

## NOTICE

### About enrolling the training course “Participatory Needs Assessment and Community Development Planning”

#### ❖ COURSE OBJECTIVES

At the end of this course, participants are able to:

- Understand the term of needs assessment and the objective contents for assessment.
- Practice planning for assessment by the approach of quantitative investigation.
- Practice planning for assessment by PRA.
- Practice the steps of community development planning.

#### Time:

**12 – 15/04/2011 (04 days)**

- Morning : 08h00 – 11h30
- Afternoon : 13h30 – 17h00

**Location :** Ton Duc Thang University

**Language :** Vietnamese

#### Trainer:

Expert LE DAI TRI

#### ❖ TARGET PARTICIPATION

The courses is designed for staff from NGOs, local social organizations; state officers, and other interested individuals...that are working in project areas.

#### ❖ CONTENTS

Time	Content	Method
<b>Date 12/04</b>		
Morning 8:00 – 11:30	Establish objectives and regulations	
	Training Pre-test	
	The concept of community development	Large group discussion
	The cycle of community development program	
	The concept of community investigation	
Purposes and objectives of investigation	Large group discussion	
The contents of investigation		
Afternoon 13:30 – 17:00	Investigation approaches: quantitative and qualitative	Large group discussion
	Investigate using quantitative approach	Large group discussion
	Design questionnaire	
<b>Date 13/04</b>		
Morning 8:00 – 11:30	Investigate using quantitative approach	Small group exercise
	Structured interview techniques	
	Investigate using quantitative approach	Large group discussion
Data processing work		
Afternoon 13:30 – 17:00	PRA survey method: basic concepts of community participation	Large group discussion
	Purpose, techniques and components PRA survey team	
	PRA survey method	Small group exercise
Design semi-structured questionnaire		
<b>Date 14/04</b>		
Morning	Mapping skills	Large group discussion

8:00 – 11:30	Depth interview skills	Role play
	Group discussion skills	Role play
Afternoon 13:30 – 17:00	Ranking skills	Role play
	Process quantitative information	Role play
<b>Date 15/04</b>		
Morning 8:00 – 11:30	Process of planning community development	Large group discussion
	Identify goals, objectives, outputs	Small group exercise
Afternoon 13:30 – 17:00	Identify activities and indicators to measure the results	Small group exercise
	Plan to conduct	Small group exercise
	Follow test	
	Closing	

❖ **LEGALITY:** Participants will be offered a **certificate provided by Ton Duc Thang University** if they successfully finish an examination at the end of each course.

❖ **TUITIONS:**

- **20 USD / day** (including study materials, tea-break).
- Certificate costs: **5,5 USD** (In case participants take an unsuccessful examination or absence, they will be provided a certificate of attendance by Social Development Training Center since SDTC will not refund this costs).
- Local social staff will be discount 20% tuition (excluding certificate).

❖ **TRAINER INFORMATION:** Expert LE DAI TRI

Mr. Tri has over 15 years project management experience working in a variety of areas including Project Assessment, Project Management, Project Monitoring and Evaluation, Participatory Project Planning, Communication Strategies, Strategic Planning, Health Education, Participatory Research and Training. His practical experience comes from working with community-based projects and advising INGOs.

Mr. Tri is known to many for his active and exciting teaching style, and especially for his drawings, and funny and meaningful stories. His easy-going demeanour makes him a favourite teacher to all.

❖ **FOR ENQUIRIES AND REGISTRATION, PLEASE CONTACT**

- **Mr. Bao – 093 797 5445**

Ton Duc Thang University, R. 604, 98 Ngo Tat To St., Ward 19, Binh Thanh Dist., HCMC

Tel: (08) 2242 6789 – Fax: (08) 3840 4894

Email: [sdtc@tdt.edu.vn](mailto:sdtc@tdt.edu.vn) or [letrungbao@tdt.edu.vn](mailto:letrungbao@tdt.edu.vn) – Website: <http://sdtc.tdt.edu.vn>

- **Deadline for registration: 04 April, 2011**

**Director of SDTC  
(has signed)**

**PhD. Tang Huu Tan**