



CAPACITY BUILDING TRAINING REPORT

MAY 2015

Training of Trainers Workshop on Start Your Business to Support People with Disabilities

Prepared by

**Peter D. Piawu
Programme Manager, SIYB PNG Programme Office
External Collaborator**

Small and Medium Enterprise Corporation, Port Moresby, PNG

5th May 2015

I. THE ANTECEDENT

1.0 BACKGROUND AND OVERVIEW

This report is put together for the purpose of informing the ILO Office for Pacific Island Countries in Suva, Fiji Islands on the outcomes of a Training of Trainers Programme aimed at capacitating Organizations in the Pacific to support people with disabilities.

Many of the countries in the Pacific have yet to embrace the need to prioritize development initiatives aimed at improving the livelihoods of people with disabilities and to build capacities of organizations that provide support both technical and administrative including financial services.

It is because of this need and the recent shift of focus on International Development Partners and Aid agencies to develop this sector's programs that technical support was requested to the International Labour Organization (ILO) Office for Pacific Island Countries in Suva, Fiji Islands to provide technical expertise and resources to facilitate a Capacity Building Programme for people with disabilities, a first-of-its kind in the Pacific region from 27th April to 1st May 2015 at Tanoa International Hotel, Nadi, Fiji.

Twenty-five (25) participants attended. Of which 6 were people with disabilities and 9 were officers representing organizations in the Pacific that provided services to people with disabilities.

The participants also included volunteers (6 altogether) that assisted to deliver the workshop. The representations of the participants were from Fiji, Vanuatu, Tuvalu and Solomon Islands.

The following were organizations that sent representatives and/or officers to this Regional Workshop:

Country		Name of representative/officer	Organization	Remarks
Fiji	1	Anaseini Vakaidia	United Blind Persons, Fiji	
	2	Krishneel Sharma	United Blind Persons, Fiji	Accompanied by helper/volunteer
	3	Litia Naitanui	Fiji Disabled Peoples Federation	
	4	Simeli Koli	Fiji Disabled Peoples Federation	
	5	Savaira Tinai	Fiji Disabled Peoples Federation	
	6	Joshko Wakaniyasi	Spinal Injury Association, Fiji	Accompanied by helper/volunteer
	7	Tuliana Waibuta	Fiji Association of the Deaf	Accompanied by Gael Seru
	8	Subashni Ram	Fiji Association of the Deaf	Accompanied by helper/volunteer
	9	Simione Bolakivei	Pacific Disability Forum	Officer representing this organization
	10	Laisa Qalo Vereti	Pacific Disability Forum	Officer representing this organization
Tuvalu	1	Matakina Simi		
Vanuatu	1	Anna Varegali	DPA Staff	Officer representing this organization
	2	Doriane Tari	Sanma Franjipani Association	Officer representing this organization
	3	Cendrella Bakeo	Sanma Franjipani Association	Officer representing this organization

	4	Peter Dick	DPA Staff	Officer representing this organization
	5	Tony Naliupis	Vanuatu Paralympic Committee	Officer representing this organization
	6	Kalwajin Skepha	Vanuatu Chamber of Commerce	Officer representing this organization
	7	Stanley John-Fred	Vanuatu Chamber of Commerce	Officer representing this organization
	8	Tom Alena Toswel	Vanuatu Society for Disabled People	Officer representing this organization
	9	Marksuel Nausien	Vanuatu Society for Disabled People	Officer representing this organization
	10	John Timothy Mero	Youth Challenge	Officer representing this organization
	11	Sam Kaiapam	DPA	Officer representing this organization
Solomon Islands	1	Geria Dixon Lepping	Consultant	
	2	Davis L. Ladofo'oa	People with disability, Solomon Islands	
PNG	1	Peter Piawu	Small Business Development Corporation/SME Corp, PNG	Master Trainer and Lead facilitator for the Program
ILO	1	David Lamotte	ILO Office for Pacific Island Countries, Suva	Director
	2	Roy Fugui	Country Coordinator, Solomon Islands	
	3	Bimlesh Raj	ILO Office for Pacific Island Countries, Suva	Team Leader and Project Coordinator
	4	Satoshi Sasaki	ILO Office for Pacific Island Countries, Suva	Specialist – Strategies for Decent Work
	5	Sereana Rokoika	ILO Office for Pacific Island Countries, Suva	Administrative & Programme Assistant
	6	Shamim Mohammed	ILO Office for Pacific Island Countries, Suva	Official/Diplomatic Driver – Director ILO

The ILO programme to support people with disabilities was put together after thorough consultations and feedback gathered from various stakeholders and partners involved in the support and provision of essential services to people with disabilities from within the region.

The livelihoods and employment opportunities provided in the region is significantly affected by each country's ability and resources and therefore the need for capacity building and skills training in both business management and technical skills training still remains a number one priority in many of these countries in the Pacific region. Thus, such initiatives and programmes developed by the ILO and its development partners for decent work and self-employment are a stepping stone for more assistance to be provided by all stakeholders to further develop and sustain the programme now and into the future.

2.0 PURPOSE OF THE PROGRAMME

A Training plan for the programme implementation was drafted by the Master Trainer for a 2 weeks Training of Trainers Programme and further refined to accommodate specific

needs of people with disabilities. The design included among other important skills, the following (refer to program timetable below);

- To strengthen and build trainer skills of Trainers for facilitation of a Start Your Business (SYB) course/program for people with disabilities,
- To assist in developing country disability programmes for implementation by various service providers and stakeholders including government and development partners to promote disability agenda, policy and necessary enabling environments to promote decent work and livelihood programmes and initiatives for people with disabilities,
- To assist in identifying and strengthening possible linkages and partnerships required for an integrated approach to providing support services to people with disabilities by focusing on their needs.

Through this TOT programme, it is hoped that the participants will be able to guide and train people with disabilities to use the SYB tool as an important, useful and integrated mechanism to achieving better livelihoods and self-employment for growth and prosperity in their lives.

In responding to the immediate and critical need to provide people with disabilities (women and men of all ages) with the means to earn money to live, the ILO is working with other development partners to prioritize needs and facilitate networking and partnerships to sustain respective country programmes to achieve impact on platforms of current programs and possibilities of incorporating new and emerging programmes to address need of people with disabilities.

3.0 PARTICIPANTS EXPECTATIONS AND WORKSHOP ACHIEVEMENTS

During the Group Introductions on the first day many participants outlined specific expectations of how they want the workshop and the disability programme to address their needs. The table below summarizes these expectations and provides an insight to whether these expectations were achieved during the TOT seminar;

WORKSHOP EXPECTATIONS

The participant's expectations of the workshop are as follows:

1. Upgrade knowledge and skills to assist people with disability to start their own business.
2. To have knowledge and skills to start their own businesses.
3. To train people with disability.
4. To transfer this knowledge and skills with people with disability and within local communities.
5. To learn and gain knowledge and skills to run a successful business at home.
6. To gain more knowledge to assist people to start their own business.

7. To gain more knowledge and skills to assist persons with hearing impairment – deaf community, blind community.
8. To know and learn about business.
9. To learn basic concepts in order to train other people with disability.
10. To learn how to integrate into existing programmes for persons with disability.
11. To know about networking and how to establish linkages.
12. To learn how to empower people with disability to sustain their livelihoods.
13. To learn how to develop proposals and plans for disability programmes.
14. To learn how to introduce and market the SYB programme.
15. To learn how to assist youths and empower them to be self-reliant.
16. To learn and improve skills to become a good trainer.
17. How to use the material and adopt it to each country context and situations for people with disability.

The workshop achieved all these expectations and provided excellent discussion on in-country programme implementations and other relevant and related issues such as Follow-up support services and funding constraints experienced by many of the participating countries in their efforts to support people with disabilities. The evaluation gathered at the end of the workshop indicates a general level of appreciation at 4.76 points against a bench mark of 5 being the highest level of attainment.

This rating clearly illustrates the impact and success of the Capacity Building Programme conducted for partners and stakeholders. Refer to the table below for specific details of the assessments.

End of TOT Seminar Evaluation – Scoring Card Matrix

Qtn	Ratings	Participants	Group mark	Score	Comments
1a	5	17	85	4.64	Almost all participants rated the workshop very successful. And commented that the workshop achieved its overall goal and objectives. Only 1 person felt he/she did not have sufficient time to share their knowledge and experiences at the seminar.
	4	7	28		
	3	1	3		
	2	0	0		
	1	0	0		
1b	5	15	75	4.56	Majority of the participants were trainers and the workshop enabled them to further develop and improve their trainer facilitation skills using the adult learning principles and the SIYB Methodologies. The few who had never trained before also learnt effective presentation techniques.
	4	9	36		
	3	1	3		
	2	0	0		
	1	0	0		
1c	5	16	80	4.64	All participants commented that the materials and different learning tools introduced at the
	4	9	36		

	3	0	0		seminar were relevant and useful. And will be used with only minor adaptations to each country specific circumstances and situations.
	2	0	0		
	1	0	0		
2	5	21	105	4.84	Almost all participants commented that the logistics and administrative support prior and at the seminar was awesome. Well done and congratulations to Raj and Sereana.
	4	4	16		
	3	0	0		
	2	0	0		
	1	0	0		
3a	5	20	100	4.80	Almost all participants found the workshop materials very relevant and useful.
	4	5	20		
	3	0	0		
	2	0	0		
	1	0	0		
3b	5	21	105	4.76	Breakfast and lunch provided was adequate and of high quality. Only a few had personal preferences that were not accommodated and rated it as average.
	4	2	8		
	3	2	6		
	2	0	0		
	1	0	0		
3c	5	22	110	4.88	The seminar venue and meeting room met the requirements of the TOT specifications. High quality facility with all essential items necessary for achieving and creating a conducive learning environment.
	4	3	12		
	3	0	0		
	2	0	0		
	1	0	0		
4	5	19	95	4.72	All participants were able to follow easily and understand the outcomes of every session and commented positively as one of the best training workshop ever attended. Only a few had difficulties and this is due to their own knowledge and level of understanding to fully comprehend. Their own understanding of English was a barrier to learning.
	4	5	20		
	3	1	3		
	2	0	0		
	1	0	0		
5a	5	19	95	4.76	All participants commented highly on how the workshop was delivered as it was well structured and facilitated.
	4	6	24		
	3	0	0		
	2	0	0		
	1	0	0		
5b	5	23	115	4.92	All participants commented highly on how the workshop was delivered as it was well structured
	4	2	8		

	3	0	0		and facilitated.
	2	0	0		
	1	0	0		
5c	5	19	95	4.72	All participants were extremely satisfied with group work and activities organized for their participation and learning and commented highly on the participatory approach used during the seminar.
	4	5	20		
	3	1	3		
	2	0	0		
	1	0	0		
5d	5	22	110	4.88	All participants commented highly on how the workshop was delivered as it was well structured and facilitated.
	4	3	12		
	3				
	2				
	1				
6	• Yes, I was enlightened on how I can better improve my facilitating and presentation skills. • It is very useful not only gaining new skills and knowledge but other skills, facilitation and learning skills. • Yes, very much so. It had complete tool kit on information and facilitator was flexible and supported participants in addressing individual and group needs. • Gives me the knowledge to train other people with disabilities on SYB. This will help them to improve their lives. • First, I would like to say that this workshop is very valued and rated to the highest level to me personally and my country. • Overall, the training has been an outstanding outcome. It met all my expectations.				
7	1. I really enjoyed the training. Vinaka. 2. Thank you very much for this wonderful and informative training. 3. Need further support – Vanuatu. 4. Need other support for the follow-up. 5. I suggest including francophone volunteer too. 6. The SYB programme is a programme that has potential to bring about real positive and measurable change to the lives of persons with disability. 7. What is needed is seed funding to support participants upon completion of training.				

4.0 IN-COUNTRY PROGRAMME IMPLEMENTATIONS

All countries developed and presented during the workshop a country implementation plan. These program design and implementation plans were costed and will need to be further refined during a in-country stakeholders meeting of all partners.

A total of 7 Training of Entrepreneurs (TOE) workshops has been scheduled with the assistance of Master Trainer and to be followed up by a Coordinator to ensure trainers are supported to implement their on-the-field training.

If the training programme can receive further support funding and necessary linkages to micro-finance it is anticipated that over 140 people with disabilities and their families will have the ability to (re)establish their sources of livelihoods and at least 200 families will have been exposed to entrepreneurship and enterprise development principles and programmes.

Women are an important target group of the SYB programme and the gender balance in representation for the TOT seminar is maintained at 50%. The Trainers have been encouraged to attract more women participation at their workshops. It was also discussed during the TOT seminar ideas and suggestions on attracting women participation unless insufficient numbers of either genders are available as in some villages' rapid estimates have indicated fewer women to men.

The materials and the programme continue to be adopted and assessed for gender and disability responsiveness and sensitivity for continued implementation and/or use.

The specific outputs to be realized at the completion of the SYB TOT seminar were as follows:

Outputs:

- 25 Trainers trained and skilled to be able to deliver a SYB course for their organizations to people with disabilities in their respective countries.
- Trainers' trainer-skills are assessed and coached during the seminar so as to provide feedback for areas of improvement.

Indicators:

- The Trainers were monitored by the Master Trainer in all aspects of trainer skills and all have successfully excelled in their group and individual presentations and demonstrated sound and competent knowledge and skills to use and transfer knowledge and skills of the SYB programme to their target groups.
- 25 Trainers received Trainer participation certificates at the conclusion of the SYB TOT programme.
- 4 in-country programmes were discussed and planned for implementation.

Other Expected Outputs

Other programme implementation outputs to achieve were:

1. The programme officers, trainers and consultants within the different organization in each of the participating countries have identified a target group specific needs and how to work with them in embarking on the programme (SYB) based on their localities.

2. Have acquired basic business management knowledge and skills (especially their adult trainer skills) and are confident on how to train entrepreneurs in the SMME sector within the disability program sector.
3. Have acquired the ability to identify root causes of problems and explore possible solutions to solving them.
4. Know how to do a follow-up support service for their clients and people with disabilities, and
5. Know how to design and effectively implement a programme to achieve required organizational goals.

II. THE IMPLEMENTATION

1.0 VENUE OF PROGRAMME IMPLEMENTATION

The 1 week TOT Programme for partners and people with disability were held at:

**Tanoa International Hotel
Nadi,
Fiji Islands**

2.0 DATE OF IMPLEMENTATION

- The TOT was held from 27th April to 1st May 2015.

(refer to attachment for Schedule of TOT programme)

3.0 PARTICIPANTS

Twenty five (25) participants attended the Training of Trainers Programme funded under the International Labour Organization (ILO) partnership programme with Pacific Disability Forum agency and with donor funding assistance from Australian Aid.

Participants were mainly from the Non-governmental organizations, especially organizations providing civil and support services to people with disabilities and representatives from government and development partners in the region.

The participants were from Fiji, Vanuatu, Tuvalu and Solomon Islands. Six (6) volunteers were hired specifically to provide aide and assistance throughout the seminar which greatly assisted to enhance the quality and success of the seminar.

The following were organizations that sent representatives and/or officers to this Regional Workshop:

Country		Name of representative/officer	Organization	Remarks
Fiji	1	Anaseini Vakaidia	United Blind Persons, Fiji	
	2	Krishneel Sharma	United Blind Persons, Fiji	Accompanied by helper/volunteer
	3	Litia Naitanui	Fiji Disabled Peoples Federation	
	4	Simeli Koli	Fiji Disabled Peoples Federation	
	5	Savaira Tinai	Fiji Disabled Peoples Federation	
	6	Joshko Wakaniyasi	Spinal Injury Association, Fiji	Accompanied by helper/volunteer
	7	Tuliana Waibuta	Fiji Association of the Deaf	Accompanied by Gael Seru
	8	Subashni Ram	Fiji Association of the Deaf	Accompanied by helper/volunteer
	9	Simione Bolakivei	Pacific Disability Forum	Officer representing this organization
	10	Laisa Qalo Vereti	Pacific Disability Forum	Officer representing this organization
Tuvalu	1	Matakina Simi		
Vanuatu	1	Anna Vargali	DPA Staff	Officer representing this organization
	2	Doriane Tari	Sanma Franjipani Association	Officer representing this organization
	3	Cendrella Bakeo	Sanma Franjipani Association	Officer representing this organization
	4	Peter Dick	DPA Staff	Officer representing this organization
	5	Tony Naliupis	Vanuatu Paralympic Committee	Officer representing this organization
	6	Kalwajin Skepha	Vanuatu Chamber of Commerce	Officer representing this organization
	7	Stanley John-Fred	Vanuatu Chamber of Commerce	Officer representing this organization
	8	Tom Alena Toswel	Vanuatu Society for Disabled People	Officer representing this organization
	9	Marksuel Nausien	Vanuatu Society for Disabled People	Officer representing this organization
	10	John Timothy Mero	Youth Challenge	Officer representing this organization
	11	Sam Kaiapam	DPA	Officer representing this organization
Solomon Islands	1	Geria Dixon Lepping	Consultant	
	2	Davis L. Ladofo'oa	People with disability, Solomon Islands	
PNG	1	Peter Piawu	Small Business Development Corporation/SME Corp, PNG	Master Trainer and Lead facilitator for the Program
ILO	1	David Lamotte	ILO Office for Pacific Island Countries, Suva	Director
	2	Roy Fugui	Country Coordinator, Solomon Islands	
	3	Bimlesh Raj	ILO Office for Pacific Island Countries, Suva	Team Leader and Project Coordinator
	4	Satoshi Sasaki	ILO Office for Pacific Island	Specialist – Strategies for Decent

			Countries, Suva	Work
	5	Sereana Rokoika	ILO Office for Pacific Island Countries, Suva	Administrative & Programme Assistant
	6	Shamim Mohammed	ILO Office for Pacific Island Countries, Suva	Official/Diplomatic Driver – Director ILO

Majority of the participants were from Fiji and Vanuatu. And the seminar ensured that at least 30% of the participants were women. In fact, 50% of the participants were women.

(refer to attachment for details of Participants)

4.0 SEMINAR CONTENT

The trainers commented that the seminar discussed vital issues with specific detail knowledge and skills to address them. Such as the knowledge of how entrepreneurs learn best, skills and techniques to impart business management knowledge and skills to them in the industry. To many trainers the SYB programme and especially the SYB Workshop to support people with disabilities and the TOT seminar is an eye-opener that gave them a thorough understanding of specific processes to follow to address and achieve specific detail outcomes for each activity in providing technical or management advice to stakeholders in the disability program and sector and within their localities.

The seminar discussed and provided trainers with the knowledge and needed skills on how to assist people with disabilities to start their own businesses. It was delivered in a step by step guide the process of a business start-up and where and when a follow-up support service be introduced to further assist them.

In a nut shell, it enabled the trainers to analyze and assesses their trainer skills and basic business management knowledge and understanding of the content of SYB programme.

Since the SYB Programme, and in this regard the SYB Programme for people with disabilities, is all about achieving results, the seminar concluded with guidance on trainers getting really started by scheduling tasks and action plans for their first on-the-field training. To pursue this further the responsibility now rests on the shoulders the ILO Programme Officer and Coordinator in Suva to follow-up and support these trainers within the next few weeks after the departure of the Master Trainer to PNG to enable the trainers to implement and deliver the small business management training to their respective target clients before the year end.

The knowledge and needed skills has been imparted and the next step will be a big challenge that can change the way they conduct their normal day-to-day responsibilities in their respective organizations to achieve their respective organizational goals and objectives. It can be very rewarding too.

I am personally happy with the overwhelming support given to me and to the Programme by Mr. David Lamotte, Director ILO Office for the Pacific Island Countries, the ILO Specialist on Decent Work Strategies – Mr. Satoshi Sasaki, Mr. Bimlesh Raj- Programme Officer for the Disability Programme, Mrs. Sereana Rokoika – Administration and Programme Assistant and all the staff of the ILO suva office. I am also very grateful of the support and assistance provided by my immediate Supervisor and the Acting Managing Director of Small and Medium Enterprise Corporation – Mr. Henry Marasembi for his endorsement and approval to release me to undertake this assignment on secondment to the ILO Office for Pacific Island Countries in Suva, Fiji Islands. This support already proves and provides capabilities needed to sustain this programme in the Pacific.

5.0 SEMINAR PROGRAMME

For details of the programme refer to the attachment “SYB TOT Programme for People with disabilities”.

The workshop starts 0800hrs and ends 1730hrs every day. The SYB TOT Programme for People with disabilities consists of the following materials:

- The SYB Business Awareness Handbook. This part of the programme helps entrepreneurs to look at how prepared they are to start a business and what is their idea for a new business.
- The SYB Business Planning Handbook. This part of the programme helps entrepreneurs to turn their idea into a Business Plan.
- Trainers Handbooks (Facilitators Guide, Trainer’s Reader and a Marketing Strategy Handbook)
- Handouts and SYB Game Kit

The training of entrepreneurs in a workshop is conducted in 10 days or 2 weeks. The first 2 – 3 days of the first week covers the Awareness while the 7 – 8 days is spent on Business Planning.

The programme utilizes participative approaches to impart the knowledge and needed skills to course participants.

6.0 RESOURCE PEOPLE

As per ILO standard and requirements Master Trainers were called to facilitate at this seminar. The Master Trainers in charge of the TOT seminar was:

1. Mr. Peter Piawu – Manager, Business Training & Information Services and Master Trainer, SIYB Programme Office - SBDC, Port Moresby, PNG.

In addition, the TOT seminar challenged trainers to:

- Have a thorough knowledge and understanding of customers needs and wants of their target groups when considering providing training for them. And not training for the sake of training them. Since training is a means to an end and followed-up with complementary packages to enable the would be entrepreneurs to get really started, ie, to start their businesses or improve performances of existing businesses.
- Consider their own knowledge and skills as business advisers; - whether they have the characteristics of a trainer who could successful assist and provide advice to these business owners,
- Consider their ability to identify and explore business opportunities, markets, and
- Consider their optimum professionalism of conduct as trainers in the SIYB Programme or SYB Youth programme to achieve maximum organizational output,

as the success of any programme implementation depended on a strong and vibrant trainer base and a efficient and effective structure and mechanism of Monitoring and Evaluation of a trainer in the SIYB programme.

7.0 PROCEDURE

The Programme was advertised and participants were screened and selected to participate at the seminar.

The opening and closing ceremony were well officiated and attended by delegates from the ILO and the national counterparts in Fiji. The TOT seminar was opened by the ILO Director for Pacific Island Countries, Mr. David Lamotte. And the closing was officiated by the ILO Specialist on Decent Work Strategies, Mr. Satoshi Sasaki and the CEO of the Pacific Disability Forum, Mr. Setareki Macanawai.

The training materials and stationery were provided by the ILO *Programme for people with Disabilities*. Participants register and profile forms were distributed at the start of the seminar to monitor daily attendance and Monitoring Information Systems (MIS) database for the purposes of on-going Monitoring and Evaluation and impact assessment throughout implementation and project period.

The seminar adhered to the SIYB training methodologies. The one (1) week TOT was very intensive and participatory. The trainers were introduced to the SYB methodologies, techniques and tools to implement the SYB training programme for people with disabilities. There were individual and group presentations assigned for in-class evaluation of trainer presentation skills. Of which feedbacks were provided by peers and the Master Trainer for each person as possible areas of improvement. The SIYB Game, simulation and case study exercises presented a learning experience and a learning environment for the trainers.

By the end of each training day trainers fill in the daily reaction evaluation forms which consist of comments for the day's topic, tools and materials introduced were they helpful, what wasn't understood and suggestions to improve it. And the end of TOT Seminar Evaluation Forms was filled in at the conclusion of the seminar.

The procedure, training schedule and the capacity building programme is indeed a new learning experience for many of the trainers. The programme will be remembered for its' inter-activeness, intensiveness, and participatory and fun yet a new learning experience for many of the trainers.

8.0 MATERIALS

The seminar materials were:

1. The SYB Business Awareness Handbook. This part of the programme helps entrepreneurs to look at how prepared they are to start a business and what is their idea for a new business.
2. The SYB Business Planning Handbook. This part of the programme helps entrepreneurs to turn their idea into a Business Plan.
3. Trainers Handbooks (Facilitators Guide, Trainer's Reader and a Marketing Strategy Hanbook)
4. Handouts and SYB Game Kit

III. THE RESULTS

- The Trainers are able to use the SYB programme as an entrepreneurship programme for their target groups.
- The Trainers were able to design how the SYB Programme can fit into their existing structure and be implemented in their respective organizations.
- Each trainer discussed critical elements of sustainability for implementation of the programme in their organizations.
- The Trainers were able to prepare a training budget for implementation of the programme in their organizations and/or countries.
- The trainers were able to prepare an action plan on implementation of the SYB Programme in their organizations and/or countries.
- The trainers were aware of their responsibilities as delivery agents for the beneficiaries of the Disability Programme who are the potential and existing entrepreneurs, women and youth or the largely marginalized groups within their localities for which their organizations exist to serve especially people with disabilities and their families.
- The trainers were confident, enthusiastic and willing to implement the SYB Programme.
- The Trainers are now in the process of organizing Training of Entrepreneurs (ToE) workshops. Four workshops have been conducted to date for 80 mostly young people and women.

- By end of year, the ToE workshops will reach at least 140 people with disabilities and their families in the 4 participating countries in the Pacific (Fiji, Vanuatu, Solomon Islands and Tuvalu).
- The participants of the ToE workshops are being taken through a process of understanding the business environment and developing a Business Plan, which they can then use to mobilize funds to start up a small business.
- The youths and women and people with disabilities and their families are taught how to identify market and access opportunities, and to generate innovative and creative business ideas that they can then follow through to start up.

IV. FINANCIAL COSTS

The cost of my travel and subsistence for this engagement to Nadi, Fiji Islands is fully met by the ILO.

V. CONCLUSION AND RECOMMENDATION

1.0 CONCLUSION

The ILO Office for the Pacific Island Countries continues to play a very pivotal role in assisting the island nations in capacitating its' human resources and building foundations for greater participation in economic activities and enterprise development. Nonetheless, the importance of proving equal opportunities for employment creation and self-sufficiency.

The incorporation of the SYB Programme as a component of the Decent Work Country Programme and a tool for empowering people with disabilities and its introduction into each country's disability programme alongside the other existing components of disability action plans will complement and enhance the impact of the ILO's assistance in the region.

The TOT workshop and the planned in-country programmes for people with disabilities have in so far indicated a need to further develop market opportunities and access to finance for people with disabilities.

Whilst the programme is been accepted into NPOs existing programmes, on-going coordination, support, Monitoring and Evaluation will have to be developed and capacitated to further make the programme fully institutionalized.

Yet of paramount importance is the building of local capacities and in this case a national coordinator for each participating country to liaise with trainers and organizations on the ground and report to the ILO Programme Manager and/or Programme Officer in Suva.

The TOT seminar on Start Your Business to support people with disabilities has generated much interest from the people, the Disabled Persons Organizations from Fiji, Vanuatu, Solomon Islands and Tuvalu and the Trainers and is already proving to be an essential tool for developing their livelihoods.

To this end, a national country coordinator for each participating country has an important task to ensure that further assistance is provided to SYB Trainers and participating Disabled Persons Organizations.

All in all, the TOT seminar has achieved its objectives.

2.0 RECOMMENDATION

- That follow-up and support be maintained for those that have participated at the TOT seminar and SIYB training workshops.
- All activities of the trainers and NPOs to be monitored and evaluated to determine their responsiveness to the varied needs of young women and men, and the marginalized groups and people with disabilities.
- Access and linkages to MFIs be obtained for NPOs and people with disabilities and their families.
- A MIS database be maintained so that reports can be obtained as and when necessary for reporting purposes and for further impact assessment of the Programme.

Peter Dilol Piawu - SIYB Master Trainer/External Collaborator

**PNG SIYB Programme Office
C/- Small and Medium Enterprise Corporation (SMEC)
P.O.Box 286,
WAIGANI,
National Capital District,
Papua New Guinea**

APPENDIXES

A. TOT Seminar Programme

A. TOT Seminar Programme

SYB TRAINING OF TRAINERS TIMETABLE



**Training of Trainers Workshop on Start Your Business to Support
People with Disabilities
27 April – 1 May, 2015
Tanoa International Hotel, Nadi, Fiji**



Training Programme

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:00 – 08:30 am	Official Opening Mr. David Lamotte, Director ILO Office for Pacific Island Countries Registration & Admin	Recap/Admin	Recap/Admin Individual Presentations 1,2,3,	Recap/Admin Introduction to M&E Introduction to SYB Follow-up Methods	Recap/Admin Counselling Linkages & Networking
08:30-10:00 am	Introduction & Overview of Programme/ Materials for Trainers Introduction to SYB Training Cycle Marketing the SYB Programme	Making a Session Plan Micro session by MT Prepare Group Presentation	Individual Presentations 4,5,6	Case Studies & Group Discussions on Country Disability Programmes	Disability Programmes Case studies – Summary of Country Experiences
10:00–10:15	MORNING TEA BREAK				
10:15 – 12:00 am	Selection & TNA Preparation & Design of SYB Seminars	Group Presentations Group 1 & 2	Individual Presentations 7,8,9	Introduction to Action Planning Action Planning Practical	Presentation of Action Plans
12:00 – 1:00	LUNCH BREAK				
1:00 – 3:00 pm	Allocation of Topics for group and individual presentations SYB Methodologies & Effective Presentations	Group Presentations Group 3 & 4	Individual Presentations 10,11,12	Action Planning Practical: Country Action Plans	Administration & TOT Seminar Evaluations Exchange of Participant Contacts
3:00 – 3:15	AFTERNOON TEA BREAK				
3:15 – 5:00 pm	SYB Training Methods & Using Visual Support and Energizers Hints on effective Presentations by MT	Group Presentations Group 5 Evaluating SYB Business Plans Prepare Individual Presentations	Individual Presentations 13 & 14	Programme Design & Cost Implementations	Official Closing Mr Satoshi Sasaki, ILO, Specialist on Decent Work Strategies. Mr. Setareki Macanawai, CEO, Pacific Disability Forum. Presentation of Certificates Group Photo
Evening	Playing the SYB Game Module 1	Prepare Individual (Pairs)Presentations	Facilitating SYB Game Module 1	Feedback by MT on Individual Presentations	