

## Agenda

### NGO downward accountability ToT

4 – 6 of November 2013

Almaty

<b>1<sup>st</sup> day</b>	
9.00 – 9.30	Welcome speech, ice breakers, trainers' expectations
9.30 – 10.00	Introduction to training of trainers on NGO downward accountability: program review, main goals and objectives, working frames
10.00 – 10.40	NGO downward accountability definition
<b>10.40 – 11.00</b>	<b>Coffee break</b>
11.00 – 13.00	Actuality of NGO accountability before beneficiaries
<b>13.00 – 14.00</b>	<b>Lunch</b>
14.00 – 15.50	Accountability mechanisms: operational, financial and strategic.
<b>15.50 – 16.10</b>	<b>Coffee break</b>
16.10 – 18.00	ToT theory and practice: adult group working principles; trainings and educational process; trainer's personal style; verbal and non-verbal communications. Practical assignment.
<b>2<sup>nd</sup> day</b>	
9.00 – 9.30	Recap, warm-up
9.30 – 10.40	NGO downward accountability
<b>10.40 – 11.00</b>	<b>Coffee break</b>
11.00 – 13.00	Public NGO reports: preparation and distribution
<b>13.00 – 14.00</b>	<b>Lunch</b>
14.00 – 15.50	Using new media tools for development of NGO accountability before beneficiaries
<b>15.50 – 16.10</b>	<b>Coffee break</b>
16.10 – 18.00	ToT tools: preparation and usage of presentations, preparation of hand-outs, agenda development, public speaking skills. Practical assignments.
<b>3<sup>d</sup> day</b>	
9.00 – 9.30	Warm-up, recap
9.30 – 10.00	Accountability and sustainable development of NGOs.
10.00 – 10.40	NGO downward accountability training programme development
<b>10.40 – 11.00</b>	<b>Coffee break</b>
11.00 – 13.00	NGO downward accountability training programme development (practical assignment)
<b>13.00 – 14.00</b>	<b>Lunch</b>
14.00 – 15.50	Work in groups using video camera
<b>15.50 – 16.10</b>	<b>Coffee break</b>
16.10 – 17.30	Review of groups' videos, discussion
17.30 – 18.00	Synthesis / Q&A / Final review and evaluation