

Curriculum outline on organizational strengthening and networking

[FO demands (Assumption): constitution development, registration processes, transparency and accountability, business services, networking, and the role of a FO network in Bangladesh]

1st day: Organization Development and Constitution **No. of Sessions:** **Training hrs: 7 hrs 15 min**

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
Session-1	Introduction	<ul style="list-style-type: none"> Introduce with each other Go over the agenda Expectation assessment Ground rules 	The participants will have <ul style="list-style-type: none"> able to create learning environment oriented with the objectives/agenda of the training developed rapport with representatives of strong, sustainable FOs in their region 	<ul style="list-style-type: none"> Every person should introduce him/herself along with all left fellows (except first one) Open discussion/brain storming 	<ul style="list-style-type: none"> PPT VIPP card Flip Pad 	60 min (8.30 – 9.30)
	Icebreaker	•	•	Team building game (hail storm or FO choice)		15 min (9.30-9.45)
Session-2	Evolution of organization (Bangladesh context and international best practices)	<ul style="list-style-type: none"> Concepts of organization Internal zeal vs exogenous pressure Benefits of organization: Best practices 	The participants will be able to: <ul style="list-style-type: none"> conceptualize organizations evolution, sensitizing internal zeal of members to create members' ownership and loyalty to their organization convey the learning agenda of the session with their group 	<ul style="list-style-type: none"> brainstorming, open discussion 	<ul style="list-style-type: none"> PPT VIPP card Flip Pad 	60 min (9.45-10.45)
	Tea break	•	•			15 min (10.45-11.00)
Session 3	FOs in Bangladesh	<ul style="list-style-type: none"> Brief history of farmers organization and farmers movement in Bangladesh 	The participants will be able to: <ul style="list-style-type: none"> articulate history of FO movement in Bangladesh; 	<ul style="list-style-type: none"> brainstorming, open discussion 	<ul style="list-style-type: none"> PPT Flip Pad 	60 min (11.00-12.00)

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
		<ul style="list-style-type: none"> Types of different organization in Bangladesh (FO mapping summary); autonomous vs externally promoted; isolated vs federated 	<p>present status and sustainability issues</p> <ul style="list-style-type: none"> convey the learning agenda of the session with their group 			
Session 4	FO development processes: Initial	<ul style="list-style-type: none"> Motivation (sensitization and mobilization) Mission and vision of FO/Coop Principles of a FO/Coop Committees, scope of works of each committee Profiling of members Membership subscription 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> articulate motivational issues for sensitizing members; articulate how to write mission, vision, principles of a FO; understand committees, sub-committees, their roles; orient with members profiling form use by the mature FOs 	<ul style="list-style-type: none"> brainstorming, open discussion 	<ul style="list-style-type: none"> PPT Flip Pad Members profiling form (SPA, ACUS, KKM, JUF) 	60 min (12.00-1.00)
	Lunch & Prayer	•	•			60 min (1.00-2.00)
Session 4	FO development processes: Initial (contd)	<ul style="list-style-type: none"> Source of finance and use of income Responsibilities of leaders of different committees Overall scope of works of a FO Communication, networking 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> articulate source of finance, savings mobilization strategies, etc. articulate overall scope of works of a FO convey the learning agenda of the session with their group 	<ul style="list-style-type: none"> brainstorming, open discussion 	<ul style="list-style-type: none"> PPT Flip Pad 	45 min (2.00-2.45)
Session 5	Constitution of a FO	<ul style="list-style-type: none"> What is constitution? Why constitution? Constitutional contents/framework of FO/Coop Registration authorities (DoC/DSS/RJSC) format 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> understand FO constitutional framework and requirement of different legislative agencies for registration 	<ul style="list-style-type: none"> brainstorming, group discussion 	<ul style="list-style-type: none"> brown paper 	60 min (2.45-3.45)

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
		(supportive for FO constitution)				
	Tea break	•	•			15 min (3.45-4.00)
Session 5	Constitution of a FO (contd)	<ul style="list-style-type: none"> Review of constitution of some autonomous/federated/externally promoted FOs 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> articulate a draft constitution to share with members convey the learning agenda of the session with their group 	<p>FO knowledge market: Barisal: KKM, CBO, ACUS Rangpur: JUF, SPA, EPC</p>	<p>Flip Pad Note book</p>	60 min (4.00-5.00)
	Recap	•	•	One FO leader will recapitulate the whole day sessions		15 min (5.00-5.15)

1st day evening event (7.00 – 8.30) : I) FO Olympic planning for third day

ii) preparation of constitution framework development for primary FOs facilitated by registered/autonomous FO leaders

2nd day: FO Registration Processes**No. of Sessions:****Training hrs: 7 hrs 15 min**

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
	Recap of the previous day and highlights of second day's sessions					30 min (8.30-9.00)
Session-6	Registration of FOs	<ul style="list-style-type: none"> • Why registration • Benefits of registration 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • understand importance of registration 	Open discussion	PPT	60 min (9.00 – 10.00)
Session-7	Key features of registration processes of legislative agencies in Bangladesh	<ul style="list-style-type: none"> • Agencies legitimate for giving registration in BD - Founding act - Nature of FO eligible for reg. - Document required - Place of registration - Internal and external control measures - Audit - Process of registration 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • understand documentation requirement of different registration agencies 	Open discussion	PPT	90 min (10.00 – 11.45)
	Tea break	•	•			15 min (11.00-11.15)
Session -8	Orientation with Department of Coop (DoC)	<ul style="list-style-type: none"> • History of coop in Bangladesh • Producers Coop • Registration at DoC 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • develop rapport with divisional coop officer • understand procedures of registration from DoC 	Discussion, brainstorming	PPT/Lecture sheet	60 min (11.45-1.00)
	Ice-breaker	•	•			15 min (12.15-12.25)
	Lunch and prayer	•	•			60 min (1.00-2.00)

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
Session - 9	Orientation with Department of Social Services (DSS)	<ul style="list-style-type: none"> • Features of voluntary social organization • Registration at DSS 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • develop rapport with regional DSS officer • understand procedures of registration from DSS 	Open discussion	PPT Lecture sheet	60 min (2.00-3.00)
Session - 10	Orientation with pre-requisite docs for registration	<ul style="list-style-type: none"> • Review of required registration documents prepared by the autonomous/federated/externally promoted registered FOs 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • understand pre-requisite docs for registration 	Knowledge Market: North: SPA (DoC), JUF(DSS) South: CBO (coop), JUF(DSS)	Note book Brown paper	90 min (3.00-5.00)
	Tea break	•	•			3.30-3.45
	Recap	•	•			15 min (5.00-5.15)

2nd day evening event (7.00 – 8.30) : i) Preparation of constitution framework development for primary FOs facilitated by registered/autonomous FO leaders

3rd day: Governance at FO (Transparency and Accountability)**No. of Sessions: 5****Training hrs: 7 hrs 45 min**

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
	Recap of the previous day and highlights of third day's sessions					30 min (8.30-9.00)
Session-11	Concept of Governance Transparency and Accountability	<ul style="list-style-type: none"> Why G T & A Social accountability at FO Governance at FO 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> understand GTA and its importance at their org 	<ul style="list-style-type: none"> Brainstorming Open discussion Lecture 	PPT	60 min (9.00 – 10.00)
Session-12	Methods of organizational governance and accountability	<ul style="list-style-type: none"> Governance and Accountability Action Plan Social Audit Committee Organization Self and External Evaluation 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> understand how to exercise GAAP and internal and external evaluation 	<ul style="list-style-type: none"> Brainstorming Open discussion Lecture 		60 min (10.00 – 11.00)
	Tea break	•	•			15 min (11.00-11.15)
Session -13	Governance and Accountability Action Plan (GAAP)	<ul style="list-style-type: none"> Step 1: Risk analysis regarding organizational governance <ul style="list-style-type: none"> - Risk - Identification of risks towards governance 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> exercise GAAP at their own org 	<ul style="list-style-type: none"> Brainstorming Group work 		105 min (11.15-1.00)
	Lunch and prayer	•	•			60 min (1.00-2.00)
Session - 13	Governance and Accountability Action Plan (contd.)	<ul style="list-style-type: none"> Step 2: GAAP Matrix <ul style="list-style-type: none"> - Risk analysis matrix (risk area, intensity, results of risk, loss intensity) Step 3: Governance risk prevention measures <ul style="list-style-type: none"> - Prevention matrix (risk area, 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> exercise GAAP at their own org 	<ul style="list-style-type: none"> Brainstorming Group work 		90 min (2.00-3.30)

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
		<p>results of risk, intensity of loss, prevention measures, responsible leaders, timeline)</p> <ul style="list-style-type: none"> • Formation of social audit committee and its scope of works 				
	Tea break	•	•			3.30-3.45
Session 14	Social Audit Committee	<ul style="list-style-type: none"> • Formation of social audit committee and its scope of works 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • understand and express importance of social audit committee for maintaining GTA 	<p>Open discussion Brain storming</p>		30 min (3.45-4.15)
Session 15	Organization internal and external diagnosis/evaluation	<ul style="list-style-type: none"> • Key issues to be considered during evaluation • Orientation with different tools • Documentation Resolution book, members profile book, legal doc file, sub-committees registers, savings register, credit register, cash book, bank pass, deposit slip book & cheque, credit distribution register, credit collection register, fund register, billboard on annual work plan, income-expenditure statement, and responsibilities of different committees. 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • understand different tools for internal and external evaluation • apply evaluation tools at own and neighboring FOs 	<p>Open discussion, Group work</p>	Evaluation tools	75 min (4.15-5.30)
	Recap	•	•			15 min (5.30-5.45)

**3rd day evening event (7.00 – 9.00) : i) planning of GAPP analysis after the training with own and neighboring FOs
ii) FO Olympic (game, joke, quiz)**

4th day: Social Business Services (to be provided by a FO for its members)**No. of Sessions: 4****Training hrs: 7 hrs 15 min**

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
	Recap of the previous day and highlights of fourth day's sessions					30 min (8.30-9.00)
Session 16	Concept on social business services by FO	<ul style="list-style-type: none"> • Social business services • Why FO should provide social business services for its members • Competitive intelligence to be considered for providing social business services by a FO 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • understand and express social business services that a FO could provide to its members and community 	Brain storming, open discussion	PPT	60 min (9.00-10.00)
Session - 17	Areas of social business services (could be provided by a FO)	<ul style="list-style-type: none"> • Areas of social business services <ul style="list-style-type: none"> - Access to production inputs - production - post-harvest and product development - marketing and sells 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • understand and express areas of business services could be provided to its members 	Brainstorming, open discussion	PPT, brown paper	60 min (10.00-11.00)
	Tea break	•				15 min (11.00-11.15)
Session - 18	Identification of potential SBS for members	<ul style="list-style-type: none"> • Inventory of services • Preference matrix (in terms of unmet demand and value added potentials) • Ranking matrix(for narrow down) 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • use different participatory tools of identifying potential business services 	Group work	Brown paper, PPT	105 min (11.15-1.00)
	Lunch and prayer break	•				60 min (1.00-2.00)
Session - 19	Business planning of identified services	<ul style="list-style-type: none"> • Structure of a business plan <ul style="list-style-type: none"> - Production plan - Marketing plan - Organization and 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • develop identified potential business service plan for its own org 	Group work	Brown paper	150 min (2.00-5.00)

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
		management plan - Financial plan - Calculation of profit and loss - Decision making for financing				
	Ice breaking	•				3.00-3.15
	Tea break	•				3.30-3.45
	Recap	•				5.00-5.15

**4th day evening event (7.00 – 9.00) : i) planning of dissemination of today's events with members and neighboring FOs
ii) preparation for solidarity night of fifth day**

5th day: Networking and the role of a FO network in Bangladesh
No. of Sessions: 5
Training hrs: 7 hrs

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
	Recap of the previous day and highlights of fifth day's sessions					30 min (8.30-9.00)
Session 20	Concept of networking	<ul style="list-style-type: none"> Why FO-FO networking is important in Bangladesh/benefits of networking Intra group (federation) and external networking Review of present status of FO network in Bangladesh (MTC2 supported and IAPP-TA supported) Where to start/base? 	The participants will be able to: <ul style="list-style-type: none"> articulate FO networking concepts and status in Bangladesh 	Open discussion, lecture	PPT, Flip pad	90 min (9.00-10.30) with icebreaker
	Tea break	•				15 min (10.30-10.45)
Session 21	Guideline/constitution of FO network in Bangladesh	<ul style="list-style-type: none"> Review of advocacy issues identified during study circle Setting mission, vision, tasks for developing local, regional and national network 	The participants will be able to: <ul style="list-style-type: none"> articulate FO network constitution 	Group study, open discussion	PPT, Flip Pad	60 min (10.45-11.45)
Session - 22	Role of FO network in Bangladesh	<ul style="list-style-type: none"> (FO) Act as an advocate for the farming community Advocacy from local to national level Road map of networking among the participating FOs (intra and neighboring/external FOs) 	The participants will be able to: <ul style="list-style-type: none"> articulate role of FO network act as an advocate for the farming community prepare a roadmap of FO network activities from local to national level 	Open discussion and group work	Brown paper	75 min (11.45-1.00)
	Lunch and prayer break	•				60 min (1.00-2.00)

Session no.	Session name	Lesson	Objective(s) of the session	Methods & Strategies	Materials	Time allocation
Session - 23	Re-entry plan: Training to the FO leaders	<ul style="list-style-type: none"> • Training to own members • Training to the neighboring FOs of local (union/upazila) network 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • prepare training plan for own organization and neighboring networking FOs on similar topic 	Group work	Brown paper	60 min (2.00-3.00)
Session - 24	Re-entry plan: Constitution development, registration process, social businesses and FO networking constitution/guidelines	<ul style="list-style-type: none"> • Finalization of draft constitution developed during 1st and 2nd day • Finalization of agency wise registration process documentation (those interested and capable) • Finalization of identification and plan for providing social business services for members • Finalization of FO network constitution/guidelines 	<p>The participants will be able to:</p> <ul style="list-style-type: none"> • prepare own constitution, pre-requisite documents for registration, business services plan and FO network constitution • sensitize members and neighboring FOs for preparing constitution, registration, business services and networking 	Group work	Brown paper	60 min (3.00-4.00)
	Tea break	•				15 min (4.00-4.15)
	Recap of five days sessions	•				35 min (4.15-4.50)
	Concluding remarks	•				10 min (4.50-5.00)

5th day evening event (7.00 – 9.00) : Solidarity night

Responsibilities of FOs:

- i) Jatrapur Union Federation and Idilpur Pineapple Producers Coop should come with 25 copies of their constitution for north region training;
- ii) Bodorkhali CBO and KKM should come with 25 copies of their constitution for south region training;
- iii) Jatrapur Union Federation (reg from DSS) and Idilpur Pineapple Producers Coop (reg from DoC) should come with 25 copies of registration process documentation for north region training;
- iv) Bodorkhali CBO (reg from DoC) and Chander Alo CBO (reg from DSS) should come with 25 copies of registration process documentation for south region training.
- v) Bodorganj Service Providers Association, Jatarpur UF and Adarsha Chashi Unnayan Sangstha will provide members profiling form
- vi) Moja Ata Gram Samity (for north) and Rosulpur CBO (for south) will share sample resolution book, members profile book, legal doc file, sub-committees registers, savings register, credit register, cash book, bank pass, deposit slip book & cheque, credit distribution register, credit collection register, fund register, billboard on annual work plan, income-expenditure statement, and responsibilities of different committees