



Balochistan Rural Development & Community Empowerment Programme

| Checklist for Planning, Organizing and Implementation of Management & Leadership Skills Training (MLST) |   |                          |                          |                           |         |
|---|---|--------------------------|--------------------------|---------------------------|---------|
| RSP/CI:   |   | District:                |                          | Tehsil:                   |         |
| Name (of person filling the form):  |   |                          | Designation:             |                           |         |
| Name of Training Organizer:   |   |                          | Designation:             |                           |         |
| Training dates: From: (DD/MM/YY) to (DD/MM/YY)  |   | Training Venue:          |                          | Date of filling the form: |         |
| S.#   | Processes   | Tick the relevant box    |                          |                           | Remarks |
|   |   | Yes                      | No                       | N/A                       |         |
|   | a. Planning and Implementation of Training  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 1   | Training nomination criteria developed  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 2   | Training participants identified/nominated according to the criteria  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 3   | Training Session Plan using Annex A-1a of PIM developed   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 4   | Number of participants in training event are sufficient (not more than 35 participants)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 5   | EU visibility guidelines followed in preparation and display of event banner with title of the event (if budgeted)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 6   | Relevant and competent training facilitators on subject/session engaged   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 7   | Training participants are informed about logistic arrangements (travel and accommodation (in case of residential)) in advance.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 8   | Set of training materials (notepad, pen/pencil, marker, flip chart, cards, name tags, white board, multimedia, presentations, hand-outs etc.) according to the need of the participants and training prepared           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 9   | Proper training place with sufficient space, lighting and logistic facilities according to the need of men and women participants arranged. (The purpose is to provide a good learning environment without disturbance) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 10  | Relevant government officials and other stakeholder invited in opening and/or closing session   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 11  | Registration and attendance of the participant are recorded (See Annex A-1b: Training Registration and Attendance Sheet of PIM)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 12  | Training conducted according to the training session plan   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 13  | Digital photographs of the training events recorded   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 14  | Evaluation of the training carried out by M&E professionals and/or through participants feedback  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 15  | Training report prepared at the end of the training event and shared with relevant officials  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 16  | <b>Overall summary record of training participants maintained (See Annex A-1c:- Summary of Training Participants of PIM)</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 17  | Documentation of trainings available in the training file   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 18  | b. Following topics/guidelines for MLST provided in the PIM covered:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 19  | (i) Dreaming about Development: Practice  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 20  | (ii) Planning Five Year Development Plan  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 21  | (iii) Development Planning: Practice  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 22  | (iv) Resouce Mobilisation   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 23  | (v) Resource Mobilisatin: Practice  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 24  | (vi) Plans Implementation, Monitoring and Maintenance   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 25  | (vii) Conflict Resolution   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 26  | (viii) Gender Equality  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 27  | (ix) Developing Linkages and Coordination with Local Government   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |
| 28  | (x) Coordination among member Cos   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |         |

| S.# | Processes                             | Tick the relevant box    |                          |                          | Remarks |
|-----|---------------------------------------|--------------------------|--------------------------|--------------------------|---------|
|     |                                       | Yes                      | No                       | N/A                      |         |
| 29  | (xi) CRP: Support, Checks             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 30  | (xii) Introduction to BRACE Programme | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 31  |                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |