

SUPPORT

Training Modules



Funded by:



EUROPEAN UNION



 Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development
and Cooperation SDC



মানুষের জন্ম
manusher jonno
promoting human rights and good governance

10



Uttaran

SUPPORT

Training Modules

Disclaimer

This document has been produced with the financial assistance and technical support of the European Union, Manusher Jonno Foundation-MJF, Shiree, the UK Department for International Development (DFID) and Bangladesh Government. The contents of this document are the sole responsibility of Uttaran and can under no circumstances be regarded as reflecting the positions of donors.

Credits

Published by : Uttaran
Flat # B1 (1st Floor), House # 32, Road # 10/A
Dhanmondi, Dhaka 1209, Bangladesh
Phone: 88-02-9122302
e-mail: uttaran.dhaka@gmail.com
Website: www.uttaran.net

Published : September 2015

Content edit/design : Philip Humphreys

Translation support : Farhana Khan

Photos by Rupal Shah : Page 21 (bottom right)

All other photographs are property of Phil Humphreys and/or Uttaran, except where indicated and acknowledged

Printers : Runic



Contents

| | |
|---|----|
| The trainer of the trainers | 04 |
| Khasland law and management | 08 |
| Leadership and organisation management | 10 |
| PO formation and management | 12 |
| Local governance | 14 |
| Legal literacy | 16 |
| Mediation management | 18 |
| Gender and development | 20 |
| The Institute for Development Research and Training (IDRT) | 22 |
| Other Uttaran training modules | 24 |
| Rate Card pullout | 27 |

Meet the trainer of the trainers



Training Officer
Jahangir Alam Siddique

Uttaran realises the importance of sharing knowledge and best practices. That is why it has become a leading provider of training on issues related to land and waterbody governance. Training and Advocacy Officer Jahangir Alam Siddique is a Khulna City Law College graduate and a member of the Khulna Law Bar Association, who has worked with Uttaran since 2004. Here, Jahangir introduces and explains the extensive portfolio of training modules developed by Uttaran.

How have the training modules evolved in your time at Uttaran?

Previously the modules were delivered over five days, but there was a lot of information and a big syllabus to cover so it was difficult for people to capture all the knowledge over such a period of time. That's why the modules were shortened and compacted. In 2014 we then made the decision to bring all of Uttaran's training knowledge into a series of modules, and we resolved to make booklets.

Who are the recipients of Uttaran's training modules?

We deliver our training both in and out of house. The modules have been distributed externally to the Department of Land Records and Survey (DLRS), and also demonstrated at a two-day tribal fair financed by the European Union and Oxfam and held at Rajshahi City Corporation building in December 2014. Uttaran took a stall to demonstrate land management and rights related activities to the adivasi (indigenous) people of northern Bangladesh - it was a successful event for us.

In addition, a lot of our trainings related to good governance, shalish management, and human and constitutional rights are given to local elected representatives such as UP chair people.

We have also conducted training sessions in partnership with the relief and rehabilitation ministry, and at the Shouhhardo project of CARE International at the Rural Development Academy in Bogra. Uttaran is always happy to facilitate such in-house trainings, which are usually built on our close relationships with partner NGOs.

What is the overall concept of the modules?

Uttaran's training modules are mainly classroom-room based and theoretical. For the more practical modules, government officials from the fisheries and agricultural department, and agriculture specialists, are consulted and called in to give the trainings in accordance to the budget of the donor. The modules are a complete guideline for the trainees and so once they have received these trainings, they will not so easily forget the topics.

How are the modules organised?

Each of the seven training modules outlined in this booklet begin with introduction sessions and ice-breakers, and include review sessions, interactive team building games and concluding sessions and round-ups. These are in addition to the specific module content.

How do you train the trainers?

We have three trainers of trainers including myself. At first a ToT was held at IDRT in Tala, Satkhira (see page --). The trainers then went to different Uttaran centres to give guidance directly to beneficiaries, primary organisation leaders and GUF chair people. In this way a lot of training can be delivered to many people. The basic instruction given to the trainers is the same but we recognise and embrace the fact that different people may have slightly different training styles.

How do you keep track of the progress?

Trainings by the trainers are monitored from the head office and different members of our staff are then sent to check the standard of the trainings disbursed at the local level. Feedback is given to the head office and that trainer is consulted and tutored about the areas where they can improve on their performance.

What is your favourite aspect of the training?

I enjoy the dissemination of the information to large areas and many people the most. I am also a lawyer by trade and the content of the modules comprises a lot of law issues so I like teaching those. In terms of my own training methods, I feel I can simplify a lot of the complex issues well, so they are easier for the people to digest.

How are the training recipients tested on what they have learnt?

We test the field facilitators on their understanding of the modules content, but we do not formally exam the beneficiaries in this way as many of them are illiterate. The only tests taken by them are demonstrations so that we can informally check their knowledge.

What developments do you expect to see in the future?

Aside from land management, Uttaran provides lots of other trainings, for example on sanitation, nutrition, agriculture, illiteracy, and legal issues such as family laws and civil and criminal law. But we will continue to modernise and improve the training modules because a lot of the information is contextual, so we need to keep it constantly updated.

For a full list of modules in addition to those on land, see page 24

To find out how Uttaran can help fulfil your training needs, please see the rate card inserted into this booklet or email training@uttaran.net



Jahangir (bottom right) facilitates a training session of Uttaran field staff at MJF in Dhaka

Khasland laws and management

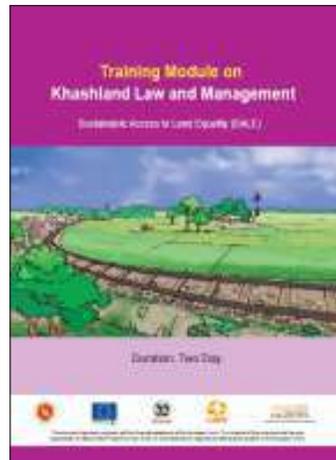
Duration: 2 days

Language: English and Bangla

Contents: One training module guidebook (40 pages)
Six flashcards

Training methods used:

- ✓ Presentation
- ✓ Open discussion
- ✓ Role Play
- ✓ Q+A
- ✓ Game play
- ✓ Flash cards
- ✓ True-false game
- ✓ Group work



Concept

Distributing khasland among the extreme poor can be a way to remove poverty from a village community. But there are laws and principals concerning the way the government should distribute the land. This two-day training module is built around the SALE project and focuses on the priority list of the landless, the system of giving DCR and permanent settlement, and related papers on land.

Session-by-session

1. Why is access to land a necessity?

Participants develop their understanding of the importance of landownership, and how it can be used

2. What is khasland?

Participants learn about the different types of khasland, including unusable khasland

3. Who are the landless?

The defining characteristics of the landless people are discussed, with participants made aware of who receives priority access among the landless

4. What are the procedures for khasland settlement?

Participants will be familiarised with the difference between permanent settlement and one-year settlement, and what the landless people must do to achieve either option

5. How do the landless apply for khasland?

A sample khasland application form is completed by the participants with instruction and guidance given by the trainer



Leadership and organisation management

Duration: 2 days

Language: English and Bangla

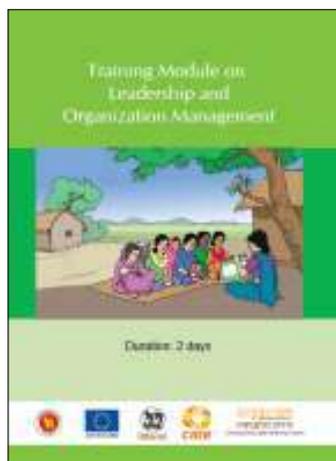
Contents: One dual language training module
guidebook (38 pages)
Seven flashcards

Training methods used:

- ✓ PPT presentation
- ✓ Open discussion
- ✓ Role Play
- ✓ Q+A
- ✓ Game play
- ✓ Flash cards
- ✓ Speech delivery
- ✓ Group work

Concept

Many NGOs in Bangladesh specialise in creating organisations among the marginalised people to promote and protect their rights, but these need effective leaders in order to function. This two-day training module is built around the SALE project and focuses on capacity building for organisation management and on the roles and responsibilities of a leader for governing an organisation, including the difference between a leader and a facilitator.



Session-by-session

1. Social evolution

Participants learn about the origins of, and reasons for, forming organisations in society

2. Organisation structure

The features and characteristics of an ideal organisation are identified through a game, group work, and open discussion

3. Case study

Participants listen to a family-based story to better appreciate the context of forming of organisations and the rural poverty condition

4. Rights

The rights of the people as promoted by organisations are illustrated through a question and answer session and a game

5. Landless people and khasland

Participants learn the criteria by which landless people are identified, the legal definition of khasland, and what an organisation and leaders can do to help retrieve khasland

6. Leadership and gender issues

The session uses a drama performance to highlight the types of violence perpetrated against women and the responsibilities of local leaders to combat it

7. Land survey

Participants are informed about the digital land record and survey and the roles and responsibilities of leaders during the survey

8. Primary organisation

Participants are briefed on the function of the primary organisation and its management

9. Federation

The goals and objectives of the federation are illustrated through a powerpoint presentation, a game and a Q+A session

Primary organisation formation and management

Duration: 3 days

Language: Bangla

Contents: one training module
(40 pages)

Concept

Uttaran has been working to empower and develop leaders among the disadvantaged people of the southwest region of Bangladesh since 1985. Within this long time, Uttaran has been successful in improving the lives of the poor and marginalised people economically, socially and politically. In order to bring about this improvement, primary organisations were formed by Uttaran to help discharge its mission and provide leadership in the welfare activities of the poor.

Previously, Uttaran has provided different trainings to empower the primary organisations at different times. In 2014, however, it decided to launch a module on the management of a primary organisation. As such some research was conducted to help shape this module:

1. Information was collected from field inspections and interviews of primary organisation members
2. Leadership knowledge, efficiency, experience and view of the Primary Organisation were all analysed through Focused Group Discussions
3. The strengths and weaknesses of the current trainings was noted
4. The experiences and efficiency of the management of the primary organisation and other staff was utilised



Content overview

The module discusses various issues including:

- What is a primary organisation?
- What are the objectives of this organisation?
- What is the function of the general assembly?
- What is the function of the executive assembly?
- What is the procedure of the PO committee?
- What are the roles and responsibilities of the primary organisation members?
- How is the Gono Unnayan Federation formed and managed?



For more information on primary organisations, see booklet 2 in this series titled 'Primary organisation and GUF formation'

Local Governance

Duration: 5 days

Language: Bangla

Contents: one training module
(62 pages)

Training methods used:

- ✓ Lecture discussion
- ✓ Open discussion
- ✓ Group discussion
- ✓ Independent reading

Materials used for Training:

- ✓ Folders and reading materials
- ✓ Flip chart poster
- ✓ Writing pads and pens
- ✓ White board and markers



Concept:

Good governance and a functioning democracy are complimentary to each other. Upon the establishment of governance, democracy can be strengthened and simultaneously good governance can be implemented in a healthy democratic environment. Since the democratic process in Bangladesh is still developing over four decades after independence and massive obstacles remain to the establishment of good governance. The poor and marginalised people are often left in disadvantageous situations because of a weak or corrupted system.

This module intends to show participants how to make the role of the Union Parishad (UP) level of local government more accountable, transparent and socially responsible. There are two modules in this training: Responsible Governance; and Local Government and NGOs.

Content overview

Module: Responsible Governance

Duration: 2 days

The module will:

- Give an overview of local governance
- Illustrate the difference between local government officers and independently elected members
- Describe the activities of local government
- Provide an overview of the constitutional framework of the UP
- Highlight the necessity and activities of the UP
- Detail the project monitoring and implementation role of the UP
- Explain the budget proposing and financial managing of the UP
- Define the role and responsibilities of the village police in relation to law and order and the rights of the citizen
- Identify gender-based issues in relation to the UP



Module: Local Government and NGOs

Duration: 3 days

The module will:

- Give an overview of NGOs
- Provide background and activities of NGOs operating in Bangladesh
- Define and discuss the logical linkages between NGOs and UPs

Legal literacy

Duration: 3-5 days

Language: Bangla

Contents: one training module
(90 pages)

Training methods used:

- ✓ Open Discussion
- ✓ Q+A Session
- ✓ Poster
- ✓ Presentation
- ✓ Brainstorming
- ✓ Lecture
- ✓ Small Group Discussion



Concept:

Developing the understanding of poor and marginalised people about land laws is important because such topics are complex and often too difficult for the common people to digest. Without proper knowledge of law and order, people will never be aware of their rights and what they are entitled to. Therefore, this training module has been developed to raise levels of legal literacy.

Content overview

1. What is law? What is the source of law?
2. Conventional Laws of Bangladesh
3. The necessity of laws in the daily lives of the people
4. Various laws and their implementation in people's daily lives
5. Classification of courts: Higher, Lower; Civil and Criminal
6. Which cases are required to be taken to respective classifications



Mediation management

Duration: 2 days

Language: Bangla

Contents: one training module
(16 pages)

Training methods used:

- ✓ Lectures through Powerpoint
- ✓ Brainstorming session
- ✓ Role playing
- ✓ Q+A session



Concept

The justice procedure of Bangladesh is very complex. According to the statement of a former chief justice, one million cases can be pending in the High Court at any one moment. This clearly gives a reflection of the Lower Court, and is the reason why the government advocates the implementation of arbitration as an easy means to resolve disputes so that cases do not have to be transferred to courts and can instead be solved swiftly and amicably.

Resolving disputes by means of arbitration is a matter of information management and technique; however, a lack of knowledge of both leads to many complexities and aggravations. Uttaran is working wholeheartedly to strengthen good governance and democratic practices in legal procedure, and developed this module to help the functioning of mediation. Training focuses on the nature and types of dispute, the process of mediated dispute resolution, the activities before and after the arbitrator and the qualities and skills of the person charged with the arbitration

Purpose of the module

The purpose of the workshop is to train respected people of the society such as doctors, teachers, union parishad members, elected representatives on the techniques of dispute resolution so that they are in turn able to train the common people and are practically able to resolve disputes through recognised techniques of mediation management in a village court.



Session-by-session

1. Definition and explanation of disputes
2. Source of disputes
3. Knowledge of arbitration and qualities of an ideal arbitrator
4. Legal assistance activities
5. Village courts definition, formation and jurisdiction
6. Powers of the village court in respect to dispensing punishment and fines
7. The judicial system, working methods, decision making and operations in respect to village courts

Gender and Development

Duration: 3 days

Language: Bangla

Contents: one training module
(65 pages)

Training methods used:

- ✓ Lecture
- ✓ Work in pairs
- ✓ Group presentation
- ✓ Exhibition of chart papers
- ✓ Writing on cards



Concept

In Bangladesh, a girl faces discrimination from boys almost from the day she is born. She is deprived of proper food, medication and education whereas a boy always receives first priority. Consequently, girls suffer from malnutrition at a higher rate, receive less privilege in medical facilities as their physical and mental well being is frequently neglected, and have higher rates of drop out from schools. It is a general perception in Bangladesh that women are responsible for all the household responsibilities while men are responsible for outside work, even though in accordance to the Bangladesh Constitution it is clearly stated that men and women can undertake both outside and household responsibilities in equal shares. But in reality the opportunities of women being employed outside is very limited. Therefore, parental guardians perceive girls to be burden and seek their marriages from an early age. Even if women can remain independent and find work, their wages will be lower than men doing the same work.

Such inequalities and discrimination led Uttaran to prepare a training module to raise general awareness of the equal rights of women alongside men, and to promote its practice accordingly.

Purpose of the Training

1. Enhance knowledge and concepts of gender equality, women rights and empowerment
 2. Make aware and explain of the steps taken both nationally and internationally to establish women advancement and rights
 3. Make people aware of the different problems prevailing in our society such as Child Marriage, Dowry and Torture on Women
- This training module is particularly significant in the context of Bangladesh because of enormous gender inequality and lack of exercising equal rights of women.

Session-by-session

1. Concurrent situation of men and women in Bangladesh
2. Domination of women and underlying reasons of the inequalities prevailing between men and women; including the patriarchal and socialisation process
3. Concept of gender
4. Affect of gender on division of labour
5. Demands of both men and women
6. Forms, reasons and affects of torture on women
7. Steps taken to reduce gender inequalities
8. Prevention of child marriage, divorce, dowry and importance of birth and marriage registration
9. Identification of child rearing issues related to gender

IDRT



Institute for Development Research and Training

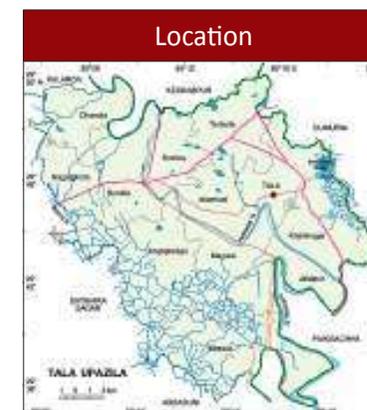
Phone number:-+88 01743116354

Address: IDRT, Mobarakpur, Tala, Satkhira

Many of Uttaran’s training modules are conducted at the Institute for Development Research and Training located in Tala, Satkhira. Constructed by Uttaran with the financial assistance of the Embassy of Japan in Bangladesh, the IDRT was inaugurated on 28 April 2010 by His Excellency Mr Tamotsu Shinotsuka, Honorable Ambassador of Japan to Bangladesh. The facility is cordially managed by Uttaran Assistant Coordinator, Sadhona Rani Guha (right).



| Facilities | |
|--|----|
| Number of rooms In the guesthouse | 24 |
| Number of training rooms in the centre | 2 |
| Capacity of each training room | 26 |
| Acres of IDRT including landscaped grounds | 5 |



The IDRT Guesthouse



“The learning environment at the IDRT is very good. The training centre staff are very co-operative, and the lodgings are convenient and spacious. The food is good and inexpensive and trainees can enjoy all sorts of facilities in a natural environment; you can see the trees and the fields and hear the birds singing.”

Uttaran Training and Advocacy Officer, Jahangir Alam Siddique

Other Uttaran Training Modules

| Sl | Title | Length | Type | Participants | Group size | Contents |
|----|---|---------|-----------------------|--|------------|--|
| 1 | Innovative primary education (basic training for teacher) | 14 days | Training | Supervisor and Teachers | 30 | Uttaran Training Manual |
| 2 | DRR and CCA (rural and urban) | 3 days | Training | Field Facilitator Area Manager | 30-35 | Uttaran Training Manual |
| 3 | School Safety Plan | 3 days | Training | Field Facilitator Area Manager | 30-35 | Uttaran Training Manual |
| 4 | Child Protection in Emergency (CPIE) | 1 day | Courtyard orientation | Field Facilitator Area Manager | 30-35 | Uttaran Training Manual |
| 5 | Harmonised training for UDMC at UP Level | 2 days | Training | UDMC members Field Facilitators Area Manager | 35 | Govt Training Manual |
| 6 | School children and volunteerism | 1 day | Training | Students | 100 | - |
| 7 | Active citizen youth leadership | 4 days | Training | Youth Volunteer | 30-32 | British Council Printed Manual |
| 8 | LF (Lead Farmers) on facilitation and maintenance of demonstration plot | 01 | Training | Lead Farmers (LF) & SaFaL Staff | 30-35 | Solidaridad-Uttaran Training Manual |
| 9 | LF on Business Plan for Development, Entrepreneurship | 02 | Training | LF & SaFaL Staff | 30 | Solidaridad-Uttaran Training Manual |
| 10 | Agro Machinery Maintenance | 10 | Technical Training | Agro Machinery Maintenance Mechanic | 20 | Training Manual by reputed institution |
| 11 | Homemade Fish feed production | 03 | Technical Training | SaFaL Entrepreneurs' | 20 | Solidaridad-Uttaran Training Manual |
| 12 | Fodder production and silage preparation | 02 | Technical Training | SaFaL Entrepreneurs' | 20 | Solidaridad-Uttaran Training Manual |
| 13 | Aquaculture LF & Programme staff on Sustainable Aquaculture Farming Practices | 03 | Training | LF & SaFaL Staff | 30 | Solidaridad-Uttaran Training Manual |
| 14 | Practice in Sustainable Agro-Technologies & Farming at Field Level of Horticulture subsector. | 03 | Technical Training | LF & SaFaL Staff | 30 | Solidaridad-Uttaran Training Manual |
| 15 | Programme Staff Orientation on Revised M & E Tools | 02 | Training | SaFaL Staff | 35 | Solidaridad-Uttaran Training Manual |
| 16 | Community Nutrition Volunteer (CNV) | 03 | Training | CNV | 08 | Solidaridad-Uttaran Training Manual |