

## Vth Residential Training on PROCESS DOCUMENTATION AND COMMUNICATION

(on 22-26 April, 2008)

at Bajaura, Kullu (HP)

### REASON FOR CHOOSING THE TRAINING

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 preparing varied types of documents e.g. quarterly/six-monthly/ annual progress reports, annual report of organization, folder, newsletter, poster, manual, photo book, case book, etc. It simultaneously inculcates skills of disseminating the documented stuff in medium-friendly way. Visual presentation of documents is central to all types of documents. 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. Training program is also to impart skills among project executives of how to write case and success stories.

### MODULE OF THE TRAINING

Tentative module of the training is as under:

#### Day.1

- Process Documentation: Theory & Practice
- Importance of Process Documentation, Reports and Dissemination of Results
- What should be documented and why?
- Types of Documents and Reports of NGOs/ Development Projects
- General Techniques of Documentation and Communication
  - Laying the Foundation
  - Making Plan for Documenting and Communicating a Product
- Techniques of Writing Quarterly/ Annual Progress Report of a Project/ Organization

#### Day.2

- Techniques of Writing Annual Report of Organization
- Techniques of Writing Study Reports

- Techniques of Preparation of Brochure of Organization

#### Day.3

- Techniques of Good Presentation of Documents/ Reports
- Demonstration of Making Good Documents on Computer
- Power Point Presentations
- Photography and Photo Documentation
- Video Documentation: Steps of Pre-Production, Production and Post-Production Phases

#### Day.4

- Importance of Case Story in Process Documentation
- Difference between Case Story and Case Study
- Techniques of Case Story Writing
- Photo Presentation with Case Story

#### Day.5

- Outreach Tools
- Techniques of Dissemination of Documented Information
- 20 Ways of Communicating the Results/ Organization

### PLACE OF THE TRAINING & ACCOMMODATION

Regional Research Station  
H. P. Agriculture University  
Bajaura, Kullu - 175 121 (HP)

\* accommodation is moderately furnished.

### WHO CAN PARTICIPATE THE TRAINING?

NGO or Government executives who are involved in field implementation and or documentation of development projects should apply on prescribed Application Form. The training is exclusively for field executives. Therefore, the applicants should keep this fact in consideration when applying. Interested potential participants should submit their Application Form by post along with specified Fee before the deadline.

## LEARNING STRATEGY & FEATURES

- Experienced 'Resource Persons'
- Substantive reflections of participants' own personal capacities
- Group deliberation and experiential activities
- Handouts and reading materials
- Visuals and pictorials
- Residential venue and learning practice without formal time limits

## CONTRIBUTION TOWARDS THE COST

Contribution of Rs 5000 per participant is expected to be paid in advance. DD should be made in favour of GRASSROOTS INDIA payable at New Delhi.

Contribution is towards the cost of moderate accommodation and hygienic food, which will be provided during 5 day of training. However, the travel expenses to Kullu and back would be taken care of by the participant or sponsoring organization.

## MEDIUM OF THE TRAINING

The medium of instructions will be mix of Hindi and English. Those who are engaged in projects execution in field and undertake documentation will benefit more.

## LAST DATE OF REGISTRATION

15 April 2008. Early applicants will be given priority.

## AVAILABILITY OF PLACES

The training program has vacancies for 25 persons only. The places will be booked on first come first served basis.

## HOW TO REGISTER?

There is a specified Application Form for registration, which is attached with this Brochure. Please fill in the Application Form and post it with the DD for Rs. 5000

as your Contribution. Registration will be done on receipt of Fees only. When you post the application, kindly confirm with us by phone or e-mail too; though we'll acknowledge immediately after receipt of your application.

## HOW TO REACH THE PLACE OF TRAINING?

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 Kullu or Manali. Buses are of several types: ordinary state buses, semi-deluxe state buses, deluxe state buses, deluxe luxury buses, sleeper buses, or Volvo buses. One can get buses from Chandigarh also. From the bus one has to get down at Bajaura, several kilometres before Kullu city. Place of training is the best area to live and located on Beas river bank. 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.**

## WHERE TO CONTACT OR APPLY?

Interested people may contact or send their Application Form with DD of Contribution by post to:

*Mr. Chuni Lal*

**Grassroots Institute**

SHARA, Top Floor, PO Building

Banjar - 175 123 Kullu (HP)

Tel: 01903-201201, 222844, 09418133427

E-mail: [grassrootsinstitute@gmail.com](mailto:grassrootsinstitute@gmail.com)

Website: [www.grassrootsglobal.net/gi](http://www.grassrootsglobal.net/gi)

OR

*Ms. S. Haleem*

**Grassroots India Trust**

1st Fl, 50A, Street 17, Zakir Nagar, Okhla

Opp. New Friends Colony A-Block

New Delhi - 110 025 India

Tel: 011-26955452, 09868993710 Fax: +91-11-26936366

## Vth Residential Training

on

## PROCESS DOCUMENTATION AND COMMUNICATION

22-26 April, 2008

at Bajaura, Kullu (HP)

*organized by:*

**GRASSROOTS INSTITUTE**

Banjar, Kullu

**Vth Residential Training on PROCESS DOCUMENTATION AND COMMUNICATION**  
**22-26 April, 2008 at Bajaura, Kullu (HP)**

**APPLICATION FORM**

**Name:** ..... **Title:** Mr./Ms./Dr. (tick one)

**Organization:** .....

**Address:** .....

.....

..... **PIN:** .....

**Tel: (Code)** ..... **M:** .....

**E-mail:** .....

**DD of Rs. 5000 as Fee Contribution is enclosed. DD should be made in favour of GRASSROOTS INDIA payable at NEW DELHI.**

**I will be responsible for my travel arrangements to attend the training at Kullu.**

**I shall follow the discipline and training rules during training sessions. I shall not violate the decorum and shall not drink or smoke during the training.**

**I understand, read and write Hindi/English in order to undertake training.**

**Date:**

**Place:**

**Signature:**