



JOINT ELECTORAL MANAGEMENT BODY



VOTER REGISTRATION TRAINERS MANUAL

PROCESS AND TRAINING SECTION
AFGHANISTAN VOTER REGISTRATION
2003 - 2004

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Voter Registration Training

AIM: This Voter Registration Trainers Manual has been prepared to provide general support to the Regional Training Officers who are involved in the training of National Regional Training Officers (National RTO), Regional Coordinators (RC), Provincial Field Coordinators (PFC) and International Registration Supervisors (IRS) so that all Voter Registration training programmes are well-prepared and effectively facilitated. This Manual has the dual purpose of providing a basis from which all training for the Voter Registration Officers can be based in order to provide a continuity of training throughout the country.

OBJECTIVES:

- To introduce trainees to the Voter Registration Process.
- To identify the roles and responsibilities of each Registration officer.
- To identify the roles and responsibilities of IRS (International Registration Supervisor)
- To identify the roles and responsibilities of PFC (Regional Coordinator)
- To identify the roles and responsibilities of RC (Regional Coordinator)
- To explore possible ways to set up a registration site
- To inform Trainees of the correct procedures in completing forms.
- To understand the roles of the Party Agents and Observers (do's and don'ts)
- To identify different situations or circumstances that represents irregularities in the process.
- To understand the problems faced during the Voter Registration...etc

LENGTH: 3 DAYS (ENGLISH ONLY).

Materials Needed and Preparation

MATERIALS NEEDED:

ITEM	QUANTITY NEEDED	SESSIONS
Handouts	16	All
Flip chart paper	2 pads	All
Flip Chart Stands	1	All
Tape	2 rolls	All
Scissors	2 pairs	4-6-13-14
A4 paper	1 sheaf (500 pages)	All
Pencils	20	All
Post-it notes	5 pads	All
Name Tags	25	All
Highlighters	10	All
Markers	5	All
Transparency Pens	25	4-6-12-16
Chairs	25	All
Tables	6	All
Attendance list	2	One for each day
Samples of Registration book	4	1-4-6-12-14-15-16
National list of Codes; Provinces & Districts	4	1-4-6-12-14-15-16
List of Codes; Villages & Sub Villages	4	1-4-6-12-14-15-16
Transparencies	1 pack (50 sheets)	4-6-12-16
OHP	2	4-6-12-16
Camera	4	1-4-6-14-15-16
Films	4	1-4-6-14-15-16
Batteries	16	1-4-6-14-15-16
Photo cutter	4	1-4-6-14-15-16
Timing device	4	1-4-6-14-15-16
Measuring tape	4	1-4-6-14-15-16
Laminates	1 pack (100 sheets)	1-4-6-14-15-16
Thumbprint pad	4	1-4-6-14-15-16
Glue stick	4	1-4-6-14-15-16
Forms	20 sets	12
Kit box	5	1-4-6-14-16
Seals	20	1-4-14-16

PREPARATION:

Write the names of all trainees on nametags and arrange the room to seat at least 16 trainees. Set up the Flip Charts and prepare the handouts you will be using during the training. Also ensure that there is water and cups for trainees and set up mock registration site.

For evaluation purposes prepare a 'Graffiti Wall' to get continuous feedback from trainees during the course of the two days of training. Paste several large sheets of paper onto one wall. Ensure there are markers nearby that can be used to write on the wall. On one side of the paper write instructions as follows:

'Graffiti Wall' – this wall is designed to be a continuous feedback wall, please write your comments and thoughts about the training on this wall during the course of the next two days. We will discuss all comments at the end of the training.

DAY ONE

1. Running the Mock Voter Registration

AIM: To have the Trainees understand the basic concepts of the Voter Registration Process.

METHOD: Group work

Upon entering the training room six trainees will be asked to go through the Registration Process, the rest of the trainees will be asked to act as a Political Party Agents and Observers.

The six Trainees will be given a piece of paper with a Province name, District name, Village name and Sub-village name on it (in some cases the Village and Sub-village information will not be included). The trainers will use this information to register at the mock registration site that has been set up in the training room.

After the Registration is finished divide all trainees into three table groups (split into groups by counting 1, 2, 3, 1, 2, 3, 1...) then ask each group to write down what they observed during the mock Voter Registration Process using the following guidelines for each group. Each group decides who will be the spokesperson.

Group one: duties and responsibilities of the Registration Officer

Group two: duties and responsibilities of the Photographer

Group three: duties and responsibilities of the Lamination Officer

After the trainees have finished this activity explain to the trainees that their answer will be utilized in a later activity.

TRAINER:

TIME: 1 hour

MATERIALS NEEDED:

- Flipchart paper
- Markers
- Registration book
- National list of provinces and districts with their codes
- List of villages and sub villages with their respective codes of the district
- Pens
- Cameras
- Films
- Batteries
- Photo cutter
- Timing device
- Measuring tape
- Laminates
- Thumbprint pad
- Glue stick
- Six pieces of paper with a Province name, District name, Village name and Sub-Village name
- 6 Piece of paper with a province name, District name, Village name and Sub-village name on it.

TRAINERS NOTES: Ask Trainees – How did you feel during the registration process? Did you find it frustrating?

Make the Points –

- The frustration you experienced is the reason we are running this training session for the next three days.
- Through this training session you will gain an understanding of the registration process and be able to pass your understandings and experiences on to the trainees that you will be training in the field.

After Trainees have been de-briefed from this activity and if time permits, play a quick Icebreaker to ensure any negative feelings are completely dispelled before continuing on with the rest of the training. Ensure a fun activity is used which gets trainees moving and ensures their focus shifts before returning to the topic of Voter Registration.

Possible Icebreakers to use:

The Knot:

Form groups of 8 people. Ask each group to stand in a tight circle, shoulder to shoulder. Each person then reaches out and holds the hands of two other persons across the circle – not the persons on either side of him/herself. S/he should not hold the hands of the same person – they should be two different people. This creates a “knot”. The aim is to untangle without letting go hands until everyone is standing together in one circle.

Note: this activity will work with more than eight people, although the more people there are the more challenging the activity will be.

The Random Numbers Circle:

Have Trainees in a circle and have about 6 numbers selected which are not to be spoken but replace with the word **stop** (3,7,9,14,19,21). Call out the next consecutive number as your turn arrives around the circle. Reverse the order of numbers (. 21 to 1) and direction around the circle, when you get to the top number you have chosen (21).

Every time a mistake occurs, the offender is eliminated

Balloon Activity:

Organise trainees into pairs. Give a balloon to the oldest trainee from the pair.

The oldest trainee should tie the balloon to his/her ankle.

The other trainee from the pair attempts to burst the balloon by stepping on it. The game continues until the last balloon has been burst.

2. Qualification for Registration

AIM: To ensure the Trainees understand the main qualification Criteria for Registration

METHOD: Mini- lecture and discussion.

Explain to the trainees what the qualification criteria for registration are;

Every Afghan person who is eighteen years old or above, or will attain that age by the qualifying date as determined by the JEMB shall be entitled to be registered as a voter. That person will be given a Registration Card with his/her photograph on it. In the case of women, the photograph will be optional, but preferred.

According to the Electoral Registration Decree, ‘**Afghan person**’ means:

- (a) a person holding a valid Afghan citizenship document;
- (b) a resident of Afghanistan who does not hold another valid citizenship documents;
- (c) a person born of an Afghan father and mother inside or outside of Afghanistan;
- (d) a person born as a foundling in Afghanistan;
- (e) a person born in Afghanistan of foreign parents, one of whom was born and has continuously lived in Afghanistan;
- (f) a person born in Afghanistan of a foreign mother or father or two foreign parents who has continued to live in Afghanistan until the age of 18 years;
- (g) a person who is married to an Afghan person within the meaning of the preceding paragraphs.

TRAINER:

TIME: 30 min.

MATERIALS NEEDED:

- Flipchart paper
- Markers

TRAINERS NOTE:

Make the points –

- At a registration site, the registration team works from the presumption that every person that approaches to be registered is an Afghan and therefore is entitled to vote.
- The further qualifying points that define an Afghan person in the Electoral Registration Decree are listed in this manual for your personal knowledge.
- Applicants are not required to produce any documentation when registering to vote.

Refer to the Handbook for the Voter Registration Team, page 2

3. Registration Main Team and code of conduct for the Registration Officers

AIM: to familiarize trainees with the terms of reference and code of behavior and ethics for each position in the registration team.

METHOD: mini –lecture, discussion

Explain the following to the trainees:

Main team consists of one (1) international Registration Supervisor (IRS) plus twelve (12) registrars: six (6) males and six (6) females, who will work in smaller sub teams of three (3).

The number of officials could be more or less based on the local situation.

While explaining the general overview of the registration Main Team the trainer should also mention that:

Registration centers will operate six (6) days a week, from Saturday to Thursday, between the hours of 08:00 and 16:00, with half an hour lunch break. The centers will close on Fridays and major holidays.

However, the hours of operation can change, based on the local situation.

Trainer will also explain to the trainees that Registration Officers should:

- Behave impartially at all times. The impartial behavior of all the team members is important for a free and fair registration process.
- Be available to help set up the Registration Center.
- Wear their Registration Official Badge at all times while at work.
- Arrive at the Registration Site by 7:30 every working day. The team closes to the public at 16:00 but must complete all other administrative tasks as quickly as possible and pack up, in view of possible unpredictable security and inclement weather condition

TRAINER:

TIME: 30 min.

MATERIALS NEEDED:

- Flipchart paper
- Markers

TRAINERS NOTE:

Make the Points –

- Ensure that the importance of the process of women registering women is emphasized.
- That it may not be possible to find enough women to work as Registration Officials. If this is the case then there will be less female registration teams which will place more pressure on the teams that exist.
- Also emphasize the benefits and definition of impartiality. You can highlight this through telling a story where impartiality is not at work, for example:
 - ⇒ You are working at a registration site and your next-door neighbor comes to register on his wife's behalf. At the same time a man you don't know approaches you and asks the same thing, can he register his wife to vote? You allow your neighbor to register his wife, but tell the stranger that you cannot help him.

Ask Trainees - Is there anything wrong with the action you have just taken? If so, what? If not, why not?

- Discuss the question 'What is impartiality?' Raise the query of whether impartiality is applicable to Registration Staff just during working hours?

Make the points –

- That each individual registering has to do so on their own.
- It is against the law to register on someone's behalf.
- In doing this favor for your neighbor, you are violating your impartiality and, indeed the registration law.

4. Roles and responsibilities of the Voter Registration Officers

AIM: Using the terms of reference for each position, familiarize trainees with the complete roles and responsibilities of each position and the team overall.

METHOD: Group work/ discussion

In the first activity (Running the mock Voter Registration) we asked trainees to come up with the duties and responsibilities of each Registration Officer, Ask a spokesperson of each group to report the answers back to the whole group.

After each spokesperson finishes their presentation the trainer should fill in the gaps by explaining in detail the roles and responsibilities of each Registration Officer.

Step one: (Registration Officer) while explaining the Roles and responsibilities of the Registration Officer the trainer should explain how to fill out the registration book using OHP (Over Head Projector) and the trainees will be given a sample of record and ID cards to practice filling them out. **(Refer to: Handbook for Registration Team page 4-9)**

Step two: (Photographer) two trainers will explain to the trainees how to use the camera. Using the camera provided in the kit the trainees will be asked to split into four groups and practice taking pictures and developing them. **(Refer to: Camera manual)**

Step three: (Lamination Officer) after the sample of record and ID is filled out and the picture of the trainees taken, the trainer must explain the lamination steps. Trainees will each be given a laminate so they can practice the lamination process.

At the end of this exercise each of the trainees will have a sample of a Registration Card. **(Refer to: Handbook for Registration Team page 11-12)**

TRAINER:

TIME: 3 hours

MATERIALS NEEDED:

- | | |
|---|------------------|
| ▪ Flipchart paper | ▪ Cameras |
| ▪ Markers | ▪ Films |
| ▪ Registration book | ▪ Batteries |
| ▪ National list of provinces and districts with their codes | ▪ Photo cutter |
| ▪ List of villages and sub villages with their respective codes of the district | ▪ Timing device |
| ▪ Transparencies | ▪ Measuring tape |
| ▪ OHP | ▪ Laminates |
| ▪ Pens | ▪ Thumbprint pad |
| | ▪ Glue stick |
| | ▪ Cartoons |

TRAINERS NOTE:

Emphasize to the trainers that there are two different types of camera. They will need to be familiar with both types of camera in order to train registration staff.

Also point out that if the female applicants do not want their photograph taken the Registration Officer should write over the square in which the photograph would normally be placed the following words: *Applicant declines photograph*

5. Layout of the Voter Registration Site

AIM: To ensure trainees have a comprehensive knowledge of the potential designs and layouts of registration sites.

METHOD: Group work

Divide trainees into four table groups then ask each group to design a layout of the Voter Registration Site.

After the groups have designed a layout, ask them to hang each of their designs on the wall. Each group will be asked to nominate a spokesperson to explain their layout. At the end of the explanations, consensus will be used to choose the best one. This layout will then be used for training the next day during the role-play activity.

TRAINER:

TIME: 45min.

MATERIALS NEEDED:

- Flipchart paper
- Markers
- Posted notes

TRAINERS NOTE:

Make the points –

- The registration officers will have to keep in mind whether the site has two doors or just one and to experiment with different layouts until they find the correct one for their registration site.
- While it is the duty of the IRS to form queuing procedures, it is the responsibility of the registration officers to assess the layout of the registration site and implement the appropriate queues that will work with the layout of the site.
- The queuing system must make provision for separate female and male queues.

6. Opening and Closing of the Voter Registration Site

AIM: To ensure trainees have a comprehensive knowledge of the process involved in opening and closing the voter registration site every day.

METHOD: Mini lecture/demonstration

The Trainer will explain and demonstrate procedures for opening and closing the Voter Registration Site. The Trainer will also explain how to fill the form ER-16 Record of the Registration Kit Seal Numbers, and go through the Master Kit checklist and materials needed for each officer.

TRAINER:

TIME: 30 min.

MATERIALS NEEDED:

- Master kits
- Checklist
- Record of Registration Kit Seal Numbers in form ER-16
- OHP
- Transparencies

TRAINERS NOTE: Explain to trainees the processes of reporting lost, stolen, damaged, missing materials or what to do when the material stocks are running low. Also explain the circumstances in which Registration Sites will be closed and the process utilized for closing the centers in these circumstances.

Refer to the Handbook for the Voter Registration Team, page 4 and 8

DAY TWO

7. Role of Party Agents and Observers

AIM: To ensure trainees have a comprehensive knowledge of the roles, rights and procedures for Party Agents and Observers.

METHOD: Group work, role play, discussion.

Divide trainees into groups of 4. If previous groups of 4 have been used, instruct participants to re-form these groups. Select a spokesperson for the group.

Ask trainees

- What is a Party Agent?
- What is an Observer?
- What do you think is the difference?

Allow groups to discuss and ask the spokesperson from each group to report their discussions back to the whole group.

Trainer should sum up the discussion and fill in any gaps that were missed by trainees. Explain the procedures for entry to a Registration Site.

Ask trainees

- What may a Party Agent and Observe NOT do?

Allow groups to discuss and report back to the whole group.

Trainer should sum up the discussion and fill in any gaps that were missed by trainees.

Role Play – Freeze frame. Trainers do a role play, it is as though we are making a film and the participants are the directors, and can say ‘cut’ to stop the action and suggest it is done in a different way.

Allow for a question time at the end of the role play.

TRAINER:

TIME: 1hour

MATERIALS NEEDED:

- Mock registration site

8. Role of Police

AIM: To ensure trainees are familiar with the role the police will be playing at each registration site.

METHOD: Mini lecture.

The trainer will explain the roles and responsibilities of the Police at the Voter Registration Site.

TRAINER:

TIME: 30min.

MATERIALS NEEDED:

- Flipchart paper
- Markers

TRAINERS NOTE: Ensure the trainer points out that the IRS has the responsibility of monitoring the police and ensuring they are providing adequate security to the center.

The police will also be responsible for maintaining order in the queuing processes.

Refer to the Registration Security Police Handbook for background knowledge.

9. Role and Responsibilities of International Registration Supervisor (IRS)

AIM: To familiarize the trainees with the roles and responsibilities of the IRS.

METHOD: Mini lecture.

Trainer will explain role and responsibilities of International Registration Supervisor.

TRAINER:

TIME: 30 min.

MATERIALS NEEDED:

- Flipchart paper
- Markers
- Form ER-06

Refer to the International Registration Supervisor's Handbook for background reading and reference resources.

10. Role and Responsibilities of Provincial Field Coordinator (PFC)

AIM: To familiarize trainees with the roles and responsibilities of Provincial Field Coordinators.

METHOD: Mini lecture.

Trainer will explain role and responsibilities of Provincial Field Coordinator.

TRAINER:

TIME: 30min

MATERIALS NEEDED:

- Flipchart paper
- OHP
- Transparencies
- Markers

TRAINERS NOTE: If possible familiarize trainees with the work already carried out by the PFC's.

Refer to the Provincial Field Coordinator's Handbook for background reading and reference.

11. Role and Responsibilities of Regional Coordinator (RC)

AIM: Ensure the roles and responsibilities of the Regional Coordinator are explained to the trainees, and ensure the reporting lines in the provinces are made clear.

METHOD: Mini lecture.

Trainer will explain role and responsibilities of Regional Coordinator.

TRAINER:

TIME: 30 min.

MATERIALS NEEDED:

- Flipchart paper
- Markers

TRAINERS NOTE: Ensure trainees are aware of the reporting lines in the provinces.

DAY TWO / DAY THREE

12. Tracking Forms and Legal Forms.

AIM: To familiarize trainees with the different forms that will be used in registration sites and ensure trainees are aware of how to fill out each form.

METHOD: Mini lecture/Demonstration

In the beginning of the second day the trainer will explain the magnitude of the Voter Registration Process and emphasize the importance of filling in all forms used in the process clearly and correctly.

In order to give trainees an idea of how to fill out some of the forms, the trainer will start the session by completing ER-08 and ER-09. Place a copy of the ER-08 on the OHP and display it to the trainees. While taking the trainees through each step, explain how to fill out each part of the form, and why it is filled out this way.

Repeat this process for the ER-09 as well and give trainees a comprehensive idea of how to start filling out the forms.

Ask trainees to get into the pairs that they were in during the Basic Training Skills Day. Assign each pair 2 forms and give copies of these forms out. Inform trainees that they now have to work out how to fill out the forms themselves. Also make trainees aware that they will be instructing the rest of the class on how to fill out the forms they have been assigned.

Make the point that many of the forms are inter-dependant and suggest that groups may want to consult with other groups in order to fill out their forms and make comprehensive instructions for doing so.

At the end of the allocated time, ask each pair one by one to come to the front and explain how to fill out their forms using the OHP.

Note: The entire morning session will be used for demonstration on how to fill the forms.

TRAINER:

TIME: 2hours and 30min. (Tracking Forms) & 1hour and 30min. (Legal Forms)

MATERIALS NEEDED:

- Voter Registration Booklet ER-01
- Voter Registration Record ER-02
- Voter ID Card ER-03
- Tamper Evident Bag Label ER-06
- Sub Team Leader's Weekly Record of Registration ER-08
- Registration Supervisor's Daily Return of Registration ER-09

- Registration Supervisor's Weekly Return of Registration ER-10
- Weekly Return of Tamper Evident Bags ER-11
- Provincial Field Coordinator's Weekly Return of Registration ER-12
- Regional Coordinator's Weekly Return of registration ER-14
- List of Villages and Sub Villages Served by Registration Site ER-15
- Record of Registration Kit Seal Numbers ER-16
- Material handover form ER-17
- National Weekly Return of Registration ER-18
- Refusal to Register An applicant ER-19
- Registration Supervisor's Decision on Refusal to Register An Applicant ER-20
- Protest Against Registration Of an Applicant ER-21
- Objection to Retention of Name in the Provisional Voters Register ER-22
- Notice of Objected Names on The Provisional Voters Register ER-23
- Hearing Officers Decision on Objection to Retention of a Name in the Provisional Voters Register ER-24
- Claim for Inclusion of Name On the Voters Register ER-25
- Instructions on how to fill the forms
- Booklet

TRAINERS NOTE: ensure trainees know what each form is, what they are used for, how to fill them out and who to send each form to.

Refer to all Handbooks previously mentioned in this Manual as reference sources; these handbooks contain step-by-step instructions for filling out the forms referred to above.

13. Setting up a Voter Registration Site

AIM: To follow up on the Layout of a Voter Registration Site activity and ensure that trainees have a comprehensive knowledge of how to set up a site.

METHOD: Demonstration

Referring to the first day activity (Lay out of the voter registration Site) trainer will ask the group whose design was chosen by consensus as a best one to come up and set up a registration site.

TRAINER:

TIME: 15 min.

MATERIALS NEEDED:

- Chairs
- Tables

TRAINERS NOTE:

Remind trainees of the layout used in the first day activity – Lay out of the voter registration Site, and ask them to point out drawbacks, problems or benefits and good points of the set up used.

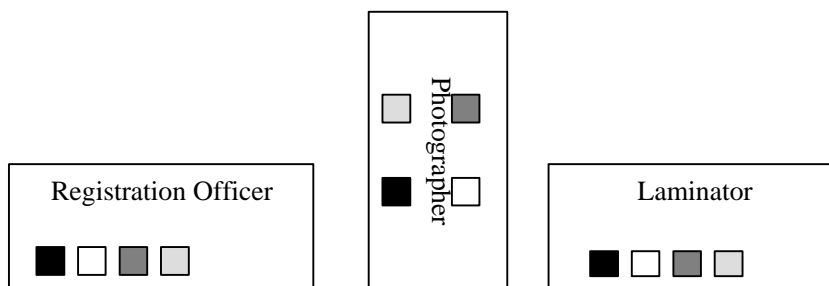
14. Opening of the Registration Site

AIM: To follow up on the Opening and Closing of the Registration Site Activity and ensure each trainee is familiar with the forms and processes required in opening the registration site.

METHOD: Group Work activity

Prepare small pieces of card with different colors on each piece of card. There should be four different colors used and these will be distributed to trainees in order to divide them up into different groups for this activity. Each participant should choose a piece of card and this will show which group he/she will be assigned to. This will therefore create four groups within the class.

On the desks of each position represented in the Registration site (e.g. the Registration officer, the Photographer and the Laminator), a piece of paper representing each group color will be stuck to the desks. As shown in the illustration below:



There will be four colors on each desk, each representing the four groups.

Once the groups are decided, give each group a Master Kit together with a checklist. Each group has to open their kit, begin filling out the appropriate forms and then distribute the materials from the kit to each of the tables representing the positions in the voter registration site. For example, the Registration Book should be placed on the desk assigned to the Registration Officer under the team color.

As each group completes their task, they are required to stick a piece of cards representing their group color on the wall underneath the numbers pasted there to represent which group finished first, which group finished second etc.

Note: this is a competition to see which teams can complete the task in the least amount of time. It will be used to emphasize the necessity of accuracy when setting up the Registration site.

Trainer will check any mistakes made by the groups while distributing the materials and announce the winner. The winner will be judged by the accuracy of the group rather than the speed.

TRAINER:

TIME: 45 min.

MATERIALS NEEDED:

- Master kits
- Checklist
- Color cards (in four different colors)

15. Registering the Applicants and troubleshooting

AIM: to ensure each trainee understands potential problems and their solutions that may arise during the vote registration process.

METHOD: Role-play

From the previous activity, leave the winning groups materials on each table, and remove the rest. Invite three trainees from the group to come and act as registration staff.

Using the cards made for the Mock Registration (first activity) ask trainees to begin registering as follows. Trainees will be divided in three groups, three volunteers, one from each group, will be asked to come up and start the Role-play of how to register the applicants. The potential registrants will use their cards from the previous Mock Registration activity to create problems for the voter registration staff. Each group will be asked to consult with each other and come up with solutions to the problems. These solutions will then be shared with the entire group to solve the problems as they arise. These problems will be ones that will apparently happen in the Voter Registration Site. After the problem is solved and explained by the trainer the next group of trainees will exercise the duties of the Voter Registration Staff.

TRAINER:

TIME: 2 hours and 30 min.

MATERIALS NEEDED:

- | | |
|---|------------------|
| ▪ Tables | ▪ Films |
| ▪ Chairs | ▪ Batteries |
| ▪ Samples of Registration book | ▪ Photo cutter |
| ▪ National list of provinces and districts with their codes | ▪ Timing device |
| ▪ List of villages and sub villages with their respective codes of the district | ▪ Measuring tape |
| ▪ Pens | ▪ Laminates |
| ▪ Cameras | ▪ Thumbprint pad |
| | ▪ Glue stick |

TRAINERS NOTE: If time permits, once each problem has been encountered and solved by the group, change the registration staff and choose new representatives from each group to come and register the next applicant. In this way, each of the trainees will gain practical experience in acting as registration staff.

16. Closing up a Voter Registration Site

AIM: To follow up on the Opening and Closing of the Registration Site Activity and ensure each trainee is familiar with the forms and processes required in closing the registration site.

METHOD: Demonstration

Trainees will be divided into four table groups. Each group will still have the Master kit and the relevant forms used in the Opening of Registration Site Activity. Utilizing these materials, a group will be chosen by the trainer to demonstrate the Closing Procedures to the rest of the trainees and repack the kit at the same time.

TRAINER:

TIME: 15min.

MATERIALS NEEDED:

- Master kits
- Sub Team Leader's Weekly Record of Registration ER-08
- Record of Registration Kit Seal Numbers ER-16

17. Summary, closing and evaluation

AIM: to summarize and connect the dots in the training that has been given in the past two days.

METHOD:

At the end of day two the trainer will make a summary of what has been covered during both days of training emphasising the Key Points of the training.

Evaluation forms will be given to the trainees.

Also discuss items written on the graffiti wall and ask for suggestions and improvements from the trainees.

TRAINER:

TIME: 30 min.

MATERIALS NEEDED:

- Evaluation forms