



► Social Protection Training Toolkit for Lao PDR

Comprising Training Manual
and Learning Pack



About the Toolkit

► The Toolkit

Designed for:

- Ministry of Labour and Social Welfare
- Lao Social Security Organization
- National Health Insurance Bureau
- Academia
- Civil society organisations
- Development partners



The Training Manual

Designed for those being trained to:

- understand what social protection is and become familiar with core concepts related to it
- learn about how social protection programmes can be designed and implemented
- become familiar with key social protection instruments

▶ The Training Manual: Modules

- **Module 1** – Foundational module on social protection
- **Module 2** – National social protection framework in Lao PDR
- **Module 3** – Training module that strengthens participants' skills and confidence in facilitation

Target audience

Target audience	Purpose/Use of the Toolkit	How to design the training
Government	Train provincial authorities to plan for implementation of the NSPS and its social protection schemes	More technical discussions using the Learning Pack from Modules 1–2; Ongoing, intermittent training of 1–2 days
Civil society	Adapt to their local/village/community trainings Increase understanding of local CSO partners/practitioners Advocacy to campaign for certain rights or certain scheme designs necessary in their localities	Multi-day intensive training, which facilitates team-building as it gives participants time to share reflections on the training between sessions. This can greatly facilitate personal growth and development, and build peer-support opportunities among participants
Development partners	Use for their capacity-building activities as part of policy design or implementation	Can be intermittent or multi-day intensive training

Session schedule overview

	Introductory Session		
35 minutes	10 minutes	Getting to know each other	Activity 1 , Handout 1
	25 minutes	Rules and expectations	Activity 2

	Module 1: Introduction to social protection		
60 minutes	Session 1: Risks and coping mechanisms in communities This session will explore the question of why social protection is so important to Lao people		
	60 minutes	Mapping the risks and practical solutions in communities	Activity 3 , Handout 2
<i>Next: Session 2</i>			

Module 1: Introduction to social protection			
40 minutes	Session 2: Basic concepts of and background on social protection - Explore how social protection can help us meet the needs of Lao people. - Explore what is meant by the term social protection. - Explore what is meant by the life-cycle approach to social protection.		
	30 minutes	Presentation on: - Social protection - International standards on social protection and social protection floors - What is the “staircase” approach? - Social protection in the SDGs	
	10 minutes	Jargon busting	<u>Activity 4</u>
<u>Next: Session 3</u>			

Module 1: Introduction to social protection			
65 minutes	Session 3: Existing social protection system in Lao PDR This session aims to begin to build a picture of the social protection needs of the country.		
	20 minutes	Building a picture of social protection in Lao PDR	Activity 5 , Handout 3
	30 minutes	Social protection system in Lao PDR (Based on ABND results and local social protection data)	
	15 minutes	Who wants to be a millionaire?	Activity 6
<i>Next: Session 4</i>			

Module 1: Introduction to social protection			
45 minutes	Session 4: The role of social protection This session aims to help participants understand why social protection is important.		
	15 minutes	Myths or facts?	<u>Activity 7</u>
	30 minutes	Case study: Child cash support in Thailand	
<u>Next: Session 5</u>			

Module 1: Introduction to social protection			
120 minutes	Session 5. Targeting approaches Learn about key elements of social protection, particularly cash transfers.		
	60 minutes	Understanding the complexity of targeting	<u>Activity 8, Handout 4</u>
	30 minutes	Lecture on targeting approaches and case study on the social pension for indigent senior citizens in the Philippines	
	30 minutes	Targeting social protection	<u>Activity 9</u>
<i><u>Next: Sessions 6 & 7</u></i>			

Module 1: Introduction to social protection			
60 minutes	Session 6: Types of social protection		
	30 minutes	Conditional versus unconditional	Activity 10
	30 minutes	Case studies: • Mother and Early Childhood Grant; • Conditional Cash Transfer for Education Programme (CCTE)	
30 minutes	Session 7: Consolidating understanding of social protection		
	30 minutes	“Skeptics” versus “believers”	Activity 11
<i>Next: Module 2 – Session 1</i>			

Module 2: National Social Protection Strategy

Session 1: The National Social Protection Strategy (NSPS)
Learn about the National Social Protection Strategy of Lao PDR.

75 minutes

45 minutes

Mapping the NSPS to existing social protection in the province

[Activity 12](#)

30 minutes

Presentation: National Social Protection Strategy (Overview)

Next: Module 2 – Session 2 & 3

Module 3: Facilitation and preparation

	30 minutes	Session 1: Roles of the facilitator	
	30 minutes	Session 2: Facilitation techniques	
	45 minutes	Session 3: Challenges faced by facilitators	
	90 minutes	Session 4: Planning and preparation	

Introductory session

► Activity 1: Getting to know each other

	Procedure:	1. Ask participants to find someone who matches a characteristic on Handout 1 and write that person's name in the corresponding box. 2. Participants must get the names of 5 people that complete a row horizontally, vertically, or diagonally. 3. Tell the participant to shout BINGO when they get a line of 5.
	Facilitator's note	Wrap up the activity after 10 minutes even if none of the participants has completed a row. Highlight that most of these characteristics are related to social protection, particularly life risks, circumstances, and coping mechanisms.

Activity 1: Getting to know each other



► Activity 2: Rules and expectations

	Procedure:	1. Divide the participants into three groups. 2. Assign each group to a flipchart sheet. 3. Ask the groups to write their expectations from the training based on the topic assigned to them. Give 5 minutes. 4. After 5 minutes, each group will move to the next sheet. They will read what the first group has written and add their own expectations. They can also agree with what the earlier group has written. This will also take 5 minutes. 5. Repeat this process for a third time until all groups have interacted with all three sheets.
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► Activity 2: Rules and expectations

	Procedure:	6. After 3 rounds, the facilitator will read what the groups have written. The facilitator will level off the participants' expectations by reassuring them about which expectations will be met. Based on the participants' expectations and with the assistance and agreement of the participants, the facilitator will then summarize and write down the rules for the training on a separate "House Rules" sheet. 7. Display the flipchart sheets where everyone can revisit them and as a reference during the whole of the training.
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► Activity 2: Rules and expectations

	Facilitator's note	Guide the participants while going on rounds. Make sure everyone is participating. It is also important that the house rules come from the participants and are agreed on. Give samples if they are having difficulty: Content/Methodology • Fun and participative • With ample breaks • A lot of ice breakers Training facilitators/Resource speakers • Knowledgeable • Speaks clearly • Energizing Participants • One-mouth rule • No mobile phones during session
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1 CONTENT / METHODOLOGY

ມື້ອາໄນ / ວິທີການ

1. ນັບແບບ ປະຕິບັດ ສະເພາະ ປະສົບຊັບສະໜັບສະໜູນ - ຕົວຕົນ
2. ວິທີການຄົ້ນຄວ້າ
3. ກຸ່ມເປັນເປັນ (ການກວດ)
4. ສົມຝັດໂຕເປັນ, ສະຫຼັບການ ພັດທະນາ ສະເພາະ ວິຊາ
5. ກຸ່ມເປັນເປັນການຄົ້ນຄວ້າ ຕົວຕົນ
6. ສະຖານະການພົວພັນຕົວຕົນ
7. ວິທີການຄົ້ນຄວ້າທີ່ບໍ່ມີການປ່ຽນແປງ ເພື່ອໃຫ້ຜູ້ຄົນມີສ່ວນຮ່ວມ
8. ສູ່ພື້ນທີ່ການຝຶກອົບຮົມ
9. ສົມທຽບການກະທຳບົດວິຊາ
10. ການຈັດການກັບແຮງງານຂອງລະດັບທີ່ບໍ່ຄືກັນ

2 PARTICIPANTS : ຜູ້ເຂົ້າຮ່ວມ

- Sharing experiences
- Knowing each others
- Lesson learned about SP
- Skills of all participants
- Networking
- Respect regulation of training
- Good trainers
- ມີຄຸນນະພາບສອນ
- ທຸກຄົນຕ້ອງມີການປະຕິບັດລະບຽບ

3 RESOURCE SPEAKERS : ຄູ່ຝຶກ

1. ຢ່າຮູ້ແລະມີຄຸນນະພາບ SP
2. ທຸກຄົນຝຶກອົບຮົມແລ້ວສາມາດສົ່ງຄູ່ຝຶກ
3. ຢ່າຮູ້ບົດຮຽນຈາກຜູ້ເປັນຜູ້
4. ປະສົບການໃນການຮູ້ທີ່ບໍ່ຄືກັນ
5. ຢ່າຮູ້ແລ້ວຕ້ອງມີຄຸນນະພາບ ການເປັນຄູ່ຝຶກ.
6. hard skills & soft skills of facilitators.
7. ການປະຕິບັດການ ການຮູ້ທີ່ບໍ່ຄືກັນ
8. ພົມສັນຊາ, ສຸກວັນອາດາດ ເວນເປັນຄົນ

Activity 2: Rules and expectations



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