

IFT ▶

Intensive

Field

Training

CertPDC ▶

Certificate in

Process

Documentation &

Case Study Writing

- Xth Batch:
23-27 April 2013
- Kohinoor Heritage
Resort, Naggar Castle,
Manali (Kullu), HP

- Application Deadline:
31 March 2013

Contact: IFT Coordinator
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.

Project implementing agencies and some personnel of resource agencies 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. During the implementation of development projects various case studies and success stories generate that can not only reveal the processes of execution but also give rise to many learnings. But these case studies and success stories remain undocumented due to the lack of necessary skills at the part of organization. Residential training imparts skills of documenting the processes involved during the implementation of projects, preparing varied types of documents e.g. quarterly/six-monthly progress reports, annual report of organization, folder, photo book, etc.

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Training program will also impart skills of how to research for and write the case studies 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

Kohinoor Heritage Resort
Naggar Castle
Manali - 175130 (Distt. Kullu), HP, India
Tel: +91-1902-248517
E-mail: kohinoor.naggar@yahoo.com
Web: www.kohinoorheritageresort.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

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- Visuals and pictorials
- Residential venue and learning practice without formal time limits

LAST DATE OF REGISTRATION

Application Submission: 31 March 2013
Payment of Training Fee: 5 April 2013

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 [01:00 pm to 06:00 pm]

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

Day.2 [09:00 am to 07:00 pm]

- Analysis of Documents
- Case Story/Study in Process Documentation
- Techniques of Case Story/Study Writing

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- Analysis of Written Case Stories/Studies
- Practice of Case Story Writing
- Planning of Process Documentation

Day.3 [07:00 am to 07:00 pm]

- Field Visit for Process Documentation
- Practice of Writing a Case Study

Day.4 [09:00 am to 06:00 pm]

- Group Presentation of Case Studies
- Analysis of Written Process Document
- Techniques of Newsletter Preparation
- Practice of Newsletter Making

Day.5 [09:00 am to 01:00 pm]

- 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).

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ACCOMODATION & LOGISTICS

Place of training, Kohinor Heritage Resort, is one of the nicest locations in tourist city of Manali. Participants will be provided with the accommodation on DOUBLE SHARED basis. Rooms are equipped with linen, quilt, chair, table, attached toilet-bath, TV, etc. Daily cleaning of rooms is ensured.

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 is available.

The participants usually reach the Manali in the morning as they travel overnight from Delhi to Manali. So the accommodation for participants will be available from 9 am of 23 April 2013 till 3 pm of 27 April 2013. Before or after this duration, the accommodation will not be availed by the organizers. Residing in Kohinor Heritage Resort before or after the specified timings will be the responsibility of the participant at his/her own cost. To see the glimpses of Kohinor Heritage Resort, please look [website](#).

FOOD & REFRESHMENTS

During the training vegetarian food will be served. From 23 April 2013 till 27 April 2013, breakfast, lunch and dinner (except on 27th April) will be served everyday. Morning bed tea will be served on 24, 25, 26 and 27 April 2013. Tea will also be served twice during 5 days of the training sessions.

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TRAINING FEES FOR THIS IFT

For Indian Participants

A non-refundable Training Fee of Rs. 13,000 per participant is to be paid through DD or bank transfer once the Application is approved.

The DD should be made in favour of GRASSROOTS INSTITUTE payable at 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 IFT Coordinator 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 15000 (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 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 IFT Coordinator 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 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: *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 IFT Coordinator through e-mail.

** 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 Manali (and venue of training) 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.

HOW TO REACH MANALI

There is no train route to Kullu-Manali. However, the trains go upto Chandigarh. You can reserve your rail tickets through your booking agent or by visiting: <http://indianrail.gov.in/> .

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-Manali. 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. **Please note that it is better to book buses well in advance due to rush of tourists.**

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

|| Bus from Delhi to Manali (14 hours journey)
HP Tourism: 011-23325320, 23324764
TCIL: 011-23416081-85, 23418023

|| Bus from Chandigarh to Manali (9 hours journey)

*all types of buses are frequently available from Sector-17 Bust Station in Chandigarh (no need of reservation)

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|| Flight Connectivity

Various domestic flights are available to Kullu. Kullu airport is located in Bhuntar which is 4-5 km away from main Kullu city. Please see the schedule of flights at the link: <http://wikitravel.org/en/Kullu> and <http://wikitravel.org/en/Manali> .

*Reserve your return ticket from your travel agent in your city/town.

TOURIST ATTRACTIONS OF KULLU-MANALI

Manali is hot destination for tourists as it lies on silk route going to Ladakh and Hindukush-Himalayas connecting the Central Asia. There are more than two dozens of attractions in Manali and Kullu for the tourists. Further information can be accessed from the following websites:

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

DOWNLOAD APPLICATION FORM

Progress of our past trainings on may be seen by visiting the link: <http://www.grassrootsinstitute.in/previous-training.html>