

Cooperative related training / SSDP

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Name of Training	Content
1. Social mobilizer training	<ul style="list-style-type: none">▪ Introduction of SSDP program▪ Saving groups▪ Formation of saving groups▪ Role of executive board▪ How to conduct meeting▪ How to conduct meeting and write minutes▪ Conceptual of development▪ What is development▪ Human development▪ Physical development▪ Type of development▪ Introduction of NGOs, Cooperatives and groups▪ Concept of saving and credit▪ Introduction of cooperatives▪ What is awareness▪ Monitoring and evaluation
2. Human right training	<ul style="list-style-type: none">▪ Introduction of human rights▪ Concepts of human rights▪ Features of human rights▪ Important international documents▪ Human rights and other rights▪ Child rights▪ women rights
3. Saving and Credit Training	<ul style="list-style-type: none">▪ Introduction of Training▪ Saving Group.▪ Role and responsibility of chairman, secretary and Treasurer.▪ Role of saving committee.▪ Important of Saving Meeting.▪ How to take decision regarded saving in group.▪ How to keep meeting the minute book in group.▪ Saving Box.▪ What is credit▪ how to keep records▪ Introduction of different form and formats▪ Loan register and payment schedule.▪ Calculated of Interest.▪ Role and responsibilities of executive board members.

4. Gender Training
 - Objectives of Training.
 - Concept of gender.
 - Gender and social Discrimination
 - Gender in development.
 - Social view toward man and women.
 - Traditional and superstition thinking.
 - Socialization.
 - General Status of Nepali women.

5. Cooperative business Planning Training
 - What is Cooperative business?
 - Method of business.
 - Why cooperatives business should do.
 - How cooperatives business should do.
 - Why to Identification of business.
 - Types of Cooperatives.
 - Objectives of Cooperatives.
 - Relationship between organization and member.
 - Financial analysis of business methods.
 - Business Scheme.

6. Cooperative Marketing Training
 - Concept and objectives of Cooperatives market management training.
 - Introduction of Cooperatives market management.
 - What is market?
 - Why cooperatives market management.
 - How to reach product to consumer.
 - Function of market management.
 - Product and Production.
 - Collection of Purchase materials.
 - Transportation.
 - Storage.
 - Quality
 - Pricing method.
 - Market research and sales promotion.
 - Sales and distribution system.
 - Consumer satisfaction.
 - Payment method.

7. Cooperatives herbals / agriculture and cottage industry marketing training
 - Meaning of market.
 - Meaning of market management.
 - Function of market management.
 - Introduction of market.
 - Target group of cooperative market system.
 - What is customer and strategy.,
 - Status of member of organization.
 - Herbal Stores.
 - Packaging.
 - Labeling.
 - Herbal Market Source and level.
 - Problem / challenge of herbal market management.
 - Herbal market status in Nepal.
 - New Chang.
 - Training on operation and maintaining of herbal market management.

8. Communication and cooperatives training
 - What is Communication
 - Role of communication
 - Type of communication
 - One way communication
 - Two way communication
 - Important of communication
 - How to apply good communication in cooperative
 - How to keep cooperatives documents

9. Cooperatives training
 - What is groups
 - what is cooperatives
 - How to keep records
 - how to operatives cooperatives
 - Clarity on cooperatives policy
 - Role of board members
 - Good loan
 - Bad loan
 - Cooperatives account system

10. Education training
 - Concept of SSDP education program
 - What is education committee
 - What is role of education management committee
 - Role of education management committee
 - Role of Education Sub committee
 - Educational model village
 - Identify the education problem and find out solution
 - Prepare Education action plan

11. Cooperatives Account training
 - What is account
 - Important of account in cooperatives
 - Account system
 - Single entry system
 - Double entry system
 - how to keep proper account
 - Define cooperatives guideline

12. Cooperatives policy making training
 - Different between groups and cooperatives
 - Registration process
 - How to make good cooperatives policy
 - Role of coop members
 - How to increase coop membership
 - Reporting system
 - Auditing

13. A school enrollment campaign and evaluation training
 - Concept of school management committee
 - Role of teachers, students and parents
 - Child friendly environment
 - Clear vision of education plan
 - School monitoring and evaluation process
 - Reporting system
 - Enrollment, Continuity of students in school.
 - Relation between line agencies and stake holder.

14. Workshop on role of community and Cooperatives to built model house work.
 - What is model house
 - Why make model house
 - Model house constructional process
 - Linkage and coordination with community and stakeholder

15. Pre cooperatives education training
 - Concept and development of cooperatives
 - Norm and values of cooperatives
 - Principle of cooperatives
 - Types of cooperatives
 - Formation of cooperatives
 - Cooperatives 1st and 2nd gathering
 - What is cooperatives policy
 - Internal auditor
 - Cooperatives monitoring and evaluation
 - Registration guide line of cooperatives