

REASON FOR CHOOSING X RESIDENTIAL IFT

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

MODULE OF X RESIDENTIAL IFT

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

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

WHO CAN PARTICIPATE X RESIDENTIAL IFT?

- 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

MEDIUM OF X RESIDENTIAL IFT

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

LEARNING STRATEGY & METHODS

- 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

PLACE & VENUE OF X RESIDENTIAL IFT

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

ACCOMMODATION & 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 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.

COST OF XTH IFT ● CERTPDC

The nominal Training Fee is towards the cost of (i) vegetarian food, (ii) accommodation, (iii) reading material kit, (iv) CD-ROM (to be provided at the end of training), (v) release of official offer letter to facilitate visa process (for foreigners), and (vi) general guidance.

A non-refundable fee of Rs. 11,500 per participant (for Indian participants) or US \$ 500 (for Foreign participants) or INR 14500 per participant (for other South Asian participants) 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 can also be deposited by cash/local cheque in the account of GRASSROOTS INSTITUTE. The account details can be obtained from Head of Operations before depositing the fee.

DEADLINE FOR APPLICATION & PAYMENT

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

TRAVEL FOR X RESIDENTIAL IFT

The travel and transport expenses to Shimla and back would be taken care of by the participant(s) or sponsoring organization.

The organizers are unable to support for any travel or transport expenses and or arrangements. Applicant is required to make his/her own bookings etc. to travel by bus, train or air. 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 REGISTER?

Applicants should fill in the Application Form that can be downloaded from our website, and should submit by our e-mail quickly to the Grassroots Institute.

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.

WHOM & WHERE TO CONTACT?

Mr. Chuni Lal (Head of Operations)
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