

## Sample Program (lesson 1:1)

### Partnership Training Workshop Detailed AGENDA

| Time  | Agenda  | Method   | Tools   | Facilitated by  |
|-------|---|--|---|---|
| DAY 1 |   |  |   |   |
| 08:30 | Welcome and Introduction to the training program<br>- welcome; purpose; project guiding principles on partnership ( <i>add standard definition if not covered already</i> )<br>- expectations<br>- content/agenda | PP, card writing in the plenary  | VIPP cards, display board, Artline pens of different colors<br>Multimedia Proj.               | Project team<br>&<br>Facilitator<br><i>PP of definition</i>   |
| 09:30 | Situation Analysis<br>- Identification of present status & issues/problems of partnership of the project (within implementing partners/sub-components)  | form groups for each sub-component & conduct a matrix analysis in each group | In a flip chart/brown paper present the matrix; indicate issues as experienced in recent time | Groups<br><i>PP for the Matrix</i>  |
| 10:30 | Tea Break   |  |   |   |
| 11:00 | Group presentation  | One presenter from each group; others supporting;                            | Flip chart<br>Presentation  | Facilitator<br><i>Note down key issues on VIPP cards</i>  |
| 11:30 | Discussions on key issues as raised in group presentations  | Plenary discussion   | VIPP cards for writing key issues, shortlist and prioritize issues for further discussion     | Facilitator   |
| 12:30 | Lunch   |  |   |   |
| 13:30 | Working out with key issues/problems of partnership: analyse how they are affecting sub-components within the project   | Group work in sub-component groups to develop matrices                       | Matrix analysis in brown papers   | Groups<br><i>Insist to raise/discuss both positive and negative aspects of development; develop PP for the matrix</i> |
| 14:30 | Group presentation & discussion on sub-components' experience of dealing with key issues with partners  | One presenter from each group; others supporting;                            | Matrices on brown paper   | Groups<br><i>Recommendations?</i>   |
| 15:30 | Introduction to the concept of stakeholder analysis on partners at sub-component level  | PowerPoint Presentation & discussion   | Multimedia  | Facilitator<br><i>PP for stakeholder analysis</i>   |
|       | Stakeholder analysis in groups according to sub-component of the project<br>- Identification of major stakeholders/partners<br>- Identification of their relative importance                                      | Group work;  | Chapatti diagram & Matrix analysis on brown papers  | Groups  |
|       | Group presentation while conducting the exercise  | All groups together  |   |   |

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|--|--|--|--|---|
|  | Briefing on field work on Day2, formation of groups for village level exercise & distribution of responsibilities  |  |  | Facilitator<br>( <i>decide number of groups: men &amp; women</i> ); |
| 17:00  | Closing for the day  |  |  |   |
| Day 2: Field work: Identification & verification of stakeholders and partners with direct beneficiaries (farmers, men and women, & others) |  |  |  |   |
| 08:00 – 12:00  | Identification of stakeholders from the point of view of direct beneficiaries (men & women) and understand their relative importance   | Identification, priority ranking and understanding relative importance | VIPP card sorting; Chapatti diagram                          | Groups  |
| 12:30  | Lunch  |  |  |   |
| 14:30  | Presentation of field findings by groups   | Plenary discussion   | List of stakeholders ranked on flip chart; Chapatti diagram; | Groups  |
| 15:30  | Presentation on the concept of Enterprise Web <ul style="list-style-type: none"> <li>- Concept</li> <li>- Examples</li> </ul>  | PowerPoint Presentation & discussion                                   | Multimedia   | Facilitator<br><i>Prepare PP on EW</i>                              |
| 16:00  | Constructing main structure of Enterprise Web for each sub-component   | Group work   | Diagrams on Brown paper & VIPP cards                         | Group   |
| 17:00  | Closing Day2   |  |  |   |
| DAY 3  |  |  |  |   |
| 08:30  | Recap of Day1&2; sharing issues and concerns on the process of workshop  | Open plenary discussion  |  | Facilitator   |
| 09:00  | Group presentation on sub-componentwise main structure of Enterprise Web & discussion  | One presenter from each group; others supporting;                      | Presentation of Enterprise Web on Brown paper                | Groups  |
| 10:00  | Tea Break  |  |  |   |
| 10:30  | Developing partnership portfolio with potential partners/stakeholders of the hub as identified & validated by direct beneficiaries: <ul style="list-style-type: none"> <li>- develop sub-component wise complete Enterprise Web with partners</li> <li>- distribute responsibility accordingly: who does what</li> <li>- plan activities, milestones, budget etc.</li> </ul> | Group work: development & negotiation                                  | Diagrams & Matrices on Brown paper & VIPP cards              | Groups<br><i>Prepare matrices</i>                                   |
| 12:30  | Lunch  |  |  |   |

| Time  | Agenda   | Method                                 | Tools  | Facilitated by   |
|-------|--|--|--|--|
| 13:30 | Presentation of plans & agreements                                     | Plenary presentation of each component | Diagrams & Matrices on Brown paper   | Groups   |
| 15:30 | Closing:<br>Experience sharing<br>Evaluation<br>Next steps<br>Thanking | Plenary; notes taking                  | Individual reflection by participants;<br>remarks by project management team | Project team<br><br>Facilitator<br><br><i>Participatory evaluation:<br/>Content, materials,<br/>facilitation, time-frame,<br/>logistics, issues unresolved<br/>(look back into the expectations)</i> |