

Business Skill Training Workshop Report (First Month)
Sistan and Balouchistan-Zahedan
April 2019

Contents

1. Training Objective.....	2
2. Training Workshop Sessions	3
3. Training Methodology.....	4
4. Participant Profile	4
5. Workshop Outcomes	6
6. Annex1(Attendence sheet)	7

1. Training Objective

Aiming to strengthen collaborations and partnerships amongst Afghan refugees and Iranian communities and increasing access to livelihoods opportunities especially for women, youth and persons with disabilities, in partnership with and under BAFIA supervision, Relief International has just started its first business skills training for selected beneficiaries in Zahdean on 22 to 24 April. The first round of training was covered various topics assisting the participants to learn about self-awareness, writing the life plan, goal setting methods ,planning for life, the basic concepts of entrepreneurship, and etc. Followings are a list of the topics that have been presented during the first session of the business skills training:

- Definition of the entrepreneurship concepts
- Life plan
- Introduction of the different kinds of business life
- Goal setting and planning in life
- Courageously behavior
- Negotiation skills
- Financial intelligence



2. Training Workshop Sessions

Date	Time	Title
4.22.2019	8:30-10	The goals and concepts of entrepreneurship educational plan and introduction of the different kinds of business life
	10-10:15	Tea break
	10:15-12	Self-awareness and its impact on better knowing your self
	12-13	Lunch & pray break
	13-14:30	Goal setting methods and planning in business life
	14:30-15	Tea break
	15-16:30	Group game, paper pile
4.23.2019	8:30-10	Courageously behavior in life
	10-10:15	Tea break
	10:15-11:45	Negotiation skills
	11:45-13	Lunch & pray break
	13-14:30	Team work and team building in business
	14:30-15	Tea break
	15-16:30	Team work games
4.24.2019	8:30-10	The impact of financial intelligence in business life
	10-10:15	Tea break
	10:15-12	How to Write the life plan?
	12-13	Lunch & pray break
	13-14:30	How to transfer our knowledge to other people?
	14:30-15	Tea break
	15-16:30	Group game, the impact of leadership and management in business

3. Training Methodology

Capacity building methodology across the 3 days were as follows:

- Lecture
- Free discussion
- Information exchange
- Experience sharing
- Group Games

4. Participant Profile

Participants were selected among youth, 18-30, women and people with disabilities, coming from different areas of Zahedan. the participants were carefully selected in two rounds of selection (by filling out pre-registration forms and interviews) who introduced by BAFIA and the partner NGO in Zahedan . In total, the training had 32 participants of which some of them were the beneficiaries of other NGOs. The list of beneficiaries who attended in training is as below: (the attendance sheet attached as Annex1)



5. Workshop Outcomes and Feedbacks

The training has increased the participants' social and economic abilities through learning entrepreneurship training education skills. They have learned about the life skills which is related to their business life . The training participants became familiar of the concept and definition of the financial intelligence, goal setting, negotiation, self-awareness and other concepts.

Business Skill Training Workshop Report (third Month)
Zahedan
May 2019

Contents

1. Training Objective.....	2
2. Training Workshop Sessions	3
3. Training Methodology.....	3
4. Participant Profile	4
5. Workshop Outcomes	6
6. Annex1(Attendence sheet)	7

2. Training Objective

Aiming to strengthen collaborations and partnerships amongst Afghan refugees and Iranian communities and increasing access to livelihoods opportunities especially for women, youth and persons with disabilities, in partnership with and under BAFIA supervision, Relief International has just started its third business skills training for selected beneficiaries in Zahedan on 18 to 20 May. the main objectives of the third round of training was working on Business plan and its components. Followings are a list of the topics that have been presented during the Forth session of the business skills training:

- Business plan and its components
- Customers and market studies in business
- Probable risks in business
- Financial analysis and accounting related to Business plan



2. Training Workshop Sessions		
Date	Time	Title
5.18.2019	9-10:30	What is the business plan? Importance of writing the business plan
	10:30-10:45	break
	10:45-12:30	Introduction and based information to write a practical business plan, study of customers in business plan and the importance of marketing
	12:30-13:15	pray break
	13:15-15	Designing the process of goods production, risks, resources and costs of business
5.19.2019	9-10:30	Starting to write a business plan, implementation of idea in your plan, market and consumers need studies
	10:30-10:45	break
	10:45-12:30	Financial studies in business plan
	12:30-13:15	pray break
5.20.2019	13:15-15	What is financial statements in business plan and how is it calculated?
	9-10:30	One example of plan on traditional dress and consultation on writing the business plan (individually)
	10:30-10:45	break
	10:45-12:30	Consultation on writing the business plan (individually)
	12:30-13:15	Pray break
	13:15-15	Consultation on writing the business plan (individually)

3. Training Methodology

Capacity building methodology across the 3 days were as follows:

- Lecture
- Free discussion
- Information exchange
- Group work



4. Participant Profile

In the third round of the training 27 participants attended. the list of participant is as below : (The attendance sheet attached in Annex1)