

AGENDA

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

Time	Activities	Person in charged
Day 1		
8h30 – 9h00	Introduction Training Objectives and Participant’s Expectations.	VCA, ILO Participants
9h00 – 10h15	Part 1: Introductions Self-evaluation and what makes a business succeed	Trainers/Facilitators
10h15 – 10h30	Tea-break	
10h30 – 12h00	Part 2: Better Marketing Case study: “Chuyện nhà Tâm”	Trainers/Facilitators
12h00 – 13h30	Lunch	
13h30 – 15h00	Part 3: Improving Productivity	Trainers/Facilitators
15h00 – 15h15	Tea-break	
15h15 – 16h50	Part 4: Improving quality	Trainers/Facilitators
16h50 – 17h00	Evaluation after Day 1	Trainers/Facilitators
Day 2		
8h30 – 9h00	Warm-up activity	
9h00 – 10h15	Part 5: Book Keeping and understanding costs	Trainers/Facilitators
10h15 – 10h30	Tea-break	
10h30 – 12h00	Part 5: Book Keeping and understanding costs <i>(continued)</i>	Trainers/Facilitators

12h00 – 13h30	Lunch	
13h30 – 15h00	Part 6: Action Planning	Trainers/Facilitators
15h00 – 15h15	Tea-break	
15h15 – 16h30	Guidance for Facilitators on C-BED Experience sharing during implementing CBED and data collection after the trainings.	Trainers/Facilitators
16h30 – 17h00	Q&A section Final evaluation	Trainers/Facilitators