

AGENDA

Training on Improving Business Skill and Vocational Orientation for Invalid People in Cooperatives

Time	Activities	Person in charged
Day 1 - Preparation Day x 04 CBED trainings in commune level		
7:30-8:30	Travel from Hanoi to training sites	
8:30- 9:30	Working with local authorities and Commune's Cooperatives	Trainer and VCA expert
9:30- 11:30	Working with 05 Team leaders of participants: introduction training contents	Trainer and VCA expert
11:30 – 13:30	Lunch	Trainer and VCA expert and Team leaders of participants
13:30 – 15:00	Working with 05 team leaders of participants: Briefing on training methods	Trainer and VCA expert
15:00 – 16:30	Setting up Training venue and other logistic preparation	Trainer and VCA expert and commune's cooperatives
16:30-17:30	Travel back to Hanoi (only applied for Me Linh and My Duc district.) <i>Trainer and VCA expert will spend overnight at Thai Nguyen and Cao Bang province.</i>	Trainer and VCA expert
Day 2	CBED training Day	
8h30 – 9h00	Introduction Training Objectives and Participant's Expectations.	Trainers/Facilitators
9h00– 10h15	Part 1: Better Marketing	Trainers/Facilitators
10h15–10h30	Tea break	
10h30– 12h00	Part 2 + 3: Improving Productivity and improving quality	Trainers/Facilitators
12h00-13h15	Lunch	
13h15– 15h00	Part 4+5: Stock and Finances	Trainers/Facilitators
15h00– 15h15	Tea break	
15h15– 16h30	Part 6: Costing and Action Planning	Trainers/Facilitators
16h30– 17h00	Action Planning (continued) Evaluation	Trainers/Facilitators