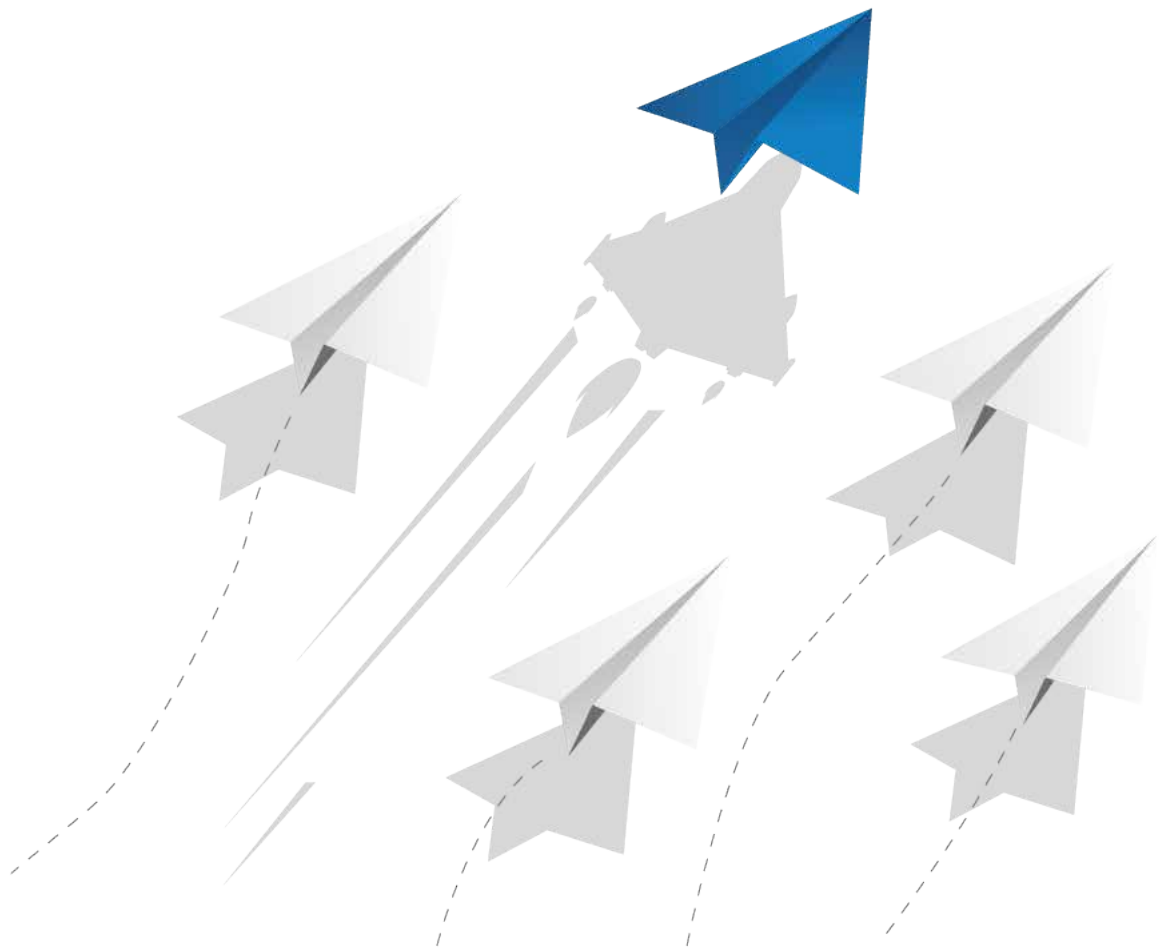


# BOLO FOR IMPACT

## REPORT



# POWER TO YOUTH





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## Executive Summary

The Islamic Relief (IR) orphan sponsorship scheme is a lifeline for orphans living in single-parent households or with guardians. IR provides educational support to the beneficiaries. These beneficiaries have been associated with Islamic Relief for many years. Along with the academic progress, IR wanted to see big international platforms where they can narrate their own story and excel in events. IR aims to build leadership skills in the beneficiaries so they can become the face of their stories on the international/national platforms. IR with the partnership of School of Leadership Foundation (SoLF) has launched the program "Power to Youth\_ Socially and Economically Empowered Youth through Mentorship Program". The main purpose of this program is to empower youth and support their personal and professional growth.

In this program 30 individuals have been selected initially. At First, focus group discussions were held with these beneficiaries to guide them about the program and talk to them on their interpersonal skills and know their availability. After that an application is launched and reviewed. To follow the selection criteria 18 participants were longlisted. They further attended 10 days of training and 3 one to one mentoring sessions. The training was focused on improving their skills and at the end presenting the good ambassadors. To further nourish their skills one to one mentoring session were conducted.

These participants have been affiliated with the IR since 10-13 years, some of them started schooling with the IR orphan sponsorship program. The age of the participants is between 18-24 years and all of them are students. These beneficiaries are enrolled in schools and universities. None out of 30 is residing in orphanage houses. All are residing in a family setup either accompanied by a single parent or by other blood relations.

### ***Appendix A: Agenda of 10 days training***

## PHASE # 1: YOUTH SELECTION

### Selection Criteria

#### Step 1: Introduction to program

IR joined hands with the SoLF to pick and train good leaders from the orphan sponsorship program. The structure of the program includes 10 days training and 3 one to one mentoring sessions.

#### Step 2: Focus Group Discussion

The focus group discussions were held in the IR office with 28 participants.

Details of Focus Group Discussion:

FGD	Date	Time	Beneficiaries
1	28 July 2022	11:30 AM - 1:00 PM	10
2	28 July 2022	1:30 AM - 2:30 PM	2
3	29 July 2022	11:30 AM - 12:45 PM	9
4	28 July 2022	02:15 PM - 3:45 PM	7

#### Step 3: Application Form

Application forms were sent to the 30 participants. The form consisted of the participant's education, university, goals and motivation. The form also included the question about the community issues they are passionate about and the change they are looking forward to.

#### Step 4: Selection Criteria

Following criteria was used for evaluation of application forms;

1. Is the candidate confident and able to express him/herself clearly?
2. Is the candidate able to explain why they are interested in this specific opportunity?
3. If selected, will the candidate be able to take part in the training and mentorship effectively?
4. Is the candidate able to highlight their strengths and articulate how said strengths will help them in future?
5. Overall Impression and further action – Final comments and thoughts. How should we proceed with said candidate?

#### Step 5: Evaluation of of Forms

After the screening of the form 18 participants were selected. The SoLF team called the candidates to inform them about selection and share further important details like training dates and flow of the program.

## Step 6: Final list of Participants:

S.No	Name	Age	Employed or studying	Name of organization/institute	Years of association with IR
1	Abdullah Khan	19	Both	Studied in Aps working in Meta Voice company.	12
2	Aliza Nasir	20	Student	Riphah International university	9
3	Ch Mukhtar Ahmed Shahid	20	Both	Jaguar production	8
	Iqrariaz	19	Student	International Islamic University Islamabad	15
4	Faisal Ali Sheikh	23	Employed	Kareemiya Call center	10
5	Fiza Rafique	19	Both	Polytechnic Institute for Women H-8/1 Islamabad and Home Based Tuition	17
6	Hasnain arif	21	Both	Part time indriver	5
7	Hassam Ashiq Qureshi	22	Student	NUML University	16
8	Kashaf Habib	20	Student	Quaid E Azam University	8
9	Mehrooz Alkheri	15	Student	Islamabad Model School for Girls (VI-X) i-8/1	12
10	Raabeel Al kheri	19	Student	Islamabad Model College for Girls I8/3	11
11	Rajab Ali	18	Both	Punjab College	11
12	Rimsha Ameen	23	Student	COMSATs University Islamabad.	10
13	Rizwan ul Haq	23	Student	Barani Institute of Management Sciences (BIMS)	13
14	Saba Yousaf	24	Both	Home tuitions	12
15	Saherwisal	21	Student	College	8
16	Samra shaheen	22	Student	Quaid E Azam University, an internship in ISE Reit management	17
17	Wirda Waheed	19	Student	International Islamic university Islamabad	10
18	Zainab	18	Student	Waqar un Nisa College, Rawalpindi.	8

**Disclaimer:** Iqra Riaz attended the three days of training and after that she left due to some domestic issues. From the mutual consent of SoLF and IR on the 4th day Mehrooz Alkheri joined as a 18 participant.

Gender wise distribution of participants

Male 8      Female 10      Total 18

## PHASE # 2: TRAINING

### Trainers Profiles



#### Shireen Naqvi

Shireen Naqvi, worked extensively for the aim of building human capital. She has worked with professionals, bureaucrats, students, and academicians in the private, social, and public sectors. Shireen's success in facilitating competency building programs lies in her intense belief in the infinite human potential and her phenomenal ability to adapt and relate to individuals from diverse backgrounds at an intellectual and emotional level.

#### Umair Jaliawala

Umair Jaliawala, a decade-strong learning consultant, trainer, keynote speaker and facilitator.

Jaliawala's horizon of consulting in learning design and delivery ranges from national-level working groups to ethnic to community-based initiatives. His ability to map needs and to conceptualize interventions based on growth, inclusion, and sustainability makes his work relevant, revered and replicable. His global connection and local action have helped him lead change through local resistance.

As a trainer, Umair assimilates business, faith and psychology. His sessions are a roller-coaster journey of stimulants, audio-visual content, exercises and simulations. A usual Jaliawala-session makes participants reflect, grow, celebrate, cry and connect.



### Program Overview of 10 Days

THEME	ON	Trainer of the Day
Identify the arena: Know the extent of your influence	Day-1	Shireen Naqvi
Recognize your fears: Practice to manage them	Day-2	Shireen Naqvi
Build your confidence: Art of being positive, constructive and meaningful	Day-3	Shireen Naqvi
Know your anchor: Intentionalize your message	Day-4	Shireen Naqvi
Lead the way: Oratory skills and storytelling	Day-5	Umair Jaliawala
Manage emotions: A glimpse into Emotional Intelligence	Day-6	Shireen Naqvi
Discover alternatives: Negotiation and assertiveness skills for win/win outcomes	Day-7	Umair Jaliawala
Deep dive: The science of questioning and listening	Day-8	Shireen Naqvi
Practice sessions with feedback and mentoring	Day-9	Shireen Naqvi
Practice sessions with feedback and mentoring	Day-10	Shireen Naqvi

## Day 1 (Sep 1, 2022)

Shireen Naqvi kicked off the first day of the training at 9:00 AM with high energy. She started with the introduction of trainers, partner organizations and the concept of the project “ Power to youth”. She addressed the participants and requested for their focused attention and commitment towards personal and professional development during the 10 training days. She mentioned that this program aims to develop you as a leader. The approach is not to be taught, but to be inspired; to promote greater self-awareness and ensure pertinent learning. Your experience can range from managing personal challenges to preparing your role in any capacity; as a human being, a professional and for any relationship. This could be from specific and immediate goals to a clear perspective of decisions regarding your future. Following with that, she gave a chance to each participant to introduce him/herself by answering the following questions;

1. *What is your name?*
2. *What do you study and why?*
3. *Where are you coming from? (Residing area).*

**Observation:** From this exercise, a very low confidence level, lack of grip on content development and presentation has been noticed. All the participants did make it to the stage, whereas, 16 out of 18 participants were not able to express themselves against the above mentioned simple questions. That gave an idea to the trainer about the areas that require more time and attention during the 10 training days.

For monitoring and evaluation purposes, the program team had developed a “Participant growth assessment toolkit”. That has been thoroughly explained by the facilitator at the start of the training. Participants evaluated their abilities before and after the training. Also, documented their daily learnings and challenges for continuous 10 days. These helped us to keep track of the participants progress and provide suggestions accordingly to the IR team for future programs.

Further, she emphasized on the fact that the Islamic Relief has built strong roots for all of them and now is the time to do justice to all those efforts by devising better and meaningful decisions for self. The facilitator advised all the participants to learn and give the best irrespective of outcome/result by having faith in your abilities.

Next to this, the facilitator gave a quick rundown of the agenda of the 10-days program.

### Module 1:

#### Identify the arena: Know the extent of your influence

Shireen introduced the concept of “Circle of Influence and Circle of Concern”. The model is based on two circles:

1. The first is our circle of concern. This includes a whole range of things – global warming, the state of the economy, the clothes your children want to wear, attitudes in society, the organization you work for, the things your colleagues do, the way people drive their cars etc. The actual list will depend on the individual, but the important thing to understand is that there may be little you can do about many of these things since they are outside your influence. Devoting energy on them may be a waste of time – the equivalent of shouting at the television – and time and energy once spent cannot be reused.
2. Our circle of influence will be much smaller. It includes the things we can do something about. The extent of this will obviously be related to your power.

The facilitator made the participants understand that the key is to focus your energy on those things that you can influence – this will enable you to make effective changes. If you do this you will find your circle of influence starts to increase – others will see you as an effective person and this will increase your power. Conversely, if all your energy goes into those things you cannot change your circle of influence will shrink. Not only will you drain your energy, other people may start to see you as unduly negative and critical.

She further touched upon the Self-awareness and asked the participants to write at least three characteristics/qualities of a good leader. The responses were as follows:

- |                |              |                 |
|----------------|--------------|-----------------|
| 1. Punctual    | 6. Learner   | 11. Open minded |
| 2. Skilled     | 7. Smart     | 12. Organized   |
| 3. Disciplined | 8. Assertive | 13. Devoted     |
| 4. Confident   | 9. Visionary |                 |
| 5. Creative    | 10. Listener |                 |

Upon getting the replies, she asked the participants to now identify the characteristics they already have and which they need to work on and how. She made them understand that all are God gifted already, these all are human skills and not technical. The only thing that needs to be done is to look deeper and practice such characteristics in daily life. She addressed the interns by saying that all of this comes from using your brain consciously and no course book will guide you on that until and unless you don't take responsibility for discovering yourself.

To dig deeper in knowing the community issues from each participant, Shireen put them in a brainstorming activity and asked them to answer the following questions in the same sequence mentioned in the workbook.

1. *What do people need?*
2. *Whom we are addressing?*
3. *Need to resolve it?*
4. *What are the fears and expectations for not resolving the issue?*
3. *What can I do?*
4. *What sources are you influenced by?*



The responses received from participants were as follows:

Questions	Responses
What do people need?	<ol style="list-style-type: none"> <li>1: Respect</li> <li>2: Need someone who listen to their problems</li> <li>3: Peaceful life</li> <li>4: Money</li> <li>5: Good job</li> </ol>
Whom we are addressing?	<ol style="list-style-type: none"> <li>1: Community leaders.</li> <li>2: Elon musk</li> <li>3: Bill gates</li> </ol>
Need to resolve it?	<ol style="list-style-type: none"> <li>1: Problem solved</li> <li>2: Helper</li> <li>3: Respect</li> </ol>
What are the fears and expectations for not resolving the issue?	<p><b>Fears:</b></p> <ol style="list-style-type: none"> <li>1: Business loss</li> <li>2: Aim to district</li> <li>3: Their crime will be revealed.</li> <li>4: If their expectation does not meet</li> <li>5: Their product will be banned</li> <li>6: Not be trustable</li> </ol> <p><b>Expectations:</b></p> <ol style="list-style-type: none"> <li>1: Society better</li> <li>2: Young Youth</li> <li>3: Guideline</li> <li>4: Grow them to achieve their goals</li> <li>5: Country will progress</li> <li>6: Economic growth</li> </ol>
What can I do?	<ol style="list-style-type: none"> <li>1: Social media</li> <li>2: Facebook</li> <li>3: Tiktok</li> <li>4: Whatsapp</li> <li>5: Tv shows</li> <li>6: Print media</li> <li>7: Blogging</li> <li>8: Newspapers</li> </ol>
What sources are you influenced by?	<p><b>Sources</b></p> <ol style="list-style-type: none"> <li>1: Facebook</li> <li>2: Tiktok</li> <li>3: Speakers</li> <li>4: Instagram</li> </ol> <p><b>Impact</b></p> <ol style="list-style-type: none"> <li>1: Information</li> <li>2: Entertainment</li> <li>3: Help me in</li> <li>4: Awareness about world</li> <li>5: Knowledge</li> </ol>

After that she asked the participants to write their expectations from the 10 days of training program. All participants have taken sticky notes and written their expectations from the 10 days of training and attached the sticky notes to the board.

Name	Expectations from the Training
Hassam Ashiq Qureshi	I Want to improve my self confidence.
Sahar Wisal	I Want to learn skills which will help me in the future.
Fiza Rafique	To experience new skills and improve communication skills and confidence.
Aliza Nasir	I Want to improve my communication skills.
Rizwan Ul Haq	To become a good leader and build excellent quality of leadership which will help me in future.
Ch Mukhtar Ahmed Shahid	I want to improve my communication skills and confidence.
Hassnain Arif	Build confidence and communication skills.
Faisal Ali Sheikh	Networking Skills, communication skills
Wirda Waheed	Confidence building, communication skills, Overcome fears of speaking in public.
Raabeel Alkheri	I want that in these 10 days I can be confident and what I learn I can apply in my work.
Samra Shaheen	Personal development, presentation skills, improved communication, developed confidence.
Zainab	I want to improve all my skills.
Saba Yousaf	Build confidence and learn personal development skills.
Rimsha Ameen	Improve my confidence and English speaking.
Abdullah Khan	Presentation skills, learn how to implement my ideas in future.
Mehrooz Alkheri	Improve my presentation skills and time management.
Rajab Ali	Improve my communication skills.
Kashif Habib	From this training I want to improve my interpersonal skills. I want to become a great leader.



After listening to answers from all participants, Shireen debrief an activity by saying

جیسا کرو گے

ویسا بھرو گے

Here, Shireen buckled them up to hold on tight on the thoughts shared with us. Because “You are what you think”.

When we're unhappy where we are in life, we seek to create change. So we go about transforming our environment believing that doing so will create the necessary change we hope to see. We buy things for a materialistic boost of happiness. We travel to escape our problems. We seek substances to numb the mind and help us forget.

But of course, we fall back to where we had started: unhappy with where we are today.

And so the cycle repeats itself. We buy, we travel, we forget—always focusing on the external factors we need to alter in order to create better circumstances.

This happens because we falsely assume that change begins from the outside. In truth, the environment does play a role in changing your circumstances, but it doesn't address the root of the cause (your thinking) that is the driver behind why you feel the way you do.

### **Here's what all need to realize:**

If you want to change the outside, you must first change the inside. You must change the attention of your thoughts because what you think directly influences how you feel, and how you feel directly influences how your body reacts, and how your body reacts directly influences how you behave, and how you behave comes to define who you are and what you experience in life. Once you get control of that, then you will be able to step out to expand the influence and create a change for yourself and all living around you.

Shireen ended the day by sending the participants with homework “Talk to a stranger around you and test your strengths”.

## **Key Outcomes:**

- To be good at situation analysis in order to improve the processes.
- To become achievement oriented by delivering quality and yield.
- Self-examination: Deeper understanding of one's strengths and weaknesses.
- Goal setting and identifying ways to achieve it.
- Techniques of looking deeper in the problem and devising solutions.

After that she asked the participants to write their expectations from the 10 days of training program. All participants have taken sticky notes and written their expectations from the 10 days of training and attached the sticky notes to the board.

## Day 2 (Sep 2, 2022)

The day started with fun-filled energizer and reflection on the last day. After this, all the participants were asked to present their homework. Following responses participants shared they noticed while having a conversation with the family members:

1. Money is everything
2. Dignity
3. Childrens
4. Society

Shireen Naqvi started the day and asked each participant to tell the conclusion of the Day-1 assignment to whom they talk and what are their findings. The participants said that they got to know the importance of two-way communication. It made a person realize that everyone has gone through some kind of difficult times or trauma. They mentioned that the discussion with parents, friends, cousins etc made us realize that we are in a very comfortable and relaxed position whereas, there are people who are struggling for basic necessities that we take for granted most of the time.

The participants said that they got to know the importance of two-way communication. It made a person realize that everyone has gone through some kind of difficult times or trauma. They mentioned that the discussion with parents, friends, cousins etc made us realize that we are in a very comfortable and relaxed position whereas, there are people who are struggling for basic necessities that we take for granted most of the time.

### Module 2: Recognise your fears: Practice to manage them

Followed to that, to encourage the participants in taking action and prime the participants to make immediate change. Shireen, shared the concepts of Relevancy, Motivation, Memorable and Believable and the impact of all four components when used together.

The relevancy of the content is the first thing your audience will hear in every speech or presentation. It should grab their attention and make them want to listen to you as the speaker. Some good ways to gain attention are through the use of a story, fact, quote, engaging question, statistic, etc. When trying to figure out which you should use in your speech, think about who your audience is, what is appropriate for the occasion, and what would grab your attention as an audience member.



After you have gained your audience’s attention, you need to explain the issue at hand. Tell your audience what the problem is and explain why it’s a problem. Explain who is impacted by this issue and how severe it is. Consider how this problem may affect your audience.

If you are having trouble figuring out a problem, think about things that you think need to be fixed or changed. Think about topics you are passionate about and if there is a problem with the status quo that you would like to see changed. Once you have explained the issue to your audience, you must present them with a solution to the problem. The next step is visualization, or explaining to your audience how much better life is going to become when the solution is applied to the problem. In a perfect world, what would it look like if this problem is no longer an issue? Make sure to focus on the benefits. It comes at the very end of your conclusion and will be the last thing your audience hears in your speech. You will want to urge your audience to take action, right now, to fix this problem.

Shireen further shares the top 10 fears every human being carries. Some people have all of 10 fears and others have some of them. Everyone lives with a kind of fear but it is overcome only when you make up your mind to be a symbol of change maker.

To overcome the participants’ fear of speaking, all the participants were given a topic and instructed to prepare a skit of one minute. Three minutes were given to each participant to prepare and can reach out to fellow participants for help.


- |                          |                 |                 |
|--------------------------|-----------------|-----------------|
| 1: Books                 | 7: Hobbies      | 14: Computer    |
| 2: Cooking               | 8: Management   | 15: Politics    |
| 3: Movies                | 10: Farming     | 16: Social Work |
| 4: Heroes                | 11: Education   |                 |
| 5: Sports                | 12: Examination |                 |
| 6: Tourism and Traveling | 13: Business    |                 |

After this each participant was asked to present their views on the same topic as a speech and it should be of 2 minutes. The speech was followed by the feedback by the trainer and other attendees. In debriefing the activity, participants were asked to share their views. Were they scared before performing and what were the feelings during performing and when done with the performance. 80% of the participants shared that their fear of speaking in front of people has been overcome and feeling relieved of seeing themselves in such a position. As when the tasks were given, the participants shared a great state of fear that they wouldn’t be able to perform a skit or present in front of the audience.

Followed by the debriefing, Shireen shared the concept of stress management, its effects on human life and ways of overcoming it.

**Manage STRESS: Don't fight it**

- Fight
- Flight
- Freeze
- FLY



**Types of stress**

Eustress	Distress	Hyperstress	Hypostress
<ul style="list-style-type: none"> <li>• Short-term stress that provides immediate strength.</li> <li>• Arises at points of increased physical activity, enthusiasm, and creativity.</li> <li>• A positive stress that arises when motivation and inspiration are needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Negative stress by constant readjustments in a routine.</li> <li>• Creates feelings of discomfort.</li> <li>• Two types of distress:                             <ul style="list-style-type: none"> <li>◦ Acute stress: Intense stress that arrives and disappears quickly.</li> <li>◦ Chronic stress: Prolonged stress that exists for weeks, months, or even years.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Occurs when an individual is pushed beyond what he/she can handle.</li> <li>• Results from being overloaded or overworked.</li> <li>• Little things can trigger a strong emotional response.</li> </ul>	<ul style="list-style-type: none"> <li>• Opposite of hyperstress.</li> <li>• Occurs when an individual is bored or unchallenged.</li> <li>• Results in restlessness and being uninspired.</li> </ul>

**Effects**

1. Affects brain performance. Causes irritability and nervousness.
2. Sleep disturbances (insomnia or too much sleep)
3. Changes in food consumption (loss of appetite or increase in appetite)
4. Poor concentration or memory retention
5. Uncharacteristic mistakes or forgotten appointments
6. Anger or tantrums
7. Violent or anti-social behavior
8. Emotional outbursts
9. Alcohol or drug abuse
10. Nervous habits
11. Sexual dysfunction

## Remarks by Honourable Mr. Waseem Ahmad - CEO of Islamic Relief

Waseem congratulated the 18 participants to make it to the program and wished them luck for a new venture. He further added that the Islamic Relief is supporting the youth empowerment to contribute to improve the lives of young people in Pakistan. While interacting with participants and knowing their experiences about the program, he shared his growth journey with participants. Adding to that, he said this platform is the opportunity that has knocked on your door and it's your chance to learn from those with experience and bring innovation and creativity to the table. It's an opportunity to shine.



## Remarks by Mr. Asif Sherazi - Head of Islamic Relief Pakistan



He gave an overview of the program and described the objectives of the intervention. He shared that this platform is specifically created to facilitate fresh minds and provide resources to make you all ready for the professional world. He further added, this program will develop young people's capacity to perform better in professional ventures and take good benefits from the youth platforms available in the world.

In the end, he also appreciated the women participation and said that young women must come forward and participate in all walks of life and contribute to the socioeconomic development of the country. This is a great opportunity for all to learn new skills and get involved in becoming champions of their societies.

*Home Assignment: Be a friend: Peer support in times of stress.*

### Key Outcomes:

- Analyzing the barriers
- Details of presentation skills.
- Grip on content development
- Audience tackling of different kind
- Importance of eye contact
- Stress and Fear management
- Shifting energy from anxiety to creativity.

## Day 3 (Sep 3, 2022)

The day started with high energy and listening from participants about their homework. They narrated their public interaction and listed down the stress causes for people;

1. Inflation.
2. Health.
3. Domestic problems.
4. Education.
5. Unemployment.

Keeping in mind the outcomes from the homework, participants shared that they have realized everyone around them are having mutual stress issues and are affected by the causes badly. Irrespective of the same pain point, no one tries to raise their voice and do something to overcome/resolve the issues rather they are adjusting to symptoms. The knowledge of stress management and mental health wellbeing is closer to zero in community people.

### Module 3:

## Build your confidence: Art of being positive, constructive and meaningful

Confidence is a result of how we have been brought up and how we've been taught. We learn from others how to think about ourselves and how to behave - these lessons affect what we believe about ourselves and other people. Confidence is also a result of our experiences and how we've learned to react to different situations.

Self-confidence is not a static measure. Our confidence to perform roles and tasks and deal with situations can increase and decrease, and some days we may feel more confident than others.

Shireen explained that although self-confidence can mean different things to different people, in reality it simply means having faith in yourself. She further took support of the Human X-ray concept to elaborate on strengthening self-confidence. She further added that learning and research can help us to feel more confident about our ability to handle situations, roles and tasks. Knowing what to expect and how and why things are done will add to awareness and usually make a person feel more prepared and ultimately more confident. The participants also got an extensive knowledge of the connection between faith and fear. The beneficiaries got equipped with the tips and techniques of managing fear.



Further, the participants were guided on the relation between confidence and body language. Standing or sitting straight with your shoulders back and your head held up, nonverbally reflects your confidence. It doesn't matter how tall you are, when your posture is straight and aligned, instead of shoulders slumped and head down, you will appear in control and confident. Shireen, put all the teachings in practice during the training days.

*Home Assignment: Talk to a child about confidence.*

## Key Outcomes:

- How to acquire and retain confidence.
- Confident body language
- How to manage /control anger.
- Adapting and upgrading personal and professional impressions
- Building self-confidence and self-esteem
- Becoming more proactive in managing their relationships



## Day 4 (Sep 4, 2022)

The day started with listening from participants about the outcomes achieved by doing homework within the community. The home assignment was to talk to one child about confidence. They were guided on tips and techniques on interacting with adolescents being careful of their sentiments while having a conversation with them. The summary of responses received from participants were as follow:

The development of children's self-esteem is heavily influenced by their environment, that is, their homes, neighborhoods, and schools. Children with damaged self-esteem are at risk of developing psychological and social problems, which hinders recovery from low self-esteem. Thus, to recover low self-esteem, it is important for children to accumulate a series of successful experiences to create a positive concept of self.

### Module 4: Internalize your message

By internalizing your message, you look more accessible as a person. Your listeners are more attentive because you are actually speaking from the heart (or from memory.) Or they are attentive because they expect the unexpected: they are not sure what you're going to say next. To them, you may appear to be improvising. You can maintain eye contact constantly. You can watch the faces of your listeners and respond to what you see. You are not constrained by a text, and therefore your speech or presentation approximates dialogue.

To evaluate the participants' presentation and content development skills, the initial pitch videos were showcased for the feedback. Participants were asked to comment on their pitch video and identify the areas of improvements. Following components were identified for improvements:

1. Eye contact.
2. Posture
3. Body language
4. Tonality
5. Story-telling
6. Delivery of message (usage of right words)

After pinpointing the weak areas, the facilitator shared tips and techniques in details of developing the confidence and capability to give good presentations, and to stand up in front of an audience and speak well. In an interactive activity, the participants were asked to write down the components of good presentation style and developing content.

#### Good Presentation Style

1. Maintain eye contact while presenting and smile
2. Use of gestures and facial expressions
3. Avoid distractions
4. Be prepared: Practice makes perfect
5. Confident in your topic
6. Effective beginning/end
7. Avoid filler words
8. Speak the language of the audience
9. Engage with the audience
10. Choose the right angle on standing during a presentation

**Content Creation:**

1. Well organized and structured
2. Research based content
3. Try to simplify the content
4. Relevancy with the topic
5. Know your audience before starting creating content
6. Use of real examples/Facts.

Afterwards, the participants were divided into groups and were asked to prepare role plays on given scenarios to each group. Each group was instructed to effectively use the points highlighted in previous activity in the role plays. The scenarios were as follows:

- 1: Child Labour
- 2: Women Rights
- 3: Sexual Harrasement
- 4: Never trust to anyone
- 5: Gender Inequality
- 6: Don't mistreat others
- 7: Social Issues
- 8: Examinations

In the debriefing of an activity, to encourage the participants in taking action and prime the participants to make immediate change. Shireen, shared the concepts of Relevancy, Motivation, Memorable and Believable and the impact of all four components when used together. She said that the relevancy of the content is the first thing the audience will hear in every speech or presentation. It should grab their attention and make them want to listen to you as the speaker. Some good ways to gain attention are through the use of a story, fact, quote, engaging question, statistic, etc. When trying to figure out which you should use in your speech, think about who your audience is, what is appropriate for the occasion, and what would grab your attention as an audience member.

*Home Assignment: Be the facilitator of a discussion of a topic with your family/friends.*

**Key Outcomes:**

- A guide to the process of creating effective content,
- Tips and techniques for successfully delivering on stage
- Explanations and methods for reducing stage fears and stresses - notably through the use of presentation skills, to build confidence

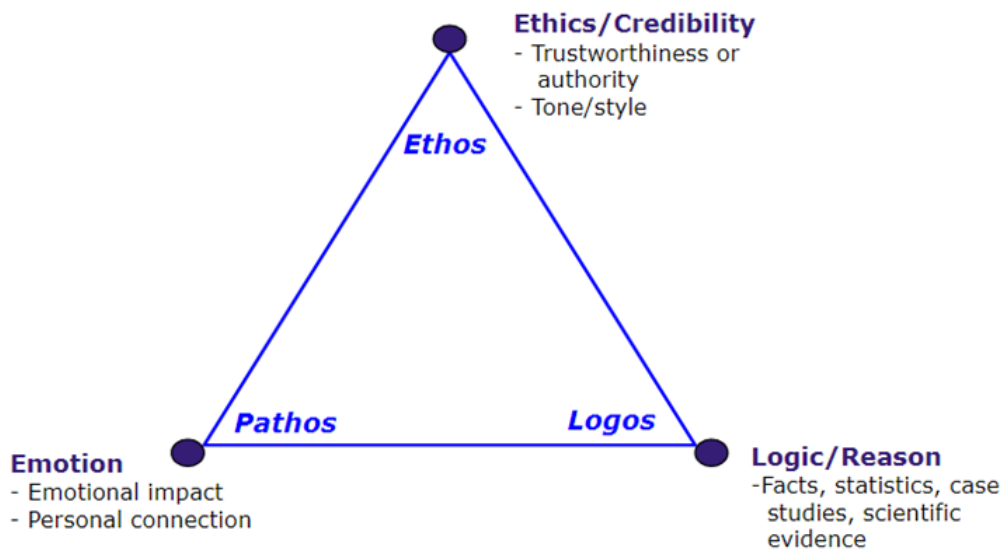
## Day 5 (Sep 9, 2022)

### Module 5:

### Lead the Way: Oratory skills and storytelling

The day was kicked off by the high energy opening note by the Facilitator - Umair. After a brief introduction, the facilitator reflected on the norms set by the participants. The facilitator emphasized on the idea of openness, he mentioned that to see positive transformation in self one has to open up which means that everyone should know about who you are and what and how you are doing it.

Following that, Umair shared the details and importance of Oratory skills and storytelling. Right after that, he divided the participants into two groups. He put them in a brainstorming activity where one team listed down the qualities of a good orator and another group listed the skills of the orator. In a debriefing, the facilitator then took forward the discussion by introducing the Rhetorical Triangle: Ethos, Pathos and Logos; three ways to appeal to an audience, and they're called logos, pathos, and ethos.



He further added that this concept can be used in creating and structuring effective oral or written arguments. It focuses on three key rhetorical elements: logic, credibility and emotion. At the same time the triangle represents the art of persuasion because persuasion is about how argument makers connect each of the three appeals. In the model, the sides of the triangle represent the specific devices writers and speakers can use to make those connections. Those are; purpose, tone and style.

Umair shared the 11 steps for using the rhetorical triangle effectively to write a persuasive essay or speech and presenting it. Those steps are;

1. Research about topic
2. Develop an opinion
3. Decide on your method
4. Identify your audience
5. Find the emotional appeal
6. Evaluate the ethics of your argument
7. Decide what rhetorical appeal to start with
8. Connect to your audience

9. Write your first draft
10. Identify any counter arguments
11. Revise and finalize

Forwarding the learning into the story-telling concept, Umair asked the participants to think of any event from life that can be shared with the other fellows as a personal learning experience. Participants were given time to prepare a story telling based content using the 11 steps of rhetorical triangle. Each presentation was evaluated and given constructive feedback.

Umair continued the day by soothing the participants from all the roller coaster experience in the past couple of days. He eased them and set them in a relaxation phase to recall all the accomplishments they have encountered during these days. Clubbing the learning with the storytelling concept, he explained that the stories are how we think and make sense of the world around us, and this extends to business concepts as well. This hidden power of storytelling can influence how we make decisions and how we persuade others of our ideas.

He stated that stories have a purpose. They have to be relevant to the experience and interests of yours and your audience. Each story should have a point to it that your listeners can easily grasp and identify with. Make your stories clear and relevant, to support the information in your presentation. That means keeping them fairly short and removing unnecessary details.

Participants were put into an activity where they will share their story with their team members in a minute to experience the power of telling things that are closer to your heart and practicing to bring improvements in that specific area.

*Home Assignment: Practice a speech with family and friends.*

## Key Outcomes:

- Effective interpersonal communication in a variety of settings.
- Handling and interacting with different audience
- Verbal and non verbal communications
- Power of storytelling and presenting effectively
- Handling media personnel



## Day 6 (Sep 10, 2022)

### Module 6:

## Manage Emotions: A glimpse into Emotional Intelligence

### Emotional Intelligence

Before going into an in-depth discussion about EI the facilitator broadly explained the SMEB concept that indicates; Soul, Mind, Emotions, and Body. She said a human system is a tri-unity with soul, mind, and the body composed of the various integrated organ systems. The soul and mind are the main sources of energy that control the physiological and spiritual processes of the human body. In which the brain is regarded as a microprocessor and works together with the mind. Whereas, emotions show a person's spirit, courage, and passion towards something. She further added that the function of the mind and body are interdependent. The mind gives an eye to a body desire, without that eye/realization we see inappropriate things in our society like rape, gender injustice, and sexual harassment.

Shireen shared a statement, "Conscious exertion of superior ability", means realizing the right thing and correcting yourself. She gave an example of prayer (Namaz), that when you are properly performing all the actions but absent-mindedly, and the moment you get conscious about your name. That is where your creator gets happy from you, that you have realized, and back to the requirements needed to perform a prayer. Similarly, the same thing applies to human beings around you, you just have to see closely and pay attention.

She engaged the participants in an activity, called Wheel of life. That is to take a "helicopter view" of life so that one can bring things into balance. It helps a person consider each area of life in turn and assess what's off-balance. As such, it helps a person to identify areas that need more attention.

The facilitator emphasized that those who move out from the comfort zone of their brain (fixed mindset) and, use that part of the brain called the growth mindset. They prefer to adopt what is known as a Win-Win solution. This involves looking for resolutions that allow both sides to gain. In other words, those people aim to work together towards finding a solution to their differences that results in both sides being satisfied. Key points when aiming for a Win-Win outcome include:

- Focus on maintaining the relationship - 'separate the people from the problem'.
- Focus on interests, not positions.
- Generate a variety of options that offer gains to both parties before deciding what to do.
- Aim for the result to be based on an objective standard.

The facilitator - Shireen advised the participants to check the impact of their reaction by giving an example of "pointing finger at others" - immoral behavior. Participants were asked if they would like others pointing fingers at them in any situation. The answers were "No" from all, from there Shireen elaborated to watch actions with intention, and that is called the impact of your reaction. She said to participants that, maybe your intentions are right but at that moment, unconsciously you didn't choose the right action. This is what makes the situation worse.

*Moral: Have control over your body, mind and heart, and it will lead you to betterment.*

### Additional Segment: Styling and Grooming Segment

The participants showed a desire to have a segment on personal grooming. Mariyam Irfan was invited to deliver a session on styling and grooming. Personal grooming helps in enhancing an individual's self esteem and also goes a long way in developing an attractive personality. Mariyam, in a 45 minutes session shared the sensitivities one should be aware of regarding self grooming. She emphasized on the fact that

personal grooming does not mean applying loads of makeup and wearing expensive clothes. It refers to cleaning and maintaining each and every body part for a pleasing appearance. No one likes to talk to someone who is dirty and does not take care of personal hygiene and grooming. Similarly, making sure the clothes are clean and properly ironed. There should be no visible sweat stains or any other stain on your dress.

Further they had a discussion of three attires of dressing/styles; Formal, business and professional. The main purpose of this session was to enable participants to know what to wear in different events and enhance one's personality. To make them understand that, dressing sensibly not only helps an individual to earn respect and appreciation but also makes him/her a source of inspiration for others.

*Home Assignment: Practice public victory.*



## Key Outcomes:

- Self-examination - more aware of strengths and weaknesses regarding self well-being.
- Discovered a unique mix of good traits they have.
- Self-reflect objectively, we need to quiet our minds and open our hearts.
- Acknowledge the natural gifts one has and they are all for free.
- Human Skills and there is no limit on them.
- Participants realized the side they are on: giving or taking? Either they are from the one who is unconditionally spreading the qualities they have highlighted or expecting from others to change the world.
- Different areas of life need different levels of attention at different times. So need to work on assessing the amount of attention a person is currently devoting to each area.
- Some areas of life need more attention and focus than others at any time and inevitably a person needs to make choices and compromises, as your time and energy are not in unlimited supply.
- Managing emotions intelligently.



## Day 7 (Sep 11, 2022)

### Module 7:

## Deep Dive: Listening, Questioning and Networking

Umair started the day with a fun-filled energizer and reflection on the learnings from previous days. After this, all the attendees were asked to present their homework. What 3 emotions were you able to control?

The outcomes were as follows:

- Attitude improved
- Feeling better
- Easier adjustments
- Greater self-awareness
- Greater self-control
- Better relationship with family and friends

To further improve the skills of the participants, Umair introduces them to the concept of hearing and listening and its effective use. To understand the participants' knowledge about it, Umair engaged the participants in an activity in which he gave the participants a set words and asked them to distinguish the words in the category of hearing and listening. Based on the answers received, Umair introduced both concepts in depth.

### Listening

Listening is a skill that we can all benefit from improving. By becoming a better listener, a person can improve their productivity, as well as the ability to influence, persuade and negotiate. Here, Umair emphasized on the statement, " Seek first to understand then to be understood".

After this, all the attendees were paired and did the storytelling activity. In which each of them had to open up with their partner by sharing any wow or sad memory. 2.5 minutes were given to each partner to narrate the story and this allowed the attendees to express themselves freely and creatively in an authentic and real way.

Participants shared the following insights after the activity

- Importance of eye contact
- Expression
- Attentive listening
- Avoid jumping to conclusions
- Observe the congruence between the verbal and non-verbal
- Patience
- Suggest if needed but sometimes all is required is listening
- Concentration
- Show interest and use effective interjections

Further, participants were equipped with the concept, "Questions are at the heart of inquiry learning". There are some attributes of the good and meaningful questions. Participants got to know the different types of questions, its making and usage at the right time.

## Key Outcomes:

- Effective interpersonal communication in a variety of settings.
- Effectively apply active listening skills.
- Perceive the listener's interpersonal needs.
- Gain information about other individuals through communication.
- Build a context of understanding through communication.
- Establish and identify when using interpersonal communication.
- Demonstrate respect for others' viewpoints.
- Maintain proper eye contact while communicating interpersonally.
- Give critical feedback effectively (non-threatening).
- Receive, and reflect on, critical feedback from others.
- Demonstrate the acknowledgement and validation of the feelings, opinions, and contributions of others.



## Day 8 (Sep 16, 2022)

### Module 8:

### Discover alternatives: Negotiation and assertiveness for win/win outcomes

As per routine Shireen started the day with high energy and engaged the participants in a brainstorming activity. She asked the participants to think of the toughest negotiation situation of life, why it happened and learning from that specific situation. The responses received were as follows:

1. Courage of achieving your desire keeps you going
2. Better negotiation skills is very important in life
3. Phrasing sentences and good selection of words to not sound judgemental
4. Practice empathy and understand the point of view of others
5. Understanding of situation is important before jumping to conclusion
6. Don't push yourself to the state of depression and find way out of the situations
7. Give and take of critical feedback

Taking forward the learning, Shireen did a fun activity with the participants named, Who Will Win (WWW). Participants were divided into two groups and were given the tasks of collecting the maximum chairs. While being so engaged in winning, the facilitator observed the following in both teams. That they are snatching, arguing, not listening to each other, haven't had a strategy meeting and the focus on winning.

In debriefing the activity, she highlighted the observations to the teams and shared an example of the great Edhi. He wanted to serve humanity and with the right action, he was able to gain the trust of the whole world. He never considered himself better than any other human being on this earth but he was the living example of serving equality. Things were not always favorable for him either but just as you may feel this way, others may think they are in a better position than you. Thinking of yourself as superior, more or better than another is not a beneficial way of thinking. Given or received. If you would like to help someone you think is less fortunate, do it from love, not pity. Similarly, better ways to solve the problem of chairs could be adopted. It's not a good way to snatch a chair from each other. She untapped the areas of the participant's brain through which they can use better and positive approaches in resolving conflicts and developing strategies to achieve win/win situations for everyone.

### Networking

Maryam Arshad Mahmood (Founder and Director Impact Dynamics) led this session and explained the concept of networking to the participants. Networking skills are competencies that help you in building personal and professional social contacts. Networking allows you to meet new people and exchange ideas. You build strong connections with your colleagues, friends, family members, clients, customers, professors or personal acquaintances when you network. Also, it is proven that the more you interact with people, the more you can build your self-confidence and social skills.

She further elaborated with an example that, as human beings we share many things in common, our interpersonal interactions with others make it obvious that many people look different from us and communicate in ways that are different from ours. There are an infinite number of ways in which we are different from one another. Unless you have an identical twin, you look different from everybody else, although you may have some things in common with a larger group of people (such as skin color, hairstyle, or clothing choice). Shireen clubbed the togetherness concept with diversity by saying, Sports teams rise or fall based on how well they get the work done. Until the team comes together, the potential of the talent will always be woefully insufficient. Every coach

knows that building a team and creating a sense of “togetherness” is what decides success and stability. The team has to leave behind all other factors and every member has to consider other members equal to oneself and that leads them to be successful. Similarly, she advised all the girls if they want to be successful they have to come out of the shell and have to break barriers to be an example for other girls of the community as well. Same for male participants that they need to step up and create examples for upcoming generations. All of this is possible only if we overcome the differences that we have lived with and start interacting with people.

Following the session, Shireen sent the participants on a very interesting activity, ‘Explore your potential’. She gave three pencils to each participant and gave instructions to sell them in the market. Each pencil costs PKR20, and each participant has to bring back PKR60. The participant can sell for higher rates and keep the profit. The participants came back after 30 minutes and the results were Amazing. They even sell the pencil for PKR100. The main purpose of this activity was to broaden the horizon of the participants towards interacting with people and acknowledging their potential that was unexplored.

### **Critical and creative skills:**

The participants were then introduced to the concept of critical thinking and creative skills. The facilitator shared that critical thinking helps to examine and improve thought processes, ask the right questions, challenge assumptions and consider varying viewpoints. Effective problem-solving helps you to properly identify and systematically work through a problem in a comprehensive manner, ensuring clarity when it comes to time to make decisions or recommendations.

Shireen shared a thought with all participants that we mostly think of before doing anything. “It is very difficult and impossible to do”. Shireen took forward the statement and briefed them about Communication, Problem solving, Reviewing performance Persistence. She mentioned the example of Thomas Edison, who never called himself a failure and never gave up even after 1000 attempts of making a bulb.

*Home Assignment: Speech in english on the given topic.*

### **Key Outcomes:**

- To be good at situation analysis in order to improve the processes
- Ways of negotiating while empathizing
- Importance of networking
- Critical thinking and problems solving skills



## Day 9 (Sep 17, 2022)

The day started off in a similar manner. Shireen started conversations, initially recapping the happenings and takings from the previous day. She went over the information and session wrap-ups from the last day

### **Module 9:** Practice sessions with feedback and mentoring

This day was dedicated more to listening to participants and preparing them for the final day of training. Also, to respond to queries of participants regarding presentation and speaking in public. The engagement started with an interactive activity where every participant shared their happiest memory on stage. When their fear of the stage got controlled. Shireen divided the participants in four groups and gave each group a topic to prepare a presentation on, in english. The topics were;

1. Empowerment
2. Climate change
3. Child Safeguarding
4. Education

Each team has presented the pitches to Shireen, Azhar Saifi and other groups considering them as an audience. After every presentation, everyone gave their valuable feedback to the teams so they can incorporate all that insights and bring improvement to the overall presentation delivery. Shireen also explained thoroughly about the do's and don'ts of receiving critical feedback.

*Home Assignment: Be a mentor to someone*

### **Key Outcomes:**

- Effective presentation skills
- Appropriate reaction to the critical feedback
- Focused minds reaches its desired destination

## Day 10 (Sep 18, 2022)

### Module 10: Practice sessions with feedback and mentoring

The third day was dedicated to listen to the views of the groups created on the first day of training and witness the change. This time again the participants were asked to select an issue they would like to work on in their community. It can be the same as the one highlighted on the first day or can be any other. These scenarios were as follows:

Topic
Education
Financial Empowerment
Child Safeguarding
Climate Change

The participants were given a 05 minutes time to present. Others were requested to listen attentively and will be giving feedback to the presenter. The transformation that has been noticed in the beneficiaries. Following are the observations from the presentations:

1. They were more confident talking about the issue
2. They were able to communicate better
3. They were able to use correct words and sentences
4. Targeting the right audience during the presentation
5. Presentation skills were followed properly
6. Eye contact and facial expression were practiced

Shireen ended the training with a message to all the participants; a better world begins at home. You can take root in simple actions that we do every day among the people dear to us. If we don't like the direction in which society is moving, we have to recognize that we are setting its course with the lessons we teach our children. Society is something that we create, and we have the ability to change it.

Do you make a point of getting to know your neighbors? Or the people who work in the businesses and shops in your area? One of the best ways to build these links and friendships is by joining or starting a community association. By building community associations you must create the connections that allow us to share common concerns and to work and live together in a more caring environment, giving rise to the movement from Me to We.



## Trainer's Feedback

The School of Leadership Foundation and I, as lead trainer, are highly indebted to Islamic Relief to allow us the prestigious opportunity to work with eighteen wonderful and carefully selected youngsters to train them in leadership skills and become Islamic Relief's Brand Ambassadors.

It was a good strategy to conduct the Focus Groups prior to the program. Through these, we were able to establish the learning capacity of participants and adjust our training methodology and content accordingly.

Even then, day-one was an eye-opener. I walked eighteen well-groomed, aware, intelligent young girls and boys; shy in their demeanor and cautious in their interaction. Though they were coy, yet outstanding was their desire to learn and the clarity of their expectations. In their notes listing their expectations, the one-word that came out loud and clear was to build their confidence - fortunately, that was the intention of the program and how it was designed. To this end, every moment of each segment urged them to challenge themselves; throw them in the deep; cut through disempowering beliefs and break mental barriers.

The ten-day curriculum was all-encompassing and followed to the letter. Each day's objective was strictly adhered to. A distinct 70:30 ratio was maintained, i.e. 70% was experiential learning and 30% on the conceptual part. Participants rose to every challenge; whether it was oratory skills or public interaction for a purpose; scenes they had to act out or stories they had to narrate; research they had to do (primary and secondary) or pencils they had to sell to test their negotiation skills; collaboration through team work or individual concentrated effort to set goals and achieve them. In each instant and exercise, they shone while realizing their potential and building their confidence.

Not only were they exposed to the agenda of leadership, but the program included grooming, mannerisms and networking. For these, we included guest speakers as well. Over the course of the ten-days, these concepts were consciously and continuously practiced.

On several occasions, videos were made when participants delivered their speeches. These were reviewed regularly to give feedback for improvement and sent to each participant to watch, critically analyze and learn from.

All participants were regular in their attendance. Two out of the eighteen participants were regularly not punctual. One participant dropped out, while we added another one to complete the total. This new addition was equally, if not more, value-adding.

There was a marked, vivid and conspicuous improvement - overall, in each participant. The expectations and goals they had set for themselves were fully met. Seeing them on the last day was, again, an eye-opener, due to the immense change in their confidence and personalities. All, except one participant, can truly be called Islamic Relief's Brand Ambassador.

We thank Azhar Saheb for being with us almost daily, wherein he guided us, participated where required and lent valuable support throughout. We wish you all the best in this vital endeavor and thank you for making us a part of it. It is essential that participants continue to practice what they have learnt so as to polish their new-found skills. We are hopeful that Islamic Relief will facilitate this advancement as well.

## Participant's Growth Assessment

The pre and post assessment forms were filled by all 18 participants engaged with the programme. The table below provides a comparative table with average scores from both forms:

*Table 1: Average Score of 18 participants from pre and post assessment forms*

Evaluation Question	Total Marks (Marks x No. of participants/ No.of Questions)	Pre - assessment (Marks Total marks obtained by 18 participants/ No.of Questions)	Post - assessment Marks (Marks Total marks obtained by 18 participants/ No.of Questions)
Effective communication	72	17.6	57.6
Emotional Intelligence: Framework and barriers	72	06	54
Fear/Stress Management: Identification, ways of overcoming fear and managing fear	72	18.6	62
Effective listening: Barriers and improving the skills	72	5.3	60
Leadership: Qualities, practicing leadership qualities, and becoming a leader	72	18.6	64
Total	360	66.1	297.6

The average score by 18 participants assessed at the beginning of the training was 18.4%, however this percentage increased significantly to 82.7% at the end of the training. The average relative percentage in increased scores is nearly 64.3%.

To continuously track the growth of participant's skills during the 10 days of training. Each day self evaluation by the participants has been conducted. That gave the program team in-process feedback on participants' learning. That helped the program team to make instructional adjustments to the next training day, instead of waiting until the end of a training to find out how well the participant was learning the concept. These daily assessment forms were designed to measure the participants' understanding of the daily theme and the adaptive attitude towards learning/improving a skill. These assessments also helped to identify individual desires, weaknesses and strengths to iterate the content of upcoming days accordingly, if needed. Summary of the finding from daily assessments is provided in the table below:

### Appendix B: Pre and post program assessment template

*Table 2: Average analysis of growth in learning based on content for each day of the training.*

Evaluation Questions	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
I was engaged throughout	4.5	4.3	4.8	4.8	4.9	4.9	4.8	4.8	5.0	5.0
I learned new concepts	4.6	4.7	4.7	4.8	4.8	4.8	4.8	4.8	4.8	4.8
The instructions were easy to follow	4.6	4.6	4.6	4.7	4.8	4.7	4.8	4.8	4.8	4.8
I received the support I needed to learn better	4.6	4.3	4.7	4.6	4.7	4.7	4.8	4.7	4.7	4.8
I was able to understand what I need for personality development	4.6	4.5	4.4	4.7	4.6	4.9	4.8	4.8	4.7	4.8
Total	22.9	22.4	23.2	23.6	23.8	24.0	24.0	23.9	24.0	24.2

The average analysis of each day presented in the above table are marks obtained out of 5 against each question. The results are favorable and that is because of participants' interest in the everyday module. Pre-training communications (Focus group Discussion) proved helpful in contextualizing the content up to the participant's expectation. The initial in-person interaction with participants helped us identify the weak areas of the program beneficiaries and create relevant skill development content accordingly. As a result of that, for each day we have gained such satisfactory findings. Some other questions answered by the participants in the daily assessment forms were as follows:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
What did you enjoy most about today's training?									
Story of Abdul Sattar Edhi	Learning based activity	Role plays	Inspiration video clips Evaluating our own speeches	Activity based on story telling	Learning based balloon activity Emotional Intelligence	Scenario based exercise	Learning based activity "Who Will Win" Pencil selling activity Blue carpet theory	Stage time to speak out loud about the change we desire to see.	Delivered a speech with confidence
Was there any subject matter that you found confusing? If so, please provide specific examples.									
-	-	-	-	-	-	-	-	-	-
Please list 2-3 key learnings from today's curriculum, and how you will apply them to your work in the future.									
Communication Skills Improved confidence Power of visualization Group Discussion	Time Management Fear Management	Anger Management Daily life ethics Teamwork Confidence Table manners	Practicing equality Audience handling How to walk confidently	Delivery of effective storytelling Oratory skills	How to manage emotions	Effective hearing and listening	Critical thinking in problem solving The art of negotiation	Research and grip on content Networking	Welcoming gesture to constructive feedback
What is the most valuable concept you learned today (knowledge or skills)?									
Practice empathy Qualities of leadership Positive Thinking Visualizing To chase dreams work hard	Stress Management	Being confident in the public places Manners are valuable in our lives	Equality Constant work towards skill development Listen to others Don't judge a book by its cover	Aristotle's Rhetoric Triangle Presentation skills Be the changemaker	Emotional Intelligence Presentation skills Negative self talk Mind over matter From personal victory to public victory	Tips and techniques of effective listening	Be an example for others by keeping positive attitude Find the 18th Camel The manager framework	Handling different audience	Incorporating feedback

Appendix C: Template for each day's growth.

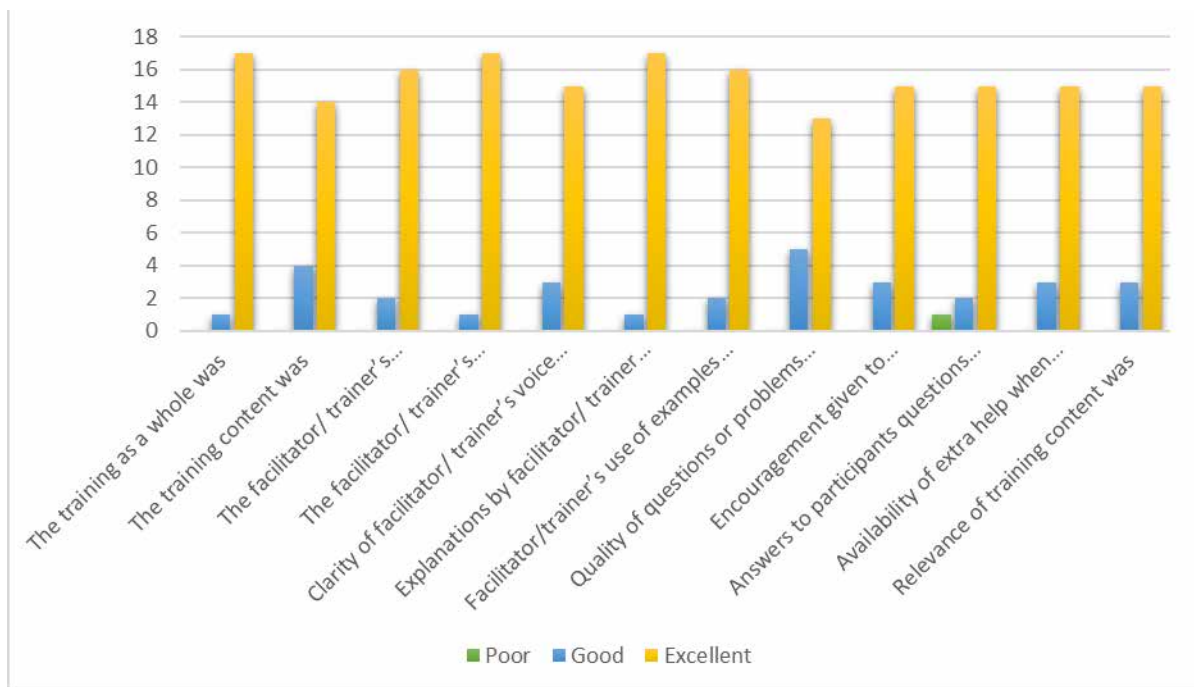
## Remarks by Program Team

The overall experience of this training has been life-changing for the participants. They heartily participated in the activities, often awkward exercises too, as they felt safe and trusted. The more opportunities these young participants have to make speeches right now - without too much delay; the more they will be able to sustain and build-on their confidence levels. If we give too much of a gap, the effect will wear-off.

Yet, through refreshers, they will be able to retain and practice the concepts formally as a process that includes variety; varied levels of intensity and situations. This will bring about the much-needed change in the beneficiaries after which they can be exposed to performances on the big platforms.

Shireen ended the training with a message to all the participants; a better world begins at home. You can take root in simple actions that we do every day among the people dear to us. If we don't like the direction in which society is moving, we have to recognize that we are setting its course with the lessons we teach our children. Society is something that we create, and we have the ability to change it.

At the end of the training participants were asked to share their valued feedback by filling up the Training Feedback Form. The facilitator closed the program with a thank you note to all the participants with lots of prayers and best wishes for their future endeavors. The finding from the feedback form are as follows:



*Appendix D: Template of Training Evaluation by Participants.*

## PHASE # 3: MENTORING

The main purpose of mentoring was to nurture, empower and support the personal and professional growth of the 18 mentees (Beneficiaries of OSP). Mentors were asked to be prepared to serve and empower their mentees and not advise, whilst the mentees need to recognize that they are the drivers of the mentoring relationships and that they may not be getting the answers from the mentor but expert support in achieving their goals.

The structured mentoring framework included an agenda template, timeline and guidelines for mentors and mentees to follow. This sets up the basis for accountability. Goals and plans ensure participants are clear of their commitment and are consequently able to realize their goals.

Key outcomes expected from the Mentorship:

- Sustained Motivation of the youth throughout their association with Islamic Relief
- Improvement in communications skills and gaining of confidence
- Tracking of performance of mentees in terms of completion of assigned tasks

## Roadmap for three mentoring sessions

Phase	
Identify	<p>Identify personal development needs/goals</p> <p>The ability to analyze his or her own strengths and weaknesses set personal and vocational goals, and have the self-esteem, confidence, motivation, and abilities to carry them out (including the ability to establish support networks in order to fully participate in community life and effect positive social change).</p>
Clarify	<p>The ability to guide or direct others on a course of action, influence their opinions and behaviors, and serve as a role model</p>
Simplify	<p>Simplified into actionable chunks</p> <p>The participants will learn how to narrate their life journeys and engage their audience by the use of the right kind of words and genuine emotions.</p>
Action	<p>Action Plans and Presentations</p>

## Profiles of Mentors

### Noorulain Zafar Khan

Noor is an innovative, articulate and dynamic strategist with an experience of over seventeen years in both local and multinational organizations. She offers proven expertise in leading diverse assignments on social innovation, competencies analysis, research, entrepreneurship, TNA and capacity building.

### Imaad Rizvi:

Focused on results, Imaad Rizvi is an independent performance coach who is known to challenge the status quo thus pin-pointing and enabling people to make the tiniest of shifts that lead to greater impact while helping them get to the place where they consistently perform at their highest level. Organic in approach and evolutionary in thinking, his ability to migrate people from the preoccupation of doing to an expression of being stems from an imagination of a world where individuals of all ages lead effective lives, with a clear sense of purpose and high levels of fulfillment.

### Ammara Latif Sheikh:

Her diverse work experience comes from working in Human Rights Organization, Media House, finance departments of various multinationals in the sectors of Pharmaceutical, Polyester, Power Generation, International Donor agencies. She currently owns a management consulting company CONSULTIVO.

She created WE CHAPTER in 2021 under the CATERPILLARS accelerator program. WE CHAPTER is a social enterprise wing of CONSULTIVO and is entirely dedicated to women owned business(s). That mainly aimed to sustain women led business (s) and improve their access to formal sources of finance.

## Mentor Matchmaking

Mentor	# of Mentees	List of Mentees
Imaad Rizvi	8	Abdullah Khan Ch Mukhtar Ahmed Shahid Faisal Ali Sheikh Hasnain Arif Hassam Ashiq Qureshi Rajab Ali Rizwan ul Haq Saher Wisal
Ammarah Sheikh	5	Mehrooz Alkheri Rimsha Ameen Wirda Waheed Zainab Raabeel Al Kheri
Noorulain	5	Samra shaheen Aliza Nasir Fiza Rafique Kashaf Habib Saba Yousaf

## Mentoring Schedule Profiles of Mentors

Session#	Day	Date	Mentor	# of Mentees
1	Friday	7th October	Imaad Rizvi	4
	Saturday	8th October	Imaad Rizvi and Ammarah Sheikh	9
	Sunday	9th October	Noorulain	5
2	Friday	28th October	Imaad Rizvi	4
	Saturday	29th October	Imaad Rizvi and Ammarah Sheikh	9
	Sunday	30th October	Noorulain	5
3	Friday	18th November	Imaad Rizvi	4
	Saturday	19th November	Imaad Rizvi and Ammarah Sheikh	9
	Sunday	20th November	Noorulain	5

## My to-do-diary (Remarks by Mentee after three mentoring sessions)

Mentee Name	Concepts tools, ideas useful for my person (identity, character, personality, values, beliefs)	Concepts, tools, ideas, useful for my career	Concepts, tools, ideas, useful to develop my competence
1: Abdullah Khan	Tips and techniques to improve written and spoken english	See failure as a beginning, not an end	Strong background research for content development
2: Aliza Nasir	Interpersonal skills and tips to continue working on it.	Having clear vision about the desire goals and its achievements	Improved human interaction
3: Ch Mukhtar Ahmed	Personal development to enhance quality of life and the realization of dreams and aspirations	Adopting those ways/rules that are beneficial for everyone around.	Personality development tools.
4: Faisal Ali Sheikh	Do the difficult tasks, even if you don't think you can	Commit yourself to constant improvement	Good and clear communication along with belief in self.
5: Fiza Rafique	Belief in your abilities to complete achieve your goals	A clearly and concisely defined problem avoids confusion	To gain self-belief, you need to work towards the goals while pushing away low self-esteem
6: Hasnain Arif	Problem solving approach	Distance yourself from those people who make you feel unworthy or not good enough through their words or actions because keeping such people around you will destroy every effort you make to gain self-confidence.	Importance of time management and its role in developing confidence.
7: Hassam Ashiq Qureshi	Vision and clear goals are essential for maintaining focus, motivation and a sense of purpose and achievement.	Setting career goals and setting milestones to achieve the goals.	Public dealing and understanding different perspectives.

8: Kashaf Habib	Effective use of time	Professional vision is cleared after Setting career goals and having plans to achieve them.	Acceptance of Challenges, that are opportunities to grow.
9: Mehrooz Alkheri	Building character is education itself, it doesn't just happen, it needs to be nurtured.	Learning is the process of acquiring new understanding and knowledge that helps to make your career strong.	Self assessment is a useful tool to evaluate the competency requirements of one's target role.
10: Raabeel Alkheri	Self-motivation is the ability to take the initiative to pursue and achieve goals.	Communication skills, in a nutshell, are a set of activities you make giving and receiving various kinds of information.	Mental strength is what allows you to push through the tough times and come out on the other side stronger and more resilient.
11: Rajab Ali	Start your game from the goal not from the start and enjoy your single achievement day by day.	Thinking outside the box can expand your worldview, allowing you to have greater perspective on the events and happenings in your career.	Learning from everyone and everything around us is increasingly valuable.
12: Rimsha Ameen	Absent	Absent	Absent
13: Rizwan Ul Haq	Effective communication will always have an advantage when dealing with people. The communication concept of 93/7 will always be helpful.	Applying Learning makes life so much more pleasant. You have to apply what you have gained or achieved.	Committing to achieving goals, and taking action daily are essential, but writing down your goals is the first place to start.
14: Saba Yousaf	Negotiation is one of the most important skills that helps you to get better terms, and ultimately get a better deal for yourself.	Good communication skills involve being a good listener, being clear and concise in your messages.	Good listening is not just about learning what a person is saying, but making a commitment to digesting the information they are presenting and responding constructively.
15: Saher Wisal	Absent	Absent	Absent
16: Samra Shaheen	Use of communication skills in achieving our goals	Effective communication is a cross-cutting need, it is essential in every aspect of life.	Learning Skills are character traits that enhance your personality and make your life better. Always learn from your failure and convert your failure into opportunities.
17: Wirda Waheed	Interpersonal skills relate to a person's Emotional Intelligence Quotient. This is the cluster of personality traits, social graces and communication.	Clear vision about the desired goals and motivation to achieve it.	A good power of thinking leads you to success.
18: Zainab	Effective decision-making usually comes with time, experience, and expertise in the field.	Good leadership skills	Good communication skills can improve the way that you operate through life, smoothing your way in your relationships with others.

### Appendix E : Mentee My To-Do-Diary template

## Three Months Plan submitted by Mentees

S, No	Mentee Name	Milestones Achievement/to be achieved	My Path
1	Abdullah Khan	Work for Children	<p>I aim to provide career counseling opportunities to school and college going children. So they can make their future decisions wisely as it is related to education or life decisions.</p> <ol style="list-style-type: none"> <li>1. I will start with identifying my targeted audience and developing some relevant content. Simultaneously working on my skill development.</li> <li>2. Number of institutes are already identified where I can conduct session on the importance of career counseling</li> </ol>
2	Aliza Nasir	Work for sexual harassment	<p>I will work on the awareness of sexual harassment. It is important that everyone knows about bad touch and good touch. Along with the knowledge of giving response to harasser instead of living as a victim.</p> <ol style="list-style-type: none"> <li>1. I will start with the organization that is already working on the sexual harassment from where i can find the cases of sexual harassment and learned the sexual harassment policies.</li> <li>2. From that organization Identify the targeted audience and arrange training sessions and if needed hold one to one mentoring sessions with them</li> <li>3. Take every single complaint seriously, build trust and make them able to fight for their rights.</li> </ol>
3	Ch Mukhtar Ahmed	SS Foundation	<p>I aim to start my foundation in Rawalpindi with the name of SS foundation. The mandate of the Organisation will be to partner with donor agencies and work on the development of communities and people's lifestyle. Now in the next three months, I have to do the following things;</p> <ol style="list-style-type: none"> <li>1. I will help the families with their basic needs.</li> <li>2. Approach people from different areas of Rawalpindi, first verify their documents then help them out.</li> <li>3. Collect funds for the organization and spend this money on needy people.</li> </ol>
4	Faisal Ali Sheikh	Improve Communication Skills	<p>I want to work to improve my communication skills. For this purpose, I will get myself enrolled on different platform to excel my skills. To practice my skills, I am aiming to schedule awareness sessions in schools/colleges.</p> <ol style="list-style-type: none"> <li>1. First identified the audience then developed the content and worked to grip on that content to deliver.</li> <li>2. Work done on identifying schools and colleges and delivered different sessions.</li> </ol>
5	Fiza Rafique	Career Counseling	<p>Career counseling is very important at an early age. My aim is to provide career counseling opportunities to children. So they can make their future decisions wisely as it is related to education or life decisions.</p> <ol style="list-style-type: none"> <li>1. Make a team of 4 to 5 members and visit different schools and select the targeted audience.</li> <li>2. To guide them about their career we did a session in that targeted areas.</li> <li>3. Record the full sessions and upload them on social media like YouTube, Twitter and LinkedIn.</li> <li>4. After YouTube payment started. I want to use this money for those children who cannot afford it.</li> </ol>

6	Hasnain Arif	Jobs for people	<p>I aim to provide a job platform for people who are searching for jobs. This platform helps people and notify them about new jobs related to their fields.</p> <ol style="list-style-type: none"> <li>1. Collect information on job openings in all sectors and update on a daily basis.</li> <li>2. Job seekers apply on this platform and upload their resumes.</li> <li>3. Match the criteria and notify the person. It will help them to find jobs.</li> </ol>
7	Hassam Ashiq Qureshi	IR Ambassador	<p>I have been associated with the IR for many years. They financially help me in my studies. I want to become the IR ambassador and go to fundraising events and help other orphans.</p> <ol style="list-style-type: none"> <li>1. Initially I worked with the IR team to enhance my abilities.</li> <li>2. Join the IR office and work with them and analyze how they are working.</li> <li>3. Working with them enhances my abilities and makes me able to work with them in future.</li> </ol>
8	Kashaf Habib	Youth capacity building	<p>My aim is to work for the youth capacity building to empower youth. The main focus is on the girls who are neglected in many ways.</p> <ol style="list-style-type: none"> <li>1. I will visit 4-6 colleges and select the targeted audience.</li> <li>2. I will arrange sessions on capacity building with the targeted audience.</li> <li>3. Guide them about Youth skills, and professional development.</li> <li>4. More focus on the girls.</li> </ol>
9	Mehrooz Alkheri	Online courses and YouTube Channel	<p>My aim is to become a powerful woman. In my early stages I want to learn new skills and then work on that. For this purpose I joined online courses and worked as a freelancer.</p> <ol style="list-style-type: none"> <li>1. Search for different courses which help me in my future.</li> <li>2. Also, Working on Canva improving style.</li> <li>3. Find clients on Fiverr and Upwork.</li> <li>4. Make a YouTube channel to teach the skills I have practiced.</li> </ol>
10	Raabeel Alkheri	Help mentally ill people	<p>I want to help people who are emotionally unstable or have some psychological problems. To be a mentor of the people who need help and help them to live a better life.</p> <ol style="list-style-type: none"> <li>1. Searching for opportunities where I can help.</li> <li>2. Talk to them and listen to their problems.</li> <li>3. Help them to live a good life.</li> </ol>
11	Rajab Ali	To become a Mentor	<p>I already have one mentee and want to find more people from the surroundings who need help. I help them and guide them about their problems. I expand my circle, involve the youth, and let them know about their abilities.</p> <ol style="list-style-type: none"> <li>1. First identifying the targeted peoples. Talk to them and convince them to become a mentee.</li> <li>2. Hold one to one mentoring sessions and listen to their problems and guide them about the solutions.</li> <li>3. I want to make a YouTube channel that helps people to enhance their abilities.</li> </ol>
12	Rimsha Ameen	Absent	Absent

13	Rizwan Ul Haq	Free education and empowered adolescents.	<p>My aim is to provide free education to poor people who want to study but do not continue due to financial issues. Provide good facilities to poor students and empower them</p> <ol style="list-style-type: none"> <li>1. I will collaborate with different institutions to provide good and effective education to poor people.</li> <li>2. Raise funds from different institutions and organizations</li> <li>3. Empower the adolescents to guide them and help them. For this purpose, we made a team and trained adolescents in different areas.</li> <li>4. Further these trained adolescents take a step and every adolescent trained 5 more adolescents.</li> </ol>
14	Saba Yousaf	Work on children abuse and negligence	<p>Child abuse and negligence is the common problem in our society. I want to work for that and help children at early stages</p> <ol style="list-style-type: none"> <li>1. Went to different schools and found out the target. Research on child negligence and its effects and make a content according to that.</li> <li>2. Start the communication skill practice with those selected children and their parents.</li> <li>3. Arrange sessions with their parents and teachers, Motivate them through appreciation and Involvement in different activities.</li> </ol>
15	Saher Wisal	Absent	Absent
16	Samra Shaheen	Drug Addiction	<p>I want to work for the drug addiction. In my area everyday I see drug addicts which ruined their lives. I want to help people to move in their lives and get rid of drugs.</p> <ol style="list-style-type: none"> <li>1. I will conduct research on drug addiction, its effects and how to overcome it.</li> <li>2. Become a part of a rehabilitation center. Actually, I want to know how to work for those people.</li> <li>3. Went to those centers and found out the causes of drugs and arranged different activities to involve them and motivate them with stories.</li> </ol>
17	Wirda Waheed	1: Shelter Home	<p>My aim is to make a shelter home for people who are away from their homes and can not afford the living and they are spending their nights on the roads.</p> <ol style="list-style-type: none"> <li>1. Firstly, I hired a shelter home space then found out the people who spend their nights on the roadside.</li> <li>2. I provide them the space to stay at night without any cost and make their lives better.</li> </ol>
18	Zainab	Girls Coaching	<p>As a girl I face many difficulties in sports learning. Now, I want to become a girls coach. Due to male coaches many issues are raised and many girls are not comfortable.</p> <ol style="list-style-type: none"> <li>1. I want to join a sports academy for girls coaching.</li> <li>2. In that academy, I will encourage girls and make their game strong.</li> <li>3. To make their game strong I also help them with their problems and motivate them.</li> </ol>

### Appendix F: Find My Way template

## Mentor's Final Report

The main focus of the mentoring session was to build the capacities of mentees on a youth competency framework and support the personal and professional growth of the mentee. The three mentoring sessions will be divided into the following action items

### 1. Noor-ul-ain

Mentee name	Suitability of the mentee to become the IR ambassador (Low/Med/High)	Willingness of the mentee to achieve their set milestones (Low/Med/High)	Strength of the mentee in taking up the community work (Low/Med/High)	Remarks by mentor
Aliza Nasir	Med	High	Med	<p>Aliza's pitch has improved immensely after the practice. We practiced four times in the session and each time her thoughts were better aligned. Her spoken English confidence is still not there which she needs to focus on if she wants to go on an international assignment. She seemed a bit distracted to me today maybe because as per her she has her exams going on.</p> <p>What would really help Aliza's public speaking abilities is that she is exposed to events locally where she can practice her pitch and overcomes her public speaking fear.</p> <p>I have encouraged her to also look for internships at NGOs that are working on children sexual harassment so that she gains experience on the cause she wants to work on.</p>
Kashaf Habib	High	High	High	<p>Kashaf was remarkable today. Not only was she well prepared but her pitch was immaculate. Clear and well processed. She gave the first version in Urdu but on encouragement she did her pitch in English. Her spoken English is good, no grammatical errors and she has a natural flair for conveying her ideas. She was clear in her approach and is motivated to take her idea into a business venture. I would strongly suggest that Kashaf is put into an internship where she can contribute and polish her professional skills. She will be a strong candidate for IR to become an ambassador and represent them internationally.</p>
Saba Yousuf	Med	High	Med	<p>Saba was in a better mental state today. She was a different person altogether. Confident, chirpy and much more eloquent in her pitch. She is generally a good speaker but I could sense that something was better today. She told me herself that she has let the past bother her but on thinking hard now she wants to focus on herself and her future. As per Saba she is now looking for work to support herself and wants to work on making sure that she learns spoken English.</p>

Samra Shaheen	High	Med	Med	Samra was not in the best of mental space today. She was scared mainly because of the pending US trip. She is scared and conscious of speaking in English and unlike her usual self where she is confident, today she was the opposite. Our session today was focused on me just motivating her and telling her to look at the positive side of her story and not bother about what ifs. I made her a visual presentation with all her childhood pictures that she can use as a visual aid for her session. She needs extra one on one counselling ASAP.
Fiza Rafique	High	High	High	Fiza was full of positive energy today. She has started on the job training at a call center and that is one of the reasons I feel why she has a newer outlook to life. Her pitch in English was a tiny bit wobbly, but in Urdu she was spot on. I think her confidence will get a boost as she becomes more financial independent and excels in her professional sphere.

## 2. Imaad Rizvi

Mentee name	Suitability of the mentee to become the IR ambassador (Low/Med/High)	Willingness of the mentee to achieve their set milestones (Low/Med/High)	Strength of the mentee in taking up the community work (Low/Med/High)	Remarks by mentor
RIZWAN UL HAQ	STAND & DELIVER Highly suitable candidate as an IR Ambassador. Accurate, brief & clear in his delivery and willing to do the work	Following each experience, he has an immediate reflection of improvement that creates a new baseline upon which to build on	Committed to his community and is willing to go the distance in support of helping vulnerable youth	There has been exponential growth in his abilities that I have experienced throughout the mentoring journey. Articulate in his ability to communicate – his confidence is dictated by level of preparation he gives to a particular activity, and the more he practices the better it will be for him. He is a quick learner and would highly benefit from regular/consistent mentoring to guide him as he navigates his forward progression. Potential is immense... it would be a shame not to capitalize on it.
HASNAIN ARIF	NEEDS WORK Needs work to present his true self. He is charismatic by nature, and with clarity of thought can present himself well	He has engaged a team of eight people to support his initiative and developed a first draft of their org structure.	Strong capability in getting the work done, however is challenged by constraints of reality.	Though he has immense potential by demonstrating his capability and challenging his limiting belief, he proved to himself that possibilities of the potential do exist. With each step forward he takes, he often gets phased by what's next. His potential must be nurtured given the support on a consistent basis. What will help him progress is slow down and simplify his steps in moving forward.
FAISAL ALI SHEIKH	NEEDS WORK At this current time he wishes to establish himself and be standing proudly on his feet before accepting the role	There is a willingness yet lacks commitment to pursue his goals	To be successful, discipline is a prerequisite and this needs work	Learning core functions of a business and learning the basic (at a minimum) skills will support his ambition of being a successful businessman. Tapping into varying industries and grasping key skills will set him on his way. He has the ability but require the support to nudge him in the right direction and keep him consistent with the process.

SAHER WISAL	N/A	N/A	N/A	Absent for the first and third session. Overall, a very shy, honest and patient young man in the early stages of development. Primary area of focus would be to build up his self-confidence which needs work.
RAJAB ALI	STAND & DELIVER Highly suitable and very committed to represent IR	There is a strong desire to do the work that needs to be done. It would really help if he had an accountability partner to ensure momentum	Requires time to engage fully amidst other commitments, however with the time he is able to manage, he has demonstrated 100% effectiveness towards his community commitment	Possesses a visionary mind and a commitment to his ambitions. With the right support and consistent action, he has the ability to accelerate his progress with fun and ease. Curated challenges will help cultivate his innate abilities as he continues to reach for the stars.
HASSAM ASHIQ QURESHI	STAND & DELIVER Markings of being a great asset as an IR Ambassador	Challenges are tackled with an altered mindset that encourages him to overcome obstacles. Willingness grows as progress is made	As his belief grows in his abilities to achieve milestones, the strength and commitment to take on community work grows in parallel.	Confident and charismatic with a "never give up" attitude, he has incredible potential in making his dreams a reality. He has shown this to be true throughout our conversations. Demonstrates a level of grit which will enable him to progress towards achieving his goals. Throughout this mentoring journey, he has demonstrated the greatest transformation in a short period of time.
ABDULLAH KHAN	STAND & DELIVER Ready to stand and deliver as an IR Ambassador on any platform	A go-getter. No obstacle is too big to challenge. Works hard to find an alternative around a problem and solves it	He is mentally and emotionally quite strong and is ready help support communities	A natural born leader. He meticulously picks out gaps in his performance, seeks to discover the mitigating tools and executes on it. Possesses characteristics of a high-performer – disciplined, hard-working, resilient and industrious.
CH. MUKHTAR AHMED SHAHID	HIGH POTENTIAL Energy has been given a major boost as a result of his early success. This will prove well as he serves as an IR Ambassador	Proven results and taking bold steps to set and achieve milestones	Actively involved in community work and has made it his mission to continue the great work already achieved	Pursuing a passion comes with consistency and a tolerance for failure. A key attribute he demonstrated was a consistency to the work he committed to. Another success story of someone who pushed himself through the boundaries and believes in the possibilities that lie ahead. An incredible transformation has been witnessed over a short period of time.
ZAINAB	HIGH POTENTIAL Intense drive and energy. Her articulation of English needs a little refinement, HOWEVER has a great deal of confidence in her attempt to speak English. Strong ability of listening in English with a high degree of understanding.	In the top percentile of the character traits of a high performer. Fully committed to making her goals a reality and challenges the status quo on getting there	Inspiring and influencing. Has great potential to be a voice for justice and women empowerment	Highly ambitious and committed to her goals whereby failure does not phase her. Confident and courageous with a do-or-die-trying attitude, she has incredible potential in making her dreams a reality and inspiring others to do the same. She is highly expressive and must work on enhancing her listening skills with the same intensity as she does verbalizing her thoughts. To harness her energy and channel it in the right direction, the support of a mentor/ accountability partner is important.

### 3. Ammara Sheikh

Mentee name	Suitability of the mentee to become the IR ambassador (Low/Med/High)	Willingness of the mentee to achieve their set milestones (Low/Med/High)	Strength of the mentee in taking up the community work (Low/Med/High)	Remarks by mentor
Warda Waheed	Very High	Very High	Very High	Calm and composed. Shows grit, and commitment towards this programme. Intrinsicly motivated to help homeless people by starting her own chain of shelter homes across Pakistan
Mehroz	High	Very High	Medium	Shows great intellectual curiosity at the tender age of 15 years. Along with her male peers from this programme, she is running a crowd fund named SS Foundation, gathering donations (Un-registered and purpose unclear)
Rabeal	High	Very High	Very High	Despite her health challenges, shows great resilience and promise. Intrinsicly motivated to become a therapist and help people with their mental health and stability.
Rimsha	Average	Below Average	Nil	Faces a great deal of challenges from within her family. Greatly focused on completing her higher studies.

## Testimonials

### **Saba Yousaf:**

I was never “aware of the reality of interpersonal skills”. When I learned about it in the Power to Youth project, I looked around with fresh eyes and saw the extent to which many members of my community were vulnerable without even knowing about it. From that day onwards, I consider it my responsibility to raise awareness regarding the importance of knowing your skills and effectively using them. It is now my mission to ensure that I reach maximum people in my society to make them aware of their skills.

### **Rajab Ali:**

I am an enthusiastic football player who wishes to be a businessman. Power to youth projects have incorporated a sense of responsibility in me and played a vital role in boosting my confidence in achieving my goals. In my whole student life, I have never got an exposure to such concepts that have influenced me a lot. I am sure all the learning from training and mentoring will bring short and long term, both benefits for my future.

### **Rizwan Ul Haq:**

The transformation I felt in myself in just three few days has utterly shocked me. I have been through times when I had to work very hard just to convince my family to understand my perspective about life. Now, I see that I have started communicating better, and presenting my point of view with confidence and facts. That makes others listen to me and agree with me. The whole experience was phenomenal. What I have learned in this project, should be taught to every student at a very early age.

# PHOTO GALLERY





# ATTENDANCE SHEETS OF TRAINING AND MENTORING SESSIONS

## Attendance sheets of training sessions

**Power to Youth\_Socially and Economically Empowered Youth through Mentorship Program**  
**Attendance sheet Week-1 (1<sup>st</sup> to 4<sup>th</sup> Sep 2022)**

Sr.N	Name	Gender	Contact Number	Day 1	Day 2	Day 3	Day 4
1	Kashaf Habib	F	03435288138	Kashaf	Kashaf	Kashaf	Kashaf
2	Fiza Rafique	F	03145789607	Fiza	Fiza	Fiza	Fiza
3	Hassam Ashiq Qureshi	M	03486395670	Hassam	Hassam	Hassam	Hassam
4	Rajab Ali	M	03177922336	Rajab	Rajab	Rajab	Rajab
5	Rizwan ul Haq	M	03080202636	Rizwan	Rizwan	Rizwan	Rizwan
6	Wirda Waheed	F	03162156786	Wirda	Wirda	Wirda	Wirda
7	Zainab	F	03315576149	Zainab	Zainab	Zainab	Zainab
8	Rimsha Ameen	F	03205284166	Rimsha	Rimsha	Rimsha	Rimsha
9	Hasnain Arif	M	03150156102	Hasnain	Hasnain	Hasnain	Hasnain
10	Raabeel Al kheri	F	03250410477	Raabeel	Raabeel	Raabeel	Raabeel
11	Samra Shaheen	F	03115283159	Samra	Samra	Samra	Samra
12	Abdullah Khan	M	03313855337	Abdullah	Abdullah	Abdullah	Abdullah
13	Aliza Nasir	F	03318216181	Aliza Nasir	Aliza Nasir	Aliza Nasir	Aliza Nasir
14	Faisal Ali Sheikh	M	03038126232	Faisal	Faisal	Faisal	Faisal
15	Ch Mukhtar Ahmed Shahid	M	03175798612	Ch Mukhtar	Ch Mukhtar	Ch Mukhtar	Ch Mukhtar
16	Iqra Riaz	F	03101505035	Iqra	Iqra	Iqra	Absent
17	Saher Wisal	M	03410811981	Saher	Saher	Saher	Saher
18	Saba Yousaf	F	03110507525	Saba	Saba	Saba	Saba

**Power to Youth\_Socially and Economically Empowered Youth  
through Mentorship Program  
Attendance sheet Week-2 (9<sup>th</sup> to 11<sup>th</sup> Sep 2022)**

Sr.N	Name	Gender	Contact Number	Day 1	Day 2	Day 3
1	Abdullah Khan	M	03313855337	Abdullah	Abdullah	Abdullah
2	Aliza Nasir	F	03318216181	Aliza Nasir	Aliza Nasir	Aliza Nasir
3	Ch Mukhtar Ahmed Shahid	M	03175798612	Ch Mukhtar Ahmed Shahid	Ch Mukhtar Ahmed Shahid	Ch Mukhtar Ahmed Shahid
4	Faisal Ali Sheikh	M	03038126232	Faisal	Faisal	Faisal
5	Fiza Rafique	F	03145789607	Fiza	Fiza	Fiza
6	Hasnain Arif	M	03150156102	Hasnain	Hasnain	Hasnain
7	Hassam Ashiq Qureshi	M	03486395670	Hassam Ashiq Qureshi	Hassam Ashiq Qureshi	Hassam Ashiq Qureshi
8	Mahroz Jqra Riaz	F	03101505035	Absent	Absent	Mahroz Jqra Riaz
9	Kashaf Habib	F	03435288138	Kashaf	Kashaf	Kashaf
10	Raabeel Al Kheri	F	03250410477	Raabeel	Raabeel	Raabeel
11	Rajab Ali	M	03177922336	Rajab	Rajab	Rajab
12	Rimsha Ameen	F	03205284166	Rimsha	Rimsha	Rimsha
13	Rizwan ul Haq	M	03080202636	Rizwan	Rizwan	Rizwan
14	Saba Yousaf	F	03110507525	Saba	Saba	Saba
15	Saher Wisal	M	03410811981	Saher	Saher	Saher
16	Samra Shaheen	F	03115283159	Samra	Samra	Samra
17	Wirda Waheed	F	03162156786	Wirda	Wirda	Wirda
18	Zainab	F	03183526856	Zainab	Zainab	Zainab

**Power to Youth\_Socially and Economically Empowered Youth  
through Mentorship Program  
Attendance sheet Week-3 (16<sup>th</sup> to 18<sup>th</sup> Sep 2022)**

Sr.N	Name	Gender	Contact Number	Day 1	Day 2	Day 3
1	Abdullah Khan	M	03313855337	Abd.	Abd.	Abd.
2	Aliza Nasir	F	03318216181	Aliza Nasir	Aliza Nasir	Aliza Nasir
3	Ch Mukhtar Ahmed Shahid	M	03175798612	Ch Mukhtar	Ch Mukhtar	Ch Mukhtar
4	Faisal Ali Sheikh	M	03038126232	Faisal	Faisal	Faisal
5	Fiza Rafique	F	03145789607	Fiza	Fiza	Fiza
6	Hasnain Arif	M	03150156102	Hasnain	Hasnain	Hasnain
7	Hassam Ashiq Qureshi	M	03486395670	Hassam	Hassam	Hassam
8	Mahrooz Iqbal Riaz	F	03101505035	Mahrooz Iqbal Riaz	Mahrooz Iqbal Riaz	Mahrooz Iqbal Riaz
9	Kashaf Habib	F	03435288138	Kashaf	Kashaf	Kashaf
10	Raabeel Al Kheri	F	03250410477	Raabeel	Raabeel	Raabeel
11	Rajab Ali	M	03177922336	Rajab	Rajab	Rajab
12	Rimsha Ameen	F	03205284166	Absent	Rimsha	Rimsha
13	Rizwan ul Haq	M	03080202636	Rizwan	Rizwan	Rizwan
14	Saba Yousaf	F	03110507525	Saba	Saba	Saba
15	Saher Wisal	M	03410811981	Absent	Saher	Saher
16	Samra Shaheen	F	03115283159	Samra	Samra	Samra
17	Wirda Waheed	F	03162156786	Wirda	Wirda	Wirda
18	Zainab	F	03183526856	Zainab	Zainab	Zainab

## Attendance sheets of mentoring sessions

### Power to Youth\_Socially and Economically Empowered Youth through Mentorship Program Mentoring Session#1 (7<sup>th</sup> to 9<sup>th</sup> Oct 2022) Attendance sheet

Sr.N	Name	Contact Number	Date	Start Time	End Time	Signature
1	Abdullah Khan	03313855337	08-10-2022	1:30 PM	2:30 PM	
2	Aliza Nasir	03318216181	09-10-2022	10:30	11:30	
3	Ch Mukhtar Ahmed Shahid	03175798612	07-10-2022	2:30 PM	4:00	
④	Faisal Ali Sheikh	03038126232	Absent	-	-	-
5	Fiza Rafique	03145789607	09-10-2022	3:25	4:30	FA 
6	Hasnain Arif	03150156102	08-10-2022	9:30 AM	10:50 AM	Hasnain 
7	Hassam Ashiq Qureshi	03486395670	08-10-2022	10:10 AM	11:30	
8	Mehrooz Alkheri Iqra-Riez	03101505035	8-10-2022	10:00 AM	11:00 AM	
9	Kashaf Habib	03435288138	9-10-2022	11:30 AM	12:30	
10	Raabeel Al Kheri	03250410477	8.10.2022	9:00 Am	10:00 Am	
11	Rajab Ali	03177922336	8-10-2022	3:00 PM	03:00 pm	
⑫	Rimsha Ameen	03205284166	Absent	-	-	-
13	Rizwan ul Haq	03080202636	7 <sup>th</sup> Friday	10:15 am - 11:30 am	11:30 am	Rizwan 
14	Saba Yousaf	03110507525	9 <sup>th</sup> Sunday	12:30 1:30	1:30	Saba 
⑮	Saher Wisal	03410811981	Absent	-	-	-
16	Samra Shaheen	03115283159	9-Oct-2022 Present	1:30	2:35	
17	Wirda Waheed	03162156786	8-10-2022	10:05 AM	12:00 PM	
18	Zainab	03183526856	8-10-2022	12:30 PM	1:30 PM	

**Power to Youth\_Socially and Economically Empowered Youth  
through Mentorship Program  
Mentoring Session#2 (28<sup>th</sup> to 30<sup>th</sup> Oct 2022) Attendance sheet**

Sr.N	Name	Contact Number	Date	Start Time	End Time	Signature
1	Abdullah Khan	03313855337	28/10/2022	1:30	2:30	
2	Aliza Nasir	03318216181	30/10/2022	10:45	11:40	
3	Ch Mukhtar Ahmed Shahid	03175798612	28/10/2022	4:00	5:00	
4	Faisal Ali Sheikh	03038126232	28/10/2022	11:00	12:25	
5	Fiza Rafique	03145789607	Absent	-	-	-
6	Hasnain Arif	03150156102	29/10/2022	3:00	4:00	
7	Hassam Ashiq Qureshi	03486395670	29/10/2022	11:07	12:00	
8	Kashaf Habib	03435288138	Absent	-	-	-
9	Mehrooz Alkheri	03250410477	29.10.22	10:00	11:05	
10	Raabeel Alkheri	03250410477	29.10.2022	9:00	10:00	
11	Rajab Ali	03177922336	29-10-2022	9:00	10:05	
12	Rimsha Ameen	03205284166	29-10-2022	10:00	12:35	
13	Rizwan ul Haq	03080202636	28-10-2022	9:30	10:20	
14	Saba Yousaf	03110507525	30-10-2022	11:45	12:20	
15	Saher Wisal	03410811981	28/10/2022	2:30	3:45	
16	Samra Shaheen	03115283159	30-10-2022	12:30	1:15	
17	Wirda Waheed	03162156786	28 Oct, 2022	12:35	1:30	
18	Zainab	03183526856	28 Oct, 2022	1:30	2:30	

**Power to Youth\_Socially and Economically Empowered Youth  
through Mentorship Program  
Mentoring Session#3 (28<sup>th</sup> to 30<sup>th</sup> Oct 2022) Attendance sheet**

Sr.N	Name	Contact Number	Date	Start Time	End Time	Signature
1	Abdullah Khan	03313855337	19-Nov-2022	1:30 PM	2:00 PM	
2	Aliza Nasir	03318216181	20-Nov-2022	10:50 AM	11:24 AM	
3	Ch Mukhtar Ahmed Shahid	03175798612	19-Nov-2022	2:30 PM	3:00 PM	
4	Faisal Ali Sheikh	03038126232	18/11/2022	2:30 PM	3:15 PM	
5	Fiza Rafique	03145789607	20-Nov-2022	2:35 PM	3:30 PM	
6	Hasnain Arif	03150156102	18/11/22	11:00 AM	11:52 AM	
7	Hassam Ashiq Qureshi	03486395670	19-Nov-2022	10:30 AM	11:30 AM	
8	Kashaf Habib	03435288138	19-Nov-2022	11:30 AM	12:30 PM	
9	Mehrooz Alkheri	03250410477	19-Nov-2022	10:15 AM	11:00 AM	
10	Raabeel Alkheri	03250410477	19-Nov-2022	9:00 AM	10:15 AM	
11	Rajab Ali	03177922336	19-Nov-2022	9:00 am	10:00 AM	
12	Online Session Rimsha Ameen	03205284166	Absent	-	-	-
13	Rizwan ul Haq	03080202636	18/11/2022	9:30 am	10:10	
14	Saba Yousaf	03110507525	20-Nov-2022	12:35	1:35	
15	Saher Wisal	03410811981	Absent	-	-	-
16	Samra Shaheen	03115283159	20-Nov-2022	1:35 PM	2:30 PM	
17	Wirda Waheed	03162156786	19 NOV 2022	11:30	12:45	
18	Zainab	03183526856	18/11/2022	12:10 PM	1:10	
✓ 19	Zainab	03183526856	28/11/2022	9:30 AM	11:00	
20	Zainab	03183526856	29/11/2022	9:00 AM	10:30	

## APPENDICES

### Appendix A: Agenda of 10 days training

#### Program details – DAY-1: Identify the arena

1st September 2022

TIME	TOPIC	DESCRIPTION
0900-1030	The bigger YOU and self-awareness	<ul style="list-style-type: none"> <li>Circle of Concern vs Circle of Impact</li> <li>Recognize players in your CoC</li> <li><b>EXERCISE:</b> <i>Who is a leader?</i></li> <li><b>EXERCISE:</b> <i>Know your strengths</i></li> <li>Your attitude determines your altitude</li> </ul>
1030 - 1100	Tea Break	
1100-1200	A deeper look	<ul style="list-style-type: none"> <li><b>AUDIENCE IDENTIFICATION EXERCISE:</b> <i>Whom are you addressing? What are their expectations and fears?</i></li> <li>Determine categories of donors; funders; sponsors; youth; government officials etc. (as advised by IRF)</li> </ul>
1200-1230	What can you do?	<ul style="list-style-type: none"> <li>Types of solutions for impact: Write, speak, intervene, mentor, lobby, advocate, story-telling etc</li> <li>The sources that influence you</li> </ul>
1230-1315	Define the impact	The TAO model: <i>Thought Action Outcome</i> <ul style="list-style-type: none"> <li>Desire the Outcome; imagine the Thought; prepare the Action</li> <li>Establish consequences (pros and cons)</li> </ul>
1315-1400	Lunch Break	
1400-1530	Test your strengths	Outdoor exercise to talk to people and positively influence

#### Program details – DAY-2: Recognize your fears

2nd September 2022

TIME	TOPIC	DESCRIPTION
0900-0915	Recap	Review the previous day's learnings
0915-1000	Ascertain barriers	What stops you? Cultural, personal, traditional barriers that must be addressed for action and sustainability
1000-1100	Overcome fears	<b>EXERCISE-1:</b> <i>You can be anyone Plus Working tea</i>
1100-1200	Overcome fears	<b>EXERCISE-2:</b> <i>You can speak on any topic</i>
1200-1300	Manage stress	<ul style="list-style-type: none"> <li>Types of stress</li> <li>Effects of stress on your body, mind and emotions</li> <li><b>SIMULATION:</b> <i>Let's tango</i></li> </ul>
1300-1430	Lunch Break + Prayer	
1430-1510	Seeing alternatives	Shift energies from anxiety to creativity
1510-1530	Be a friend	Peer support in times of stress; fear and burnout. Be the punching bag; provide an ear

### Program details – DAY-3: Build your confidence

3rd September 2022

Sr #	TIME	TOPIC	DESCRIPTION
15	0900-0915	Recap	Review the previous day's learnings
16	0915-1000	Ingredients of confidence	<ul style="list-style-type: none"> <li>• What is confidence?</li> <li>• How to acquire it and retain it?</li> <li>• The connection with Trust and Faith</li> <li>• <b>EXERCISE:</b> <i>Human bridge</i></li> </ul>
17	1000-1100	Experience it!	Video clips on confident behavior, talk, voice, volume, posture etc.
	1100 - 1130	Tea Break	
18	1130-1230	Do it!	<ul style="list-style-type: none"> <li>• Become the hero of your movie</li> <li>• The confident AND humble walk, gaze, dress, expressions, demeanor etc.</li> </ul>
19	1230-1330	Self-control	<ul style="list-style-type: none"> <li>• Manage anger</li> <li>• Demonstrate gratitude and patience</li> <li>• Be less self-absorbed and more other-centric</li> </ul>
	13:30 - 1445	LUNCH BREAK: <b>EXERCISE</b> – <i>Eating/table etiquettes</i>	
21	1445-1530	Over the edge	What to do when you fear losing confidence?
		Home assignment	Give advice to a friend who lacks confidence

### Program details – DAY-4: Intentionalize your message

4th September 2022

TIME	DESCRIPTION
0915-0930	Recap: Review of previous day's learnings
0930-1230 Tea Break (10:30 - 11:00)	In home-groups, participants will be given scenarios (IRF identified areas) along with needs of various audiences; i.e. context of situations in which participants are expected to be Ambassadors. They will conceptualize, prepare, present and record speeches (2-3 minutes each) for social media or various in-person conferences/ platforms
1230-1330	LUNCH BREAK
1330-1530	<ul style="list-style-type: none"> <li>• Each time the home-groups complete a case study, they will present to the other group (round-robin) or in the plenary and receive feedback of where they are doing well and where they can do better. This practice will give them confidence, improve content and make delivery more effective</li> <li>• Video clips of world-class speeches are shown in-between to learn about presentation styles, influence and impact</li> <li>• Their own videos will be played back for feedback</li> </ul>

## Program details – DAY-5: Manage emotions

9th September 2022

TIME	TOPIC	DESCRIPTION
0900-0915	Recap	Review of previous day's learnings
0915-1030	The world of EI	Definition, concept, why you need to know about it <b>EXERCISE:</b> <i>Name it to tame it</i>
1030 - 1100	Tea Break	
1100-1230	A closer look	<ul style="list-style-type: none"> <li>The neuroscience of your behavior</li> <li>Let your mind rule you; be your own master</li> <li>Where is your cockpit? Be purpose driven</li> </ul>
1230-1330		LUNCH BREAK
1330-1415	Manage it!	<ul style="list-style-type: none"> <li>Your self-image leads to your self-worth</li> <li>What do you anchor into for internal stability and personal security?</li> </ul>
1415-1500	Transactional Analysis	<ul style="list-style-type: none"> <li>Identify your script, patterns and labels</li> <li>Upgrade them to be empowered</li> </ul>
1500-1545	Pass it on	<ul style="list-style-type: none"> <li>From personal victory to public victory</li> <li>The multiplier effect</li> </ul>
	Home assignment	Practice public victory

## Program details – DAY-6: Lead the way

10th September 2022

TIME	TOPIC	DESCRIPTION
0900-0915	Recap	Review of previous day's learnings
0915-1030	Oratory skills	From invitation to delivery, conclusion and follow-up <ul style="list-style-type: none"> <li>Think big – think opportunity to contribute for betterment</li> <li>How to inspire people: <i>Make your message believable, relevant, motivating and memorable</i></li> </ul>
1030 - 1100	Tea Break	
1100-1230	Communication skills	<ul style="list-style-type: none"> <li>Verbal, non-verbal communication</li> <li>Hooks, intro, body, endings, question - answers</li> </ul>
1230-1300	Media management	Do's and don't's while dealing with media
1300-1400		LUNCH BREAK
1400-1500	Story telling	<ul style="list-style-type: none"> <li>The art of mesmerizing: <i>Capture the soul</i></li> <li>Video clips</li> <li>Participants practice</li> </ul>
1500-1530	Manage time	Be punctual: <i>Respect your time and that of others</i>
	Home assignment	Practice a speech with family and friends

## Program details – DAY-7: Deep dive

11th September 2022

TIME	TOPIC	DESCRIPTION
0900-0915	Recap	Review of previous day's learnings
0915-1030	Ingredients of respect	<ul style="list-style-type: none"> <li>Listening and patience</li> <li><b>EXERCISE:</b> <i>Life maps</i></li> </ul>
1030 - 1100	Tea Break	
1100-1230	Etiquettes of listening	<ul style="list-style-type: none"> <li>Facial expressions; hand gestures; urging tones; body language</li> <li>Practice</li> </ul>
1230-1315	The art of questioning	<ul style="list-style-type: none"> <li>Types of questions</li> <li><b>QUIZ:</b> <i>Know the type</i></li> </ul>
1315-1400		LUNCH BREAK
1400-1445	Put questions to use	The power of questions to steer circumstances and situations
1445-1530	Networking	Methods, process and desired outcomes
	Home assignment	Practice public victory

## Program details – DAY-8: Discover alternatives

16th September 2022

TIME	TOPIC	DESCRIPTION
0900-0915	Recap	Review of previous day's learnings
0915-1030	Negotiation skills: Intro	<ul style="list-style-type: none"> <li><b>EXERCISE:</b> <i>Your best negotiation experience</i></li> <li><b>SIMULATION:</b> <i>Who Will Win</i></li> </ul>
1030 - 1100	Tea Break	
1100-1230	Negotiation skills: Practice	<ul style="list-style-type: none"> <li>Find the 18<sup>th</sup> camel</li> <li><b>CASE STUDIES:</b> <i>Find the best outcomes</i></li> </ul>
1230-1315	Critical and creative skills	<ul style="list-style-type: none"> <li>Every problem has solutions</li> <li>Concepts are explained through multiple exercises</li> </ul>
1315-1400		LUNCH BREAK
1400-1530	What is assertiveness	<ul style="list-style-type: none"> <li>Life positions and their outcomes</li> <li><b>CASE STUDIES:</b> <i>What will you do for everyone to win</i></li> </ul>
	Home assignment	Practice to negotiate for win/win

## Program details – DAY-9: Practice and more

17th September 2022

TIME	TOPIC	DESCRIPTION
0900-0915	Recap	Review of previous day's learnings
0915-1200 Tea Break (1030 - 1100)	Practice	Individually and in small teams, participants practice on different scenarios with video feedback
1200-1300	Manage your experiences	Communication and documentation; take feedback; report writing; continue building your network
1300-1400	LUNCH BREAK	
1400-1530	Mentoring methods	<ul style="list-style-type: none"> <li>• More about: <i>What is mentoring?</i></li> <li>• Be a mentor to the youth in your community</li> <li>• <b>ROLE PLAYS:</b> <i>Mentor, mentee, observer</i></li> </ul>

## Program details – DAY-10: Practice and more

18th September 2022

TIME	TOPIC	DESCRIPTION
0900-0915	Recap	Review of previous day's learnings
0915-1230 Tea Break (1030 - 1100)	Practice	Individually and in small teams, participants practice on different scenarios with video feedback
1230-1330	Research for accuracy	<ul style="list-style-type: none"> <li>• Primary and secondary research</li> <li>• <b>EXERCISE:</b> Find out; tabulate; analyze and present</li> </ul>
1330-1430	LUNCH BREAK	
1430-1530	What next?	<ul style="list-style-type: none"> <li>• Facilitator shares individual reports</li> <li>• Participants comment on the space they are in</li> <li>• Participants explain what else do they need</li> </ul>

## Appendix B: Pre and post program assessment template

To manage your performance over the 10-day program, please use this guide to keep track of your progress.

### PRE AND POST-PROGRAM ABILITY

Please rate your own knowledge and skills using the following scale:

1. **New to me.** Either you have never used this knowledge or these skills previously or you haven't covered this topic in the past. Training/development is required.
2. **Need refreshing.** You previously had this standard of skills and/or knowledge but it is no longer current or you have not used it recently/regularly. You, therefore, no longer have the skills and/or knowledge to meet the standard. A refresher is required.
3. **Adequate.** Your standard of skills and/ or knowledge meets the standard required. You may only use the skills and knowledge from time to time or you may not feel confident in your ability. You and your supervisor may agree that you need to refresh specific knowledge or skills from this selection.
4. **Good.** You have a good standard of skills and/or knowledge. You use these skills and knowledge on a regular basis and feel confident in your ability. No refresher is required.

1. You understand what effective communication is. To meet this standard, you can		1	2	3	4
1.1	Use appropriate verbal and non-verbal communication.				
1.2	Describe how communication affects relationships in professional life.				
1.3	Identify why it is important to observe and be receptive to an individual's reactions when communicating with them.				
1.4	List a range of communication methods and styles that could help meet an individual's communication needs, wishes and preferences.				
1.5	Understand emotional intelligence				
2. Describe what emotional intelligence is. To meet this standard, you can		1	2	3	4
2.1	Describe the emotional intelligence framework.				
2.2	Describe the barriers that make you emotionally incompetent.				

3. Understand fear and stress and ways to manage them. To meet this standard, you can		1	2	3	4
3.1	Identify your fear and stress.				
3.2	Recognize ways of overcome fear.				
3.3	Develop ways to manage stress.				
4. Understand the principles and practices of effective listening. To meet this standard, you can		1	2	3	4
4.1	List barriers to effective listening.				
4.2	Describe ways to reduce.				
4.3	Barriers to effective listening.				
5. Understand the importance of leadership. To meet this standard, you can		1	2	3	4
5.1	List qualities of leaders.				
5.2	Practice your leadership qualities.				
5.3	Call yourself a leader.				

## Appendix C: Template for each day's growth. A

### Day-by-Day Growth In Learning

Theme: \_\_\_\_\_ Date: \_\_\_\_\_

#	Statements	1-low; 5-high
1	I was engaged throughout	
2	I learned new concepts	
3	The instructions were easy to follow	
4	received the support I needed to learn better	
5	I was able to understand what I need for personality development	

6. What did you enjoy most about today's training?
7. Was there any subject matter that you found confusing? If so, please provide specific examples
8. Please list 2-3 key learnings from today's curriculum, and how you will apply them to your work in the future
9. What is the most valuable concept you learned today (knowledge or skills)?

## Appendix D: Template of Training Evaluation by Participants.

### Training Evaluation by Participants

	Very Poor	Poor	Fair	Good	Very good	Excellent
The training as a whole was						
The training content was						
The facilitator's contribution to the training was						
The facilitator's effectiveness in delivering the subject matter was						
Clarity of facilitator's voice was						
Explanations by facilitator/ were						
Facilitator's use of examples and illustrations was						
Quality of questions or problems raised by the facilitator's was						
Encouragement given to participants was						
Answers to participants questions were						
Availability of extra help when needed was						
Relevance of training content was						

## Appendix E : Mentee My To-Do-Diary template

### My to-do diary (filled by mentee)

**Concepts tools, ideas useful for my person (identity, character, personality, values, beliefs)**

**Concepts, tools, ideas, useful for my career**

**Concepts, tools, ideas, useful to develop my competence**

**Concepts, tools, ideas, useful to adapt further with my organization (if working)**

## Appendix F: Find My Way template

Find my Way (Develop 03 months plan by mentee)

No	Milestones Achieved/to be achieved	My Path
1	e.g Personal development	Learned communication skills, script development and delivering a speech
2	e.g Listing down stakeholder/ platforms to present my work	Searching for opportunities/setting up meetings etc
3		
4		
5		



