

Accommodation in standard rooms will be provided on TWIN SHARED basis. Rooms are equipped with linen, quilt, chair, table, attached toilet-bath, etc. Daily cleaning of rooms is ensured. TV is available in the room. Service is prompt. Water supply is generally adequate in the hotel. However, the possibility of occasional interruption in water supply cannot be ruled out, viewing the scarcity of water all over.

Accommodation for participants will be available from 9 am of 17 April 2012 till 4 pm of 21 April 2012. Before or after this duration, the accommodation will not be availed by the organizers. Residing in Hotel Firhill before or after the specified timings will be the responsibility of the participant at his/her own cost. To see the glimpses of Hotel Firhill, please look [website](#).

Water supply is generally adequate in the hotel. However, the possibility of occasional interruption in water supply cannot be ruled out, viewing the scarcity of water in the mountains. Electricity supply is plenty, with generator facility. LCD projector available.

FOOD & REFRESHMENTS

During the training vegetarian food will be served. From 17 April 2012 till 21 April 2012, breakfast, lunch and dinner (except on 21st April) will be served everyday. Morning bed tea will be served on 18, 19, 20 and 21 April 2012. Tea will also be served twice during 5 days of the training sessions.

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TRAINING FEES FOR IFT ► CERTPDC

For Indian Participants

A non-refundable Training Fee of Rs. 11,500 per participant is to be paid through DD once the Application is approved.

The DD should be made in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Receipt for fee amount will be produced. The fee amount can also be deposited by cash/local cheque in the account of GRASSROOTS INSTITUTE. The account details can be obtained from Coordinator Training before depositing the amount.

Above nominal fee is towards the cost of (i) accommodation, (ii) food, (iii) reading material kit, (iv) CD-ROM (to be provided at the end of training), (v) training facilitation, and (vi) general guidance.

For Foreign Participants

A non-refundable Training Fee of US \$ 500 per participant (for Foreign nationals other than South Asians) or INR 14,500 (for South Asian nationals) is to be paid through DD once the Application is approved. DD should be made in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Receipt for fee amount will be produced. The fee amount can also be deposited by cash/local cheque in the account of GRASSROOTS INSTITUTE. The account details can be obtained from Coordinator Training before depositing the amount.

Above nominal contribution is towards the cost of (i) accommodation, (ii) food, (iii) reading material kit, (iv) CD-ROM (to be provided at the end of training), (v) training facilitation, (vi) release of

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official offer letter to facilitate visa process, and (vii) general guidance.

HOW TO APPLY AND REGISTER?

Step-I:

Applicants should fill in the Application Form which is attached separately or can be downloaded from <http://www.grassrootsinstitute.in/ift-programs.html>, and submit it by e-mail info@grassrootsinstitute.in quickly to the Grassroots Institute. In case of difficulty, one can request Application Form through e-mail.

Step-II:

If the applicant is found eligible, he/she will be immediately informed and asked to send the amount of requisite training fee through Demand Draft drawn in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Along with the payment, the applicant should also send the hard copy of Application Form duly approved by the Head of Institution and signed by the applicant himself/herself. The DD is to be sent by SPEEDPOST (from India) or AIRMAIL (from outside India) to: *Mr. Chuni Lal (Head of Operations)*, GRASSROOTS INSTITUTE, PO Building, Banjar – 175 123 Distt. Kullu (HP), Tel: 01903-200202, +91-9418133427

Step-III:

After dispatching the DD and hard copy of the Application Form, the applicant is expected to inform Mr. Chuni Lal, Grassroots Institute on his mobile telephone (+91-9418133427).

** Please note that the candidature for this training in non-transferable. No other candidate would be accepted in place of the applicant.*

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TRAVEL & TRANSPORT EXPENSES

The travel and transport expenses to Shimla and back would be taken care of by the participant or sponsoring organization. The organizers will not be responsible for any travel or transport expenses and or arrangements. Applicant is required to make his/her own bookings etc. Moreover, the organizers cannot arrange for receiving the participants at Bus Stand, Railway Station or Airport of Shimla. It will be the responsibility of the participants to reach the venue of training.

HOW TO REACH SHIMLA

Best way to reach the place of training is to catch bus from Delhi. Regular buses are available from ISBT Kashmere Gate in Delhi to Shimla. Buses are of several types: ordinary state buses, semi-deluxe state buses, deluxe state buses, deluxe luxury buses, or Volvo buses. One can get buses from Chandigarh also. From the bus one has to get down at ISBT Shimla. After the training, one can visit best tourist places of the country. **Please note that it is better to book buses well in advance due to heavy rush in summer season.**

Trains from various places come till Kalka. One can travel upto Kalka by whatever connected trains are available. From Kalka to Shimla, the narrow gauge heritage train runs everyday. This small train is nominated for UNESCO World Heritage, and crosses 103 tunnels in the mountains before reaching Shimla. Shimla Railway Station is close to ISBT (Bust Stand) of Shimla.

Various domestic flights are available to Shimla. Shimla airport is 14 km away from main city. Airlines generally have their respective buses to drop the passengers in main city.

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Bookings for different modes of transport may be made by contacting the following:

|| Bus from Delhi to Shimla (9 hours journey)
HP Tourism: 011-23325320, 23324764
TCIL: 011-23416081-85, 23418023

|| Bus from Chandigarh to Shimla (4 hours journey)
*all types of buses are frequently available from Sector-17 Bust Station in Chandigarh (no need of reservation)

|| Train from Kalka to Shimla
Please see the schedule of trains at the link: <http://wikitravel.org/en/Shimla>
*Reserve your return ticket from your travel agent or rail ticket counters in your city/town.

|| Flight Connectivity
Please see the schedule of flights at the link: <http://wikitravel.org/en/Shimla>
*Reserve your return ticket from your travel agent in your city/town.

How to Reach the Venue?

There are two types of local transports available in Shimla. One is the taxi, which is available from Pre-Paid Booth at ISBT. One needs to buy ticket till Firhill near Tunnel 103, where Hotel Firhill is located on hilltop. Other is city bus, which goes till Tunnel 103.

ABOUT THE GRASSROOTS INSTITUTE

Grassroots Institute aims to strengthen the grassroots action for social transformation through mainstreaming innovative learnings. Grassroots Institute was established by Grassroots India to support the grassroots action for change through

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training, research, skill upgradation and professional education. Presently, the Grassroots Institute is an independent institution that is in evolution phase being operated from Banjar (Kullu) in Himachal Pradesh. For further information about the GI, please contact: info@grassrootsinstitute.in.

CONTACT FOR FURTHER ENQUIRY

MR. CHUNI LAL (*Head of Operations*)
Grassroots Institute
PO Building, Banjar - 175 123 Kullu (HP), India
Tel: 01903-200202, 09418133427
E-mail: info@grassrootsinstitute.in
Websites: www.grassrootsinstitute.in

TOURIST ATTRACTIONS OF SHIMLA

Shimla is hot destination for tourists as it is historic city in the heart of Himalayas. Shimla was summer capital British India. It carries the same legacy even today. There are more than two dozens of attractions in Shimla for the tourists. Further information can be accessed from the following websites:

<http://wikitravel.org/en/Shimla>
<http://www.touristplacesinindia.com/shimla/tourist-attractions.html>
<http://himachaltourism.nic.in/shim.htm>
<http://himachaltourist.com/shimla/index.htm>

DOWNLOAD APPLICATION FORM

Progress of our past trainings on may be seen
by visiting the link:

<http://www.grassrootsinstitute.in/previous-training.html>