The Learning Institute (LI) is a non-profit, non-political Cambodian organization working with a wide range of civil society, public and private sector organizations to enable more effective contributions to the sustainable management of natural resources for the benefit of rural people.

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INTRODUCTION TO THE TRAINING MANUAL

The project **Strengthening Community Fisheries Management and Livelihoods Diversification** in the regions of the Tonle Sap Great Lake and the coastal provinces, Cambodia is an attempt to strengthen small-scale fishing activities in Cambodia. Its objective is multi-fold: it aims at strengthening the rights of community fisheries members, enhancing the capacity of local youth groups and community fisheries organizations in support of sustainable fisheries and habitat management, and improving the recognition of the role of women and integrating a gender perspective in the development of rural/coastal livelihoods and in community fisheries (and habitat) management.

The project is implementing by The Learning Institute (LI) with support from Government of Sweden through Southeast Asian Fisheries Development Center (SEAFDEC). The project implements in 7 community fisheries (CFis) in 6 provinces include Kampong Chhnang, Pursat, Battambang, Kep, Kampot, and Sihanoukville. In 2015, the project team organized Training Need Assessment (TNA) workshops in those CFis to find out what are the need for training of the community. As result, there were many training needs found from the workshops, those include natural resource management and planning, leadership and community organizing, networking and partnership building; proposal formulation and report writing. From the findings, the project has developed training manual and materials for awareness raising to the target audience encompasses of community committee, community member, fishermen, local authorities (commune and village), and youth.

The training manual on “Networking and Partnership Building” has been developed to support community workers to deeper understand the basic concepts of networking and partnership building, steps in doing networking and building partner, and other.

The Learning Institute hopes that field workers will make use from this manual to support their current work. We believe that this training manual will have some missing points, and we hope that users will share comments/feedbacks from usage to improve developing of this module more practical and useful for next publishing.
**FACILITATOR TRAINING AGENDA “NETWORKING AND PARTNERSHIP BUILDING”**

**Main message:**
1. It is important for partners to know their roles and responsibilities in order to have successful partnership.
2. Networking and partnership building can improve NRM.
3. A successful partnership can provide the mutual benefits to all partners and supporters.
4. Know the roles and abilities of a networker
5. Qualities (attitudes) of an effective networker

**Participants:** 20 people (CFi committee, local authority, youth group, and CFi members)

**Time:** 7 hours

<table>
<thead>
<tr>
<th>TIME</th>
<th>SESSION</th>
<th>METHOD</th>
<th>OBJECTIVES</th>
<th>MATERIALS</th>
</tr>
</thead>
</table>
| 1 hour | 1. SETTING THE SCENCE  
- Opening remark  
- Self-introduction  
- Expectations of participants  
- Course objectives  
- Agenda of the training course  
- Ground rules | Brainstorming  
- Plenary and small group discussion  
- Questions and answers | Participants will be able to:  
- Know about the background of project and LI  
- Know about objectives and expectations  
- Know each other  
- Know about ground rules | Flip charts, color paper, marker, tape. |
| 3 hours| 2. BASIC CONCEPTS OF NETWORKING  
- Definition of networking  
- Tips to do networking  
- Advantages and disadvantages of networking  
- Roles a networker  
- Attitudes/Behaviors of a good networker | Brainstorming  
- Plenary and small group discussion  
- Questions and answers | Participants will be able to:  
- Understand the basic concepts of networking  
- Be aware of some tips to do networking  
- Understand the advantages and disadvantages of networking  
- Understand the different roles and abilities of a networker  
- Identify and agree on the qualities of a good networker | Flip charts, Cue card, pens, colored paper, handouts, tape and markers |
| 2 ½ hours| 3. BASIC CONCEPTS OF PARTNERSHIP BUILDING  
- Definition of partnership  
- Method to work with Partners  
- Steps to do partnership  
- Advantages and disadvantages of partnership | Brainstorming  
- Plenary and small group discussion  
- Questions and answers | Participants will be able to:  
- Understand the basic concepts of partnership  
- Understand the method of working as the partnership  
- Understand the steps of partnership building  
- Understand the advantage and disadvantage of partnership | Flip charts, Cue card, pens, colored paper, handouts, tape and markers |
| ½ hour | 4. Closing  
- Wrap up by training facilitator  
- Participant’s interest  
- Certificate delivery  
- Group photo | Presentation  
- Taking photo | Participants will be able to:  
- Know key points of the training  
- Know the interests from participants  
- Get certificate  
- Get group photos | Camera Certificate |
**PRACTICE HINTS**

- This training course delivery requires at least two facilitators because they can take turn in introduce about exercise, group discussion, and taking note of any important results from group discussion and plenary presentation.

- Facilitators should be on the same pages and be ready on group work exercise and other sections of the course. Facilitators have to prepare answer sheet or written lesson and extra explanation for all sections in the course. In case the facilitators could not respond to the question by participants, facilitator should not feel shy or afraid of saying “I don’t know”. The facilitators and participants could try to find some better idea to respond to the question together or facilitator could try to respond in next day of the course.

- The course delivery consisted of many group discussion. So during the discussion, facilitators better to walk around to ensure participants on the right track, fully participations from group members, and to share more idea in case they needed.

- There is time provided for each section and if facilitators think provided time is not enough or over, facilitators can keep it flexible and make change. Facilitators should make sure that participants are given enough time to finish each steps.
The following types of learning methods are suggested in this Training Manual:

- **Brainstorming**: Participants are asked to “brainstorm” i.e. to generate ideas about a particular subject. Every suggestion is accepted without criticism or comment and written down on the flip chart. The group then discusses the ideas when all suggestions have been recorded. Where necessary and relevant the facilitators provide additional input and make sure that the session ends with the correct information.

- **Buzz groups**: Participants discuss ideas/experiences in pairs or threes for a few minutes, sitting where they are in the larger group or plenary discussion. This is helpful for getting discussions going and enabling participants to explore ideas before speaking in the larger group. The buzz groups are usually given guiding questions. After a given time representatives of the buzz groups are invited to share their findings with the plenary.

- **Games**: Games and exercises can help to sort out problems, to create a group identity and to build trust within the group. Different types and exercises are used: icebreakers, energizers, knowledge games which give information to the players. As much as possible exercises used during the training will build on the concrete projects participants are working for.

- **Facilitator Presentation**: A presentation of a subject by the facilitator. Usually after the presentation the facilitator allows for questions and discussion of the topic.

- **Plenary Discussion**: During plenary discussions the whole group stays together and discusses a certain topic. Plenary discussions are often used at the beginning and end of a session. They assist in getting the whole group moving, making sure that everybody has the information required and summing up the most important issues of a session.

- **Small Group Discussion**: Usually small group discussions and exercises comprise about 7-10 people. They should not be too big to enable every participant to speak. Small group discussions are to encourage people to share experience and knowledge and to develop a cooperative approach to working.
## Module 1: Setting The Scene

<table>
<thead>
<tr>
<th>Session 1.1: Opening/Welcome</th>
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</thead>
<tbody>
<tr>
<td>Session 1.2: Introduction of Participants</td>
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<tr>
<td>Session 1.3: Participants' Expectation and Concerns</td>
</tr>
<tr>
<td>Session 1.4: Objectives, Program, and Ground-Rules</td>
</tr>
<tr>
<td>Session 1.5: Pre-test</td>
</tr>
</tbody>
</table>
SESSION 1.1: OPENING/WELCOME

Objectives:
- Participants are aware of the overall background of the project, training, and institution.

Materials: Draft note for the speaker

Time: 15mns

Steps:
1. Welcome the audience.
2. Introduce the training course topic and objectives.
3. Introduce the trainers.
4. Introduce the overall background of the project.
5. Introduce about background of implementing institution.

Notes for the facilitators:
- In this session, make sure that the guest speaker is aware about the overall background, purpose of the training, methodology, and some key focus in the training. In addition, how the training contribute to strengthening capacity of local community and better management of fishery resources. More importantly, share to the audience how this training course link to other trainings.
- It may be helpful to prepare some notes for the welcome speech of the guest. Encourage the guest speaker to highlight the importance of putting into practice what participants’ have learned during the workshop and that participants should therefore commit to the planning/action plan they will develop at the end of the course.
SESSION 1.2: INTRODUCTION OF PARTICIPANTS

Objectives:
- Participants get to know each other well and release their stress before starting discussion on the topic of the training.

Materials: Color paper and makers.

Times: 30mins

Steps:
1. Explain the objectives of the session to participants
2. Participants have to choose their partner because they will work in pair.
3. Ask the pairs to interview each other for about 5mins. They should focus on the following questions:
   - What is your name?
   - What is your role in the community?
   - Which village you come from?
   - Do you know what is networking and partnership building means?
     Ask them to take note all the respond from their partner.
4. After 5mins interviewing each other, ask the participants to take turn to present their partner to the plenary. Follow this steps until everyone finish.

Notes for the facilitators:
- Take note/summarize of the main information on the flip chat.
- Inform participants that you will come back to these responses later during the course delivery.
SESSION 1.3: PARTICIPANTS’ EXPECTATIONS AND CONCERNS

Objectives
In this part, participants will be able:
- Know about expectations of the participant from the training course. This will be to avoid any misconceptions about the training, respectively to adjust the training program where appropriate and possible.
- Participants know which of their expectations can be addressed and which cannot be addressed.

Material: Color paper, makers, flipchart, and masking tape

Time: 20mns

Steps:
1. Introduce participants about the objectives of this session.
2. Distribute color paper to participants
3. Ask participants to write down their expectation on the given color paper (1 expectation per paper)
4. Facilitator collect all written color paper from participants
5. Facilitator read out loud and group those expectation. In this step, facilitator can ask for clarification of any expectation hardly understand.
6. Wrap up the session
7. Inform participants that we will come back to see all the expectation at the end of the course
8. Allow time for Q&A, clarification

Note for the facilitator:
- Facilitator have to check carefully on each expectation
-Inform participants if some expectation could not be achieved because of this and that as some may out of topic of the training course
SESSION 1.4: OBJECTIVES, PROGRAM, AND GROUND RULES

Objectives:
- Participants are aware of the training objectives
- Participants will be able to remember and understand the logic of the training process.
- Facilitators and participants know about what should do and should not do in the class which promote a good working spirit.

Materials: Flipchart, marker, masking tape, note the objectives of the training courses, and copies of the workshop program.

Time: 20mns

Steps:
1- Introduce the objectives of the session to participants.
2- Present the objectives of the training course. Use handout 1.4a: Objectives of the training course. Facilitator can make reference to participants’ expectation and concerns from earlier session where relevant. Distribute the handout 1.4a and allow time for question and comments.
3- Distributing the training workshop program. Explain the major steps and how the modules are logically linked with each other. Us handout 1.4b: Training program.
4- Brainstorm in plenary by asking “what you should and should not do in class?”
5- Facilitator write all the idea from participants on flipchart.
6- Facilitator ask participants to have final check whether they agree or disagree.
7- Facilitator asks participant “What is the punishment look like when someone break the rules?”
   Note: Punishment could be in the form of dancing, joking story, acting like money or other animals, and pay money. This will depend on willingness of participants.
8- Facilitator wrap up and inform participants that all ground rules will have to be well respected by both facilitators and participants.

Notes for the facilitators:
- When presenting the objectives, make reference to participants’ expectation and concerns and explain which can be met and which can’t be met.
- To ensure working spirit, facilitator and participants should take responsibility to the ground-rules.
**Handout 1.4a: Objectives of the training course**

- Definition of networking and partnership building.
- Tip to do networking
- Advantages and disadvantages of networking
- Attitude of a good networker
- Concept of partnership
- Advantages and disadvantages of partnership

**Handout 1.4b: Program of the training course**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 01</td>
<td></td>
</tr>
<tr>
<td>07:45-08:00</td>
<td>Arrival of participants and registration</td>
</tr>
<tr>
<td></td>
<td><strong>Module 1: Setting the Scene (90mns)</strong></td>
</tr>
<tr>
<td>08:00-09:30</td>
<td>Session 1.1: Opening/Welcome</td>
</tr>
<tr>
<td></td>
<td>Session 1.2: Introduction of participants</td>
</tr>
<tr>
<td></td>
<td>Session 1.3: Participants’ expectation and concerns</td>
</tr>
<tr>
<td></td>
<td>Session 1.4: Objectives, program, and ground-rule</td>
</tr>
<tr>
<td></td>
<td>Session 1.5: Pre-test</td>
</tr>
<tr>
<td>09:30-09:45</td>
<td>Coffee break</td>
</tr>
<tr>
<td></td>
<td><strong>Module 2: Basic Concept of networking (120mns)</strong></td>
</tr>
<tr>
<td>09:45-11:45</td>
<td>Session 2.1: Definition of leadership and leader</td>
</tr>
<tr>
<td></td>
<td>Session 2.2: Principle of leadership</td>
</tr>
<tr>
<td></td>
<td>Session 2.3: Type of leader</td>
</tr>
<tr>
<td>11:45-14:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>14:00-14:30</td>
<td>Energizer Game</td>
</tr>
<tr>
<td></td>
<td><strong>Module 3: Basic Concept of Community Organizing (180mns)</strong></td>
</tr>
<tr>
<td>14:30-16:30</td>
<td>Session 3.1: Definition of Community and Community Organizing</td>
</tr>
<tr>
<td></td>
<td>Session 3.2: Steps in Community Organizing</td>
</tr>
<tr>
<td></td>
<td>Session 3.3: Gender in Community Organizing</td>
</tr>
<tr>
<td>16:30-16:15</td>
<td>Break</td>
</tr>
<tr>
<td>16:15-16:30</td>
<td>Closing and Wrap up for day 1</td>
</tr>
<tr>
<td>Day 02</td>
<td></td>
</tr>
<tr>
<td>08:00-08:30</td>
<td>Recall from Day 1 session</td>
</tr>
<tr>
<td>08:30-09:30</td>
<td><strong>Module 3: Basic Concept of Community Organizing (Cont.)</strong></td>
</tr>
<tr>
<td>09:30-09:45</td>
<td>Coffee Break</td>
</tr>
<tr>
<td></td>
<td><strong>Module 4: Leadership in Community Organizing and Management (120mns)</strong></td>
</tr>
<tr>
<td>09:45-11:45</td>
<td>Session 4.1: Goals of leadership in community organizing</td>
</tr>
<tr>
<td></td>
<td>Session 4.2: Tasks of leadership in community management</td>
</tr>
<tr>
<td>11:45-14:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>14:00-14:30</td>
<td>Wrap up for day 02</td>
</tr>
<tr>
<td></td>
<td><strong>Module 5: Closing Remark</strong></td>
</tr>
<tr>
<td>14:30-15:30</td>
<td>Session 5.1: Post-Test</td>
</tr>
<tr>
<td></td>
<td>Session 5.2: Course Evaluation</td>
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<td></td>
<td>Session 5.3: Community representatives’ remake</td>
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<tr>
<td></td>
<td>Session 5.4: Closing remark</td>
</tr>
</tbody>
</table>
SESSION 1.5: PRE-TEST

Objectives:
- Participants assessed their own knowledge/understanding before the training.

Materials: Handout 1.5: Pre-test

Time: 15mns

Steps:
1- Explain the objectives of this pre-test to participants
2- Distribute the pre-test (handout 1.5) sheet to all participants and provide further explanation.
3- Give participants 20mns to complete the task.
4- Collect all answer sheet from participants.
5- Check if there is missing answer.
<table>
<thead>
<tr>
<th>Handout 1.5: Pre-test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of CFi:………………………………………</td>
</tr>
<tr>
<td>Name: ..................Sex:.....................Age:...............Status:....................</td>
</tr>
<tr>
<td>Educational status: .........................</td>
</tr>
</tbody>
</table>
| Role: ...........................................
| H/P:.................................................. |

1- What is networking?

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2- What are the tip to do networking?

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3- Please share about advantages and disadvantages of networking?

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4- What are the attitudes/behaviors of a good networker?

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5- What is partnership building?

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6- What are the step to do partnership?

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7- What are the advantages of networking and partnership in community development?

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Thanks!!!
**MODULE 2: BASIC CONCEPTS OF NETWORKING**

- Session 2.1: Definition of Networking
- Session 2.1: Tips to do networking
- Session 2.1: Advantages and disadvantages of networking
- Session 2.1: Roles a networker
- Session 2.1: Attitudes/Behaviors of a good networker
**Module 2: Basic Concepts of Networking**

**Session 2.1: Definition of Networking**

**Session 2.2: Tips to do networking**

**Session 2.3: Advantages and disadvantages of networking**

**Objectives:**
At the end of the session, the participants will be able to:
- Understand the basic concepts of networking
- Be aware of some tips to do networking
- Understand the advantages and disadvantages of networking

**Materials:**
Flip charts, maker, tape, handouts, and color paper.

**Time:** 3 Hours

**Steps**
1. Explain the objective of the session to the participants
2. In plenary, facilitator brainstorm the following question **“What is networking mean?”**
3. Randomly invite 4-5 participants to share their ideas. Facilitators write down participants’ idea on flip chat.
4. Facilitator share handouts 2.1: Definition of Networking. Then, reflect with participants’ idea.
5. Q&A
6. Inform participants that we are now moving to other part “Tips to do networking”
7. Divide participants into 2 groups (10 people/group)
8. Give all tips to do networking and ask participants to order them. (Note: Each tip will be printed in A4 size)
9. Group results presentation in plenary.
10. Facilitators show Diagram 2.1: Tips to do networking, and reflect result of participants in plenary.
11. Q&A
12. Inform participants that now we are moving to “Advantages and disadvantages of networking.”
13. Facilitator distribute color pager to participants and let them write down their idea on advantages and disadvantages of networking.
14. Ask them to put their idea on the wall under each point (advantages and disadvantages)
15. Invite 2 volunteers to facilitate by reading and trying to explain each points. If volunteer could not explain, she/he can seek the owner of the ideas to elaborate more. For this step, facilitators can jump in if necessary.
16. Facilitator present handout 2.2: Advantages and Disadvantages of Networking, and reflect with ideas from participants.
**Handout 2.1: Definition of Networking**

There are different understandings of the meaning of “network”. A network is any group of individuals or organizations who, on a voluntary basis, exchange information or undertakes joint activities and organize themselves while maintaining their independence and individual autonomy.

Other definitions, networking are:
- Set of human relationship
- System of cooperation
- Coalition or alliance
- Interconnected group
- Association of stakeholders
- Collective partnership

**Diagram 2.1: Tips to do Networking**

1. Agree on common goals and targets
2. Clarify roles and responsibilities of networking
3. Find clear mechanisms for communication
4. Designate focal point people and alternative
5. Joint Workplan and Strategy
6. Implementation
7. Reflection on the implementation and improvement

**Handout 2.2: Advantages and Disadvantages of Networking**

**Advantages:**
- To determine the appropriate strategy for promoting community base natural resource management
- Facilitate decision making and solving problem
- Build the capacities of people through information, knowledge and experience sharing
- Empowerment and Provide a forum for exchange of ideas
- Provide greater access to resources (sharing)
- Generate broader perspectives for addressing common issues (problem solving)
- To strengthen community based natural resource management
- Play as an important role in policy making related to natural resource

**Disadvantages:**
- Networking takes time to build trust and willingness to learn or to work together
- Resource consuming
- There will be “free riders” or the new comers who might come to take advantage from Networking
- Difficult to set up mechanism for equitable benefits sharing
Session 2.4: Roles of a networker  
Session 2.5: Attitudes/Behaviors of a good networker

Objectives:
At the end of the session, the participants will be able to:
- Understand the different roles and abilities of a networker
- Identify and agree on the qualities of a good networker

Materials:
Flip charts, maker, tape, handouts, and color paper.

Time: 90 mins

Steps
1- Explain the objectives of the session to participants.
2- Divide participants into 2 groups.
3- Ask them to discuss “What are the roles of a networker?”
4- After 15 mns of discussion, ask group representative to share what they have done to the plenary.
5- Facilitators present handout 2.4: Roles of a networker
6- Q &A
7- Inform participant that we move to another session.
8- In the same group, ask participants to discussion on “What are the attitudes/behavior of a good networker?”
9- After 15 mns of discussion, ask group representative to share the result of discussion.
10- Facilitator present handout 2.5: attitude/behavior of a good networker
11- Q&A
### Handout 2.4: Roles of Networker

#### Roles of networker

1. **Communicator**
   
   Communicator is a person who can work with other people who have different culture, nationality, religion, language, geography and livelihoods in order to improve the living, work, business and friendship.

2. **Facilitator**
   
   Facilitator is a person who led the talented process and help the team to achieve the success of its work while they conduct group discussion. Facilitator is a person who has number of skill such as communication skill, team work skill and planning skill.

3. **Disseminator**
   
   Disseminator is a person who has ability to transmit information received from outside or other subordinates to partners, audience and stakeholders. Disseminator is a person who has the ability as following:
   - Actively speak, listen and lobby
   - Actively observe
   - Flexibility
   - Friendly
   - Patient
   - Innovative ideas

4. **Leader**
   
   Leader is a person that can be influence a group of people towards to achieve the target. And its influence were not the same all situations.
   - Encourage others to act
   - Motivate in team
   - Provide methodology model
   - Brainstorm concept together
   - Open mind to get team idea
   - Follow up group activity to see the process of implementation
   - Solve the issue
   - Allotted time and job to do in team
   - Need to make decision by self in necessary case, and
   - Must have the self-confidence to do something
<table>
<thead>
<tr>
<th>Handout 2.5: Attitude/Behavior of a good networker</th>
</tr>
</thead>
<tbody>
<tr>
<td>- <strong>Participation</strong>: is a collective action for achieving our common objectives as involved in planning, decision-making, implementing and evaluating local activities to overcome poverty and to ensure a sustainable development.</td>
</tr>
<tr>
<td>- <strong>Friendly/openness</strong>: the ability invites dialogue and receiving feedback</td>
</tr>
<tr>
<td>- <strong>Responsibility</strong>: means having an obligation to do something or having control over or caring for doing activities</td>
</tr>
<tr>
<td>- <strong>Provides encouraging feedback</strong>: ability to provide verbal and nonverbal indicators of encouragement, appreciation and caring</td>
</tr>
<tr>
<td>- <strong>Commitment</strong>: willing to work for reaching goals</td>
</tr>
</tbody>
</table>
Module 3: Basic Concepts of Partnerships Building

Session 3.1: Definition of Partnership
Session 3.2: Methods to work with Partner
Session 3.3: Steps to do partnership
Session 3.4: Advantages and Disadvantages of Partnership
Session 3.1: Definition of Partnership
Session 3.2: Methods to work with Partner

Objectives:
At the end of the session, the participants will be able to:
- Understand the definition of partnership
- Identify and agree on method to work with many partners.

Materials:
Flip charts, maker, tape, handouts, and color paper.

Time: 90 mns

Steps:
1- Explain the objectives of the session to participants.
2- Asking “What is means by partnership?” and distribute color paper to participants to write down their idea.
3- Collect all color paper from participants and group them.
4- Facilitator read out load the idea from participants. If some idea is not clear, facilitator can ask the owner of the answer or any participant to give extra explanation.
5- Facilitator present the idea in handout 3.1: Definition of partnership
6- Q&A
7- Inform participants that we are now moving to another session.
8- Asking “What methods need to work many partner?”
9- Facilitator brainstorm the idea from participant and take note on the board.
10- Facilitator present idea in handout 3.2: Method to work with partner.
11- Wrap up, Q &A.
Handout 3.1: Definition of Partnership
A partnership is a mutually agreed arrangement between two or more public, government agencies, private or non-governmental organizations to achieve a jointly determined goal or objective, or to implement a jointly determined activity for the benefit of the environment, and social.

Handout 3.2: Methods to work with partner
There are many types of partner which you have to work with. We must think on what method need to be used for working with those partners. The following are the method that we need for working with partners:

- **Facilitation:** Be careful of the redundant/overlap work when partners have the same goal, if the partners have a dialogue, they can share the benefit, and save resource, later the communities can get better benefit.

- **Consultation:** The consultation happen when the stakeholders of the partnership need the information, skill, technical, knowledge, experience, idea and other comments to make a decision. The partners help each other’s to get a better decision that is benefit to communities.

- **Cooperation:** The partners need to have facilitation and consultation phase that determine clear target/goal, activities, resource, timing, and expected outputs and then the both partners need cooperate to implement this activities.
Session 3.3: Steps to do partnership
Session 3.4: Advantages and Disadvantages of Partnership

Objectives:
At the end of the session, the participants will be able to:
- Be aware of steps in doing partnership
- Understand about advantages and disadvantages of partnership

Materials: Flip charts, maker, tape, handouts, and color paper.

Time: 60 mns

Steps:
1- Explain the objectives of the session to participants.
2- Brainstorm the following question “what are the steps to forming a partnership?”
3- Facilitators write down the participant’s answers on the clip chat and wrap up their idea.
4- Facilitator present and share handout 3.3: Step to do partnership with participant.
5- Q&A, summarize and wrap up
6- Divide participants into 2 groups.
7- Ask them to discuss “What are the advantages and disadvantages of partnership?”
8- Invite group representative to present result of discussion in plenary.
9- Facilitators present and share handout 3.4: Advantages and disadvantages of partnership.
10- Q&A, summarize and wrap up
### Handout 3.3: Steps to do partnership

#### Step 1: Partner selection
Partner selection can be identified on the needs of each other by asking the questions what you need from the partners and what benefit you get from partners.

#### Step 2: Select the working group
After selecting partners, the working group has to be formed and should have institutions’ representatives. The representatives need to have enough capacity, commitment, skill, and time for the working group.

#### Step 3: Sharing the expected output
This is the important step for the partnership building. Partners have to discuss and consult about the expected output “What do you get from this partnership?” (For both partners). Through this discussion, you can determine the expected output that you and your partner need.

#### Step 4: Agreement on the Guideline
- Be respectful all the times
- Be honest
- Facilitation is needed
- Be happy and take other ideas to consider all the times
- Be participatory and helpful

#### Step 5: Determine the goal
Goal determination is the most essential activity in partnership building. It is an agreement that is needed to achieve. Also, it should not be too broad or ambitious but has to be specific and achievable.

#### Step 6: Develop action plan
When you have agreed on what you are going to do together, you have to think how to do this work. Action plan should be developed and shown to the partners so as to discuss how this work can be done, by when and by whom. The action plan should have the following:
- Clear goal
- List of activities that need to implement in order to reach the goal
- The person who responsible and lead in this activity
- Implement the actions plan
- Set up the timetable for each activity (when start and when finish)
- Resource for implementing activities and who supports
- Use indicator to measure whether you achieve the goal as planned or not?
- Organize monitoring and evaluation system

✓ **Step 7: Fund raising**
It is important to have a dialogue with your partners on resources needed to use. You have to know what resource you provide to your partners and what your partners provide to you because if it is not clear, it may become a problem later. Resources needed for different activities are as below:
- Time for implementing the project
- Effort to finish the project
- Transportation
- Needed materials such as office supplies and materials for implementing the activities.
- Food and accommodation when we implement away from home
- Fund for buying resources

**Step 8: Implement the action plan**

To reach the goal, there are four principles that need to be followed:

- **Commitment to implement**: commit to finish all the activities
- **Responsibility**: all stakeholders in the activities have to fulfill their roles and responsibility as partnership.
- **Communication**: Since starting implementation, communication has to be done regularly and frequently with partners because communication is related to solving problem and strengthen partners' commitment.
- **Ignorant the disagreement**: Sometimes, disagreement happens even though there is a strong partnership. It is important to solve and discus the disagreement within partners immediately. If you do not solve the problem on time, it will be difficult to solve when it becomes bigger.

**Step 9: Monitoring and Evaluation**

- **Monitoring** is an activity to follow up all actions being implemented at a specific time or on a regular basis. It is done by responsible persons of the working group. The purpose of this activity is to check whether the activities have been done as planned as well as to identify constraints and problems and to provide recommendations to improve project implementation.
- **Evaluation** is a process to evaluate/assess the progress of the task force activities to achieving its goal. It is also done to see the impacts of the task force activities to target audiences based on information found from monitoring.

## Handout 3.4: Advantages and Disadvantages of Partnership

<table>
<thead>
<tr>
<th>Advantages of Partnerships</th>
<th>Disadvantages of Partnerships</th>
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<tbody>
<tr>
<td>The successful partnership can provide the mutual benefit to all partners and supporters. Those advantages are:</td>
<td>Partnership building takes time to build trust and willingness to learn or to work together</td>
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<tr>
<td>- Increasing the resource</td>
<td>- Resource consuming</td>
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<tr>
<td>- More participations</td>
<td>- There will be “free riders” or the new comers who might come to take advantages from partnership</td>
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<tr>
<td>- Better services</td>
<td></td>
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<tr>
<td>- Better facilitation</td>
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<tr>
<td>- The project on time finishing</td>
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</table>
Need to be set up mechanism for equitable benefits sharing. We should be careful with using the word “project”, as it often associated with money. Partnership means an involvement as collaborator from the beginning of planning, not a means to get money for participation or service.
SESSION 1: BASIC CONCEPTS OF NETWORKING BUILDING
Sub-session 1.1 and 1.2: Definition and tip for doing networking

Objectives:
At the end of the session, the participants will be able to:

- Understand some basic concepts of networking
- Be aware of tips for doing networking

Materials: Cue cards, Pens, Color papers, Handouts, Tape, Markers, and Flipcharts

Time: 60mns

Steps
17. Explain the objective of the session to the participants
18. In plenary, facilitator brainstorm the following question “what is networking?”
19. Facilitators write down participant’s ideas on flip chat
20. Facilitator share written lessons (handouts) and synthesis answer from participant.
21. Q&A for the first question
22. In plenary, facilitator brainstorm the following question “what are some tips for doing networking?”
23. Facilitator distribute card/color paper to participants for responding answer
24. Collection cards in order to reflect all answer of participants in plenary
25. Facilitator’s share written lessons with participants, and
26. Q&A
SESSION 1: BASIC CONCEPTS OF NETWORKING (CONT.)
Sub-Session 1.3 & 1.4: Advantages and disadvantages of Networking

Objectives:
At the end of the session, the participants will be able to:
- Understand the advantages and disadvantages of networking

Materials: Cue cards, Pens, Color papers, Handouts, Tape, Markers, Flipcharts

Time: 50mns

Steps
1. Explain the objective of the session to the participants
2. Divide the participants into 4 groups to discuss on “what are the advantages and disadvantages of networking?”
3. Group presentation
4. Facilitator share lessons with participants
5. Q&A, Summarize, wrap up

Note for facilitator:
- Group representative must be rotate and gender balance
- Try to show more advantages of networking
- Ask community leader to express their view and share their experience
SESSION 1: BASIC CONCEPTS OF NETWORKING (CONT.)
Sub-session 1.5: Roles of a networking

Objectives:
At the end of the session, the participants will be able to:
- Identify and agree on the roles of networkers

Materials: Cue cards, Pens, Color papers, Handouts, Tape, Markers, Flipcharts

Time: 60mns

Steps
1. Explain the objective of the session to the participants
2. Facilitators brainstorm the following question \textbf{\textit{what are the roles of a networker?}}
3. Divide each group to play role as facilitator, communicator, disseminator, and leader (group #1 works on Role of Facilitation, group #2 works on Role of Disseminator, group #3 works on Role of Communicator, and group #4 works on Role of Leader).
4. Allow time for each group makes discussion on role play,
5. Each group performance in plenary
6. Facilitator's summarize and wrap up, share lessons with participants and then ask question-answer

Note for facilitator:
- There should be gift/incentive to all participants after performance
- Facilitators should give a very short role play about fisheries resource management to participants. They will understand more about the role play.
SESSION 1: BASIC CONCEPTS OF NETWORKING (CONT.)
Sub-session 1.6: Attitude of a good networker

Objectives:
At the end of the session, the participants will be able to:
- Understand the qualities (attitudes/behaviors) of a good networker (what makes an effective networker).

Materials: Cue cards, Pens, Color papers, Handouts, Tape, Markers, Flipcharts

Time: 40mns
Steps
1. Explain the objective of the session to the participants
2. Brainstorm the following question “what are the Attitudes/Behaviors of a good networker?”
3. Invite all participants to write down their idea on the board.
4. Explain one by one of all the answers
5. Facilitator share lessons/handout with participants
6. Q&A, Summarize and wrap up

Note for facilitator:
- Ask participants try not to copy and paste answer from the other
- When go one by one to the answer from participants, facilitator have to encourage the owner of the answer to give his/her detail
SESSION 2: BASIC CONCEPTS OF PARTNERSHIP  
Sub-session 2.1 & 2.2: Definition and Method of partnership

Objectives:
At the end of the session, the participants will be able to:
- Understand some basic concepts of partnership building
- Understand the method of partnership building

Materials: Cue cards, Pens, Color papers, Handout, Tape, Markers, Flip chat

Time: 60mns

Steps:
1. Explain the objectives of the session to the participants
2. Brainstorm the following question “what is partnership?” Facilitators write down the participant’s answers on the flip chat and wrap up their idea.
3. Facilitator asks participants to stand into 2 circle lines which one is inside and another is outside (Margolis Wheel) to discuss on the question “What are the method to work in partnership” Facilitator orders participants to step left or right to change partners and share ideas.
4. Allow participants to return to their seats and asks them to report their discussion result in plenary
5. Facilitator share lesson and reflecting with ideas from participants
6. Q&A, summarize and wrap up
SESSION 2: BASIC CONCEPTS OF PARTNERSHIP (CONT.)
Sub-session 2.3: Step to partnerships

Objectives:
At the end of the session, the participants will be able to:
• Understand the steps of forming a partnership

Materials: Cue cards, Pens, Color papers, Handout, Tape, Markers, Flip chat

Time: 45mns

Steps:
1. Explain the objectives of the session to the participants
2. Brainstorm the following question “what are the steps to forming a partnership?”
3. Facilitators write down the participant’s answers on the clip chat and wrap up their idea.
4. Facilitator’s share lessons with participant
5. Q&A, summarize and wrap up
SESSION 2: BASIC CONCEPTS OF PARTNERSHIP (CONT.)
Sub-session 2.4 & 2.5: Advantages and Disadvantages of partnership

Objectives:
At the end of the session, the participants will be able to:
- Understand the steps of forming a partnership
- Understand the advantages and disadvantages of partnerships

Materials: Cue cards, Pens, Color papers, Handout, Tape, Markers

Time: 45mns

Steps:
1. Explain the objectives of the session to the participants (5mns)
2. Divide the participants into 3 groups to discuss on “what are the advantages and disadvantages of partnerships?”
3. Ask each to choose a group representative. A group representative will need to be always with the flip chat that full of answer.
4. Hang on answers from participants around somewhere in the training venue.
5. Invite participants to visit where they want to visit and discuss. A group representative will explain if visitors have question and/or clarifications.
6. Facilitator present lessons/handouts and reflect to the answer from those 3 groups.
7. Q&A, Summarize and wrap up