



Self-help Coordinator Guide
Social Enablement as Mission

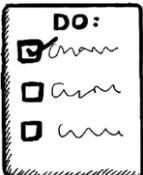
2020

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INTRODUCTION

This is a guide for a coordinator (sometimes called a micro franchisor) to use as a step by step planning and evaluation tool when training Social Enablement as Mission. This is called a guide because it just suggests an outline that you can follow to get used to the principles of social transformation. As you improve and you learn more about the community you are working with, you will be able to adapt the programme to work for the community and your needs. This programme has been planned for 6 months to train coordinators, but a more ideal time period for training communities is one year.

<p>In this guide we will make use of icons to make the text more visible. The following icons will be used:</p>		
 <p>Mama Zodwa (She will give advice when necessary)</p>	 <p>Preparation (Shows what you must prepare for the next workshop/activity)</p>	 <p>Bible study (Indicates religious time and activities in the workshop)</p>
 <p>Action (Shows the activities and/or actions that must be done in the workshop)</p>	 <p>Savings (Indicates what will be done in a savings workshop)</p>	 <p>Record-keeping (Use the Impact-App, Excel or paper and pen for record keeping) Record Things you must do to show you have done your work</p>



You will learn many practical things in this course but the most important principles that communities should learn from this training are listed below. Read them and make them part of your thinking. Ensure when preparing for each module and each day in the module to check off what you have prepared so you can easily see what still needs to be done.

Use a red pen or pencil to indicate all the work you must accomplish during the module for that day and then check it off as you are done.

- God has given each one of us resources and abilities. He has enabled us to live with what He has given us.
- Once we realise this, we need to share this knowledge with the people around us starting with our own families and our own community. This is similar to ubuntu, but the difference is that with ubuntu the motivation can be self-centred. When the motivation is understanding how much God loves us and has done for us. He has sent His only Son into the world to die on the cross so that our sins can be forgiven and that we have a relationship with God (our heavenly Father who created everything) again. When we read the ten commandments in the Bible, we realise how sinful we are and that our punishment from God should be separation from God and His promises (death). It is only when we understand this fully, that we can see how great God's love and mercy (called grace) is. In thankfulness and in wanting to be like Jesus (God's son), we reflect the light from Jesus for others so they can also see the way.
- God is really wonderful. Even though he created everything (from the smallest honeybee to suns that we don't even know about) he created us to be His messengers on earth. In one way we are exactly like people who do not believe in God. Some of us are rich, some are poor. Some of us are healthy and some sick. There is a big difference though. We might have heard pastors on TV saying that if we believe in God we will be blessed with riches, or if we are sick, we can be healed; they are right. But the riches and healing that they are referring to are often not the riches and healing that we receive from Jesus. They speak about getting lots of money or magic. The healing and riches that we receive from Jesus are far greater. We are freed from sin (another way of thinking about it is that we are freed from slavery to the devil). Not only that, but God accepts us as His very own children and gives us everything that He gave to His own son. In the Bible, we see that when Jesus died, God raised Him from the grave and that Jesus is now with God (His Father) seated next to Him in heaven. Heaven is where God lives. It is perfect. There is no sickness, there is no suffering and there is no jealousy. Jesus promises us that if we believe in Him and turn away from our sinful ways, He will bring heaven and earth together and we will live with Him always. This is what we must hope for. In life we don't stop hoping that other people will be kind to us. If we vote for a politician, we may hope that they deliver the things that they promised us. If we sell something, we may hope that we get paid for what we have sold. Sometimes we will hope that a family member is kind to us, even after they have told us that they love us but don't show it. Often in life we are disappointed with others because they make promises that they do not keep. The Bible (God speaking to us) says that if we believe in Jesus, we can hope in Him. Because He is God, He is perfect and doesn't lie. He is like a solid Rock that isn't moved. That is why we can trust in Him, even when others lie to us.
- To learn more about our wonderful God, we go to a church that teaches us about the Bible and we do Bible study each time we meet with a group of people. If people understand FAITH, LOVE and HOPE spoken about in the Bible, their lives will change, and they will also reflect the light of Jesus so others can see the way.



Always keep a few Bibles (in the languages spoken by the people you are working with), that you can give to those who do not own a Bible. Also, a guide to use in this course is the African Honey Bee Catechism (downloadable from: www.africanhoneybee.co.za/pdf/AHB-Catechism-new.pdf). This is like a little map that helps you read the Bible so that you can understand God and life.

PLANNING A SOCIAL ENABLEMENT AS MISSION PROGRAMME

Plan a programme to run for either 6 months or one year. Hold 3-day workshops with your groups in the following way:

- First 3 days
 - a. Self-selection (3 days)
- 2 weeks/1 month later, 3 days
 - a. Self-help group establishment Learn to save, lend and borrow (2 days)
 - b. Start saving (1 days)
- 2 weeks/1 month later, 3 days
 - a. Sandwich business plan, identify business principles, apply business principles to own business (business plan) (2 days)
 - b. Saving meeting (1 day)
- 2 weeks/1 month later, 3 days
 - a. Business in a box – chicken meat (2 days)
 - b. Saving meeting (1 day)
- 2 weeks/1 month later, 3 days
 - a. Business in a box – chicken eggs (2 days)
 - b. Saving meeting (1 day)
- 2 weeks/1 month later, 3 days
 - a. Business in a box – vegetables (2 days)
 - b. Saving meeting (1 day)
- 2 weeks/1 month later, 3 days
 - a. Business in a box – fruit (2 days)
 - b. Saving meeting (1 day)
- 2 weeks/1 month later, 3 days
 - a. Business in a box – honey (2 days)
 - b. Savings pay-out (1 day)



Social Enablement as Mission means using social upliftment as discipleship (accepting and assisting in the spreading of the good news of Jesus Christ).

SOCIAL ENABLEMENT AS MISSION PROGRAMME (8 MODULES OVER 24 DAYS)		
MODULE 1: SELF-SELECTION		
Day 1 Self-selection	Day 2 Self-selection	Day 3 Self-selection
MODULE 2: SELF-HELP GROUP ESTABLISHMENT		
Day 1 Learn to save, lend and borrow	Day 2 Learn to save, lend and borrow	Day 3 Start saving
MODULE 3: BUSINESS PLANNING		
Day 1 Identify and apply business principles (business plan)	Day 2 Identify and apply business principles (business plan)	Day 3 Saving meeting
MODULE 4: BUSINESS IN A BOX (CHICKEN MEAT)		
Day 1 Chicken meat	Day 2 Chicken meat	Day 3 Saving meeting
MODULE 5: BUSINESS IN A BOX (CHICKEN EGGS)		
Day 1 Chicken eggs	Day 2 Chicken eggs	Day 3 Saving meeting
MODULE 6: BUSINESS IN A BOX (VEGETABLES)		
Day 1 Vegetables	Day 2 Vegetables	Day 3 Saving meeting
MODULE 7: BUSINESS IN A BOX (FRUIT)		
Day 1 Fruit	Day 2 Fruit	Day 3 Saving meeting
MODULE 8: BUSINESS IN A BOX (HONEY)		
Day 1 Honey	Day 2 Honey	Day 3 Savings pay-out



You will also need a copy of the AHB Subsistence manual. To download it, please click on:

www.africanhoneybee.co.za/pdf/AHB-Subsistence-manual%20-2017.pdf

BASIC STRUCTURE OF A WORKSHOP DAY

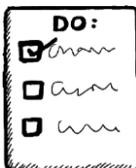


To help you understand what workshops will mainly focus on, study the diagram of the basic structure of a workshop:

COORDINATOR'S PREPARATION	BIBLE STUDY	ACTION/ACTIVITIES	RECORD
<p><i>(Do beforehand)</i></p> <ul style="list-style-type: none"> • Collect materials • Prepare for workshop (knowledge; skills, values and methods to be implemented) 	<ul style="list-style-type: none"> • Read and discuss selected text from Bible • Read and discuss selected text from AHB Catechism • Prayer 	<ul style="list-style-type: none"> • Reflect on previous workshop • Put out materials • Introduce new focus • Demonstrate • Discuss • Make/Discuss results • Summarize 	<ul style="list-style-type: none"> • Keep records • Record, evaluate and consider if you got the message through • Report back to your supervisor



Now you have a visual picture of the programme and the structure of a workshop. Let us move on to a step by step explanation to the running of and reporting on the programme.



PREPARATION FOR WORKSHOP ONE (self-selection)

- Community mobilisation



Two to three weeks before training starts you must mobilise community members to join in. These community members will establish to be your partners. You and your partners will support one another. You will form a self-help saving group that is essential for the sustainable growth of your combined and separate businesses. Let us look at what must be done to ensure that you successfully mobilise community members to join.

- Decide on a meeting place in a village and write down the following:
 - Name of place
 - GPS
 - Permission to use the place from
 - Cell phone number
 - Description of meeting place



Action/Activities

- Invite as many members of the community via word of mouth, traditional leaders, councillors, schools, shops, public places such as libraries etc.
- Print out about 100 invitations
- Your invitation must include the following information:

INVITATION TO JOIN A FARMING WORKSHOP

African Honey Bee invites you to a free honeybee farming workshop. You can learn to make extra money for your family from farming with bees.

You will be taught how to work with bees in a way that you don't need to start uncontrolled fires or get stung. A market for your honey is guaranteed if the quality of your honey is good. If you can't come – send a family member in your place. Anyone is welcome.

You must bring the following with you to training:

- *Your ID book (if you have one)*
- *A Bible (if you have one)*
- *At least 2 litres of water for drinking each day*
- *Sufficient food for 2 teas and a wholesome lunch each day*
- *1 wide brimmed hat*
- *1 pairs of old jeans*
- *1 large long sleeve t-shirt*
- *1 m of mosquito netting/black shade cloth/kitchen net curtains or similar*
- *1 needle and a roll sewing cotton thread*
- *1 scissors for cutting clothing*
- *1 small tin with a tin lid (like an 860 ml cobra wax tin or a 1 litre paint tin)*
- *2 m of bailing wire*
- *Piece of flat bar steel (roughly 30mm x 4mm x 300mm) or old screwdriver*
- *1 pliers*
- *1 hammer*
- *Paper and pen to write notes*



Record keeping

- List of the people you invited
- Please confirm if your invitation was handed out to all individuals invited.
- Please provide 5 or more photos of mobilisation

MODULE 1: SELF-SELECTION

DAY 1: Self-selection & Asset Based Community Development



Preparation

- Make sure you have all the materials for the training as follows:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - Some Subsistence training manuals, Catechisms and Bibles for giving out to attendees
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - 1 wide brimmed hat
 - 1 pairs of old jeans
 - 1 large long sleeve t-shirt
 - 1 m of mosquito netting/black shade cloth/kitchen net curtains or similar
 - 1 needle and a roll sewing cotton thread
 - 1 scissors for cutting clothing
 - 1 small tin with a tin lid (like an 860 ml cobra wax tin / a 1 litre paint tin)
 - 2 m of bailing wire/strapping or rope
 - Piece of flat-bar steel (roughly 30mm x 4mm x 300mm) or an old screwdriver
 - 1 pliers
 - 1 hammer
 - Paper and pen to write notes
 - Printed contracts



Bible study

- Select and discuss question/answer – Q1 – from the AHB Catechism. This question deals with creation
- As a group read and discuss the relevant Bible verses
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training
 - Explain the message of your prayer



Take note of the following important message:

African Honey Bee can help you learn a few skills and how to start a self-help group where you can save money together for starting businesses. You must bring your own food and water to training. We do not offer jobs, provide money or give anything out. We will walk with you and show you how you can earn money from home. If you want to leave, you may leave now, or you are welcome to stay.



Action/Activities

- Explain and demonstrate how to make beekeeping gloves, smoker, veil and hive-tool using the materials you have brought
- Let attendees follow instructions in the Subsistence manual
- Let the group divide up into smaller groups
- Make sure everyone understands

Hand out a list to each participant of items they need to bring from home for the next day's training.



Record keeping

- Write down what you said to the group to motivate and mobilise them
- How many people came to the workshop?
- How many people left?
- Take photographs of the participants learning to make the items
- Take photographs of the gloves, veil, hive tool and smoker the participants have made
- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and record the following:
 - Each person's name as it is in their ID
 - Cell phone number
 - ID number
 - Take an ID type photo of the person
 - Attendance register, for each person + (Poverty Stoplight/Productivity survey/Christian survey once a year per person)
- Sign the contract (a copy can be found on the next page) either on Impact-App, or/and on a printed version of the contract:
- Make a note of any issues you had today and communicate to your study leader

BEEKEEPING BUSINESS START UP AND SUPPORT AGREEMENT

As a family/co-op/beekeeping group registered on the African Honey Bee Beekeeper Support Programme, I/we have been advised that the programme offers:

- *Free training and advice on beekeeping, poultry, vegetable, business skills and other agricultural practices*
- *Assistance with Mechanisation*
- *Links to Input Suppliers for improved sources of beekeeping input supplies*
- *Links to markets for sale of produce, wherever possible*
- *I/we have also been advised that the programme does NOT:*
 - *Require a joining fee*
 - *Provide grants to beekeepers for any reason*
 - *Provide loans or funding for purchase of beekeeping equipment or other capital expenses unless specified*
 - *Provide funding for electricity, fuel, workers' salaries/uniforms, packaging, production materials or water boreholes*
 - *Assist with land purchases*
- *By registering on the Beekeeper Support Programme, I/we agree to:*
 - *Allow African Honey Bee to access my bee hives and other activities for assessment and training purposes*
 - *Participate in the collection of enterprise assessment data together with the African Honey Bee facilitator/coordinator*
 - *Keep business records (both production and financial) to the best of my ability and allow African Honey Bee to access these records*
 - *Commit to attending training*
 - *Allow African Honey Bee to take/use pictures of myself and my farm from time to time*
 - *Abide by the laws of the country in terms of the Basic Conditions of Employment Act*
 - *Abide by the laws in terms of beekeeping in South Africa*
 - *Register as a beekeeper with DAFF*

INDEMNITY

In no event shall African Honey Bee or any Service Provider(s) appointed to the programme be held liable to any participants, beneficiaries, beekeepers or third parties for direct or indirect injury, death, loss, bee stings, theft or damage to their persons or property resulting directly or indirectly from this project.

BEEKEEPER SIGNATURE

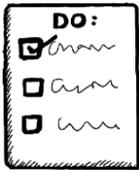
I, the beekeeper, agree to the terms and conditions of the African Honey Bee Support Programme which have clearly been explained to me.

Signed at: _____ Date: _____

Beekeeper signature: _____ Coordinator's signature: _____

MODULE 1: SELF-SELECTION

DAY 2: Self-selection & Asset Based Community Development



Preparation

- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - Some Subsistence training manuals, Catechisms and Bibles for giving out to attendees
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - A couple of hive flatpacks
 - The veil, gloves, smoker and hive-tool made the previous day



Bible study

- Select and discuss question/answer – Q2 – from the AHB Catechism. This question deals with creation
- As a group read and discuss the relevant Bible verses
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training
 - Explain the message of your prayer

Discuss the previous day with attendees

Make a list of those who bought materials to make beekeeping gear



Action/Activities

- Divide the group up into smaller groups and let them help each other make gear for themselves
 - Take photographs of the participants learning to make the items
 - Take photographs of each attendee's gloves, veil, hive tool and smoker
- Show attendees how to construct a hive from the flatpack
 - Take photographs of the attendees making the hive and a group photo of them with the hive
 - Give a flatpack to each attendee who tried to make beekeeping gear and record which flatpack you gave them. Drop it off at their homes if possible so you can get their dwelling GPS

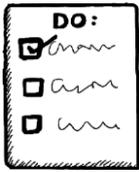


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Each person's name as it is in their ID
 - Cell phone number
 - ID number
 - Take an ID type photo of the person
 - Attendance register, for each person + (Poverty Stoplight/Productivity survey/Christian survey once a year per person)
 - Photograph each person's gear
 - GPS of their dwelling (stand in front of their front door when you record and make sure the GPS is accurate to 3m)

MODULE 1: SELF-SELECTION

DAY 3: Self-selection & Asset Based Community Development



DO:

- www*
- www*
- www*

Preparation

- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - Some Subsistence training manuals, Catechisms and Bibles for giving out to attendees
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - A couple of hive flatpacks
 - The veils, gloves, smokers and hive tools made the previous day
 - The hive that was built on day two



Bible study

- Select and discuss question/answer – Q3 – from the AHB Catechism. This question deals with creation.
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer.

Discuss the previous days' training with attendees

Make a list of those who tried to make gear and that you signed up and gave flatpacks to



Action/Activities

- Show attendees how to construct a hive from the flatpack
- Divide the group up again into smaller groups and let them help each other complete gear for themselves
 - Take photographs of the participants learning to make the items
 - Take photographs of each attendee's gloves, veil, hive tool and smoker
- Help attendees to construct hives from the flatpacks that you have given them
 - Take photographs of the attendees making their hives and a group photo of them with their hives
 - Drop the hives/flatpacks off at their homes if possible so you can get their dwelling GPS

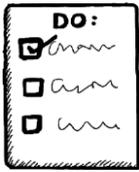


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance register, for each person + (Poverty Stoplight/Productivity survey/Christian survey once a year per person)
 - Photograph each person's gear and hive

MODULE 2: SELF-HELP GROUP ESTABLISHMENT

DAY 1: Self-help saving group



Preparation

- Make sure that you have all the training materials:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - Savings Training Kit



Bible study

- Select and discuss question/answer – Q21 – from the AHB Catechism. This question deals with Adam and Eve
- As a group read and discuss the relevant Bible verses
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training
 - Explain the message of your prayer

Remind everybody to bring a minimum of R50 to day three



Action/Activities

- Introduce how a savings groups work
- Summarise what you explained to the group

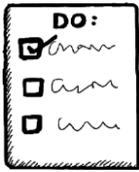


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance register, for each person + (Poverty Stoplight/Productivity survey/Christian survey once a year per person)

MODULE 2: SELF-HELP GROUP ESTABLISHMENT

DAY 2: Self-help saving group



Preparation

- Make sure that you have all the training materials:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - Savings Training Kit



Bible study

- Select and discuss question/answer – Q22 – from the AHB Catechism. This question deals with Adam and Eve
- As a group read and discuss the relevant Bible verses
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training
 - Explain the message of your prayer

Reflect on the previous day's training

Remind everybody to bring a minimum of R50 to day three



Action/Activities

- Recap on how savings groups work
- Summarise what you explained to the group



Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance register, for each person + (Poverty Stoplight/Productivity survey/Christian survey once a year per person)

MODULE 2: SELF-HELP GROUP ESTABLISHMENT

DAY 3: Self-help saving group



Preparation

- Make sure that you have all the training materials:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - Savings Training Kit
 - MIS form



Bible study

- Select and discuss question/answer – Q28 – from the AHB Catechism. This question deals with Adam and Eve
- As a group read and discuss the relevant Bible verses
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training
 - Explain the message of your prayer

Summarise what you discussed the previous day.

Discuss that the group will save about 12 times and then pay out after 6 months.



Savings

- Choose a committee comprising chairperson, secretary, treasurer and 3 key keepers and 2 money counters
- Summarise what you explained to the group
- Create a constitution and provide copies of the constitution
- Start saving: List the names of all people who save and how much they save

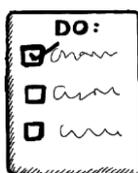


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and an MIS form and complete the attendance register for each person
- Complete MIS form – hand in to your trainer

MODULE 3: BUSINESS PLANNING

DAY 1: Sandwich business plan



Preparation

- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - 1 fresh loaf of sliced bread
 - A small Rama
 - Some cheese
 - 2 tomatoes
 - Some sandwich bags
 - A table knife
 - A clean plate
 - A tray to carry sandwiches in
 - The purchase slip



Bible study

- Select and discuss question/answer – Q23 – from the AHB Catechism. This question deals with sin
- As a group read and discuss the relevant Bible verses
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training
 - Explain the message of your prayer

Ask the group how much they need for starting a business

Write down some of the answers

Tell them that none of us have that kind of money and hold up R40. Ask the group how you can start a business with R40



Action/Activities

- Bring out the ingredients and show the group the slip from the shop where you bought them from so they can see that they cost R40
- With the group make 8 sandwiches. Make sure that they follow food safety procedures e.g. washing their hands
 - Take photographs of the participants making the sandwiches
- Prepare the sandwiches on the tray, and as a group, go out to sell the sandwiches. Try to sell all the sandwiches before lunch so that you can come back to class with R80
 - Take photographs of the group selling the sandwiches
- Ask the group to go out and start their own businesses. They can do this on their own or in groups

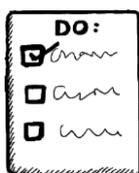


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance register, for each person + (Poverty Stoplight/Productivity survey/Christian survey once a year per person)

MODULE 3: BUSINESS PLANNING

DAY 2: Identify business principles



Preparation

- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - Printed versions of the AHB business plan template



Bible study

- Select and discuss question/answer – Q29 – from the AHB Catechism. This question deals with sin
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer

Ask the group about their business experiences and start identifying the key principles.

Write down some of the principles.



Action/Activities

- Help each attendee to fill out the business plan template thinking how each principle applies to their business.



Record keeping

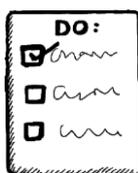
- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and record:
 - Attendance registers for each person
 - Photograph/scan each business plan



To download a copy of the AHB business template, click on:
<https://drive.google.com/file/d/1wWR-bxb0ABFFLQfEwFCIAaY-2IYk7JXZ/view?usp=sharing>

MODULE 3: BUSINESS PLANNING

DAY 3: Saving money



Preparation

- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - MIS form



Bible study

- Select and discuss question/answer – Q30 – from the AHB Catechism. This question deals with sin
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer

Explain that at the next workshop you are going to teach chicken meat business in a box and that everyone needs to prepare the following materials:

- 2 poles (3m)
- 1 pole (3,6m)
- 6 poles (1,5m)
- Bailing type wire
- Nails
- Corrugated tin/UV protected sacking (3 x 3m)
- Chicken mesh (10m x 1,5m)
- 2 x 2L coke bottles
- 1 bag of sawdust
- An electric bulb/paraffin lantern



Savings

- Hold a savings meeting

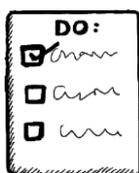


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and a MIS form and **record**:
 - Attendance register for each person
 - Complete MIS form – hand in to your trainer

MODULE 4: BUSINESS IN A BOX (CHICKEN MEAT)

DAY 1: Business in a box – Chicken meat



Preparation

- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - 2 poles (3m)
 - 1 pole (3,6m)
 - 6 poles (1,5m)
 - Bailing type wire
 - Nails
 - Corrugated tin/UV protected sacking (3 x 3m)
 - Chicken mesh (10m x 1,5m)
 - 2 x 2L coke bottles
 - 1 bag of sawdust
 - An electric bulb/paraffin lantern
 - 5-day old chicks
 - Starter, grower, finisher chicken food
 - Vitamins



Bible study

- Select and discuss question/answer – Q31 – from the AHB Catechism. This question deals with the need for grace and forgiveness
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer

Ask the group about chicken meat:

- How much do they pay for a live chicken?
- How much do they pay for a whole chicken from Spar?
- Do they eat their chickens at home?
- How long does it take the chickens at home to reach the same size as the broiler chickens?
- At what age is a chicken at its largest?



Action/Activities

- Choose an appropriate venue. For example, ask the group for a volunteer to build the chicken hok and brooder at their home. Then ask that person to collect the necessary materials to make the hok and brooder. Make sure everyone in the group understands how to do everything.
 - Write down the name, phone number and GPS of the venue where you do the training
 - Take photos of the training
- Show the group how to make a brooder and chicken hok by making one of each
- Go through the production/business plan and make sure everyone understands
 - Ask everyone to write out their own plan



Record keeping

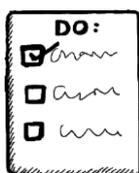
- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance registers for each person
 - Photograph/scan each brooder and chicken hok and the group making them



The chicken meat production plan can be found in the AHB Subsistence Manual.

MODULE 4: BUSINESS IN A BOX (CHICKEN MEAT)

DAY 2: Business in a box – Chicken meat



Preparation

- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - 2 poles (3m)
 - 1 pole (3,6m)
 - 6 poles (1,5m)
 - Bailing type wire
 - Nails
 - Corrugated tin/UV protected sacking (3 x 3m)
 - Chicken mesh (10m x 1,5m)
 - 2 x 2L coke bottles
 - 1 bag of sawdust
 - An electric bulb/paraffin lantern
 - 5-day old chicks
 - Starter, grower, finisher chicken food
 - Vitamins
- Choose a different venue/venues. For example, ask the group for volunteers to build the chicken hok and brooder at their homes. Then ask those people to collect the necessary materials to make the hok and brooder. Make sure everyone in the group understands how to do everything.
 - Write down the name, phone number and GPS of the venues where you do the training
 - Take photos of the training



Bible study

- Select and discuss question/answer – Q33 – from the AHB Catechism. This question deals with the need for grace and forgiveness
- As a group read and discuss the relevant Bible verses
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training
 - Explain the message of your prayer

Ask the group about the previous day

Write down any interesting questions or comments



Action/Activities

- Show the group how to make a brooder and chicken hok by helping them make some
- Review the production/business plans
 - Photograph each plan

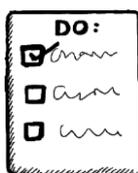


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance registers for each person
 - Photograph/scan each brooder and chicken hok and the group making them

MODULE 4: BUSINESS IN A BOX (CHICKEN MEAT)

DAY 3: Saving money



Preparation

- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - MIS form



Bible study

- Select and discuss question/answer – Q105 – from the AHB Catechism. This question deals with the need for grace and forgiveness
- As a group read and discuss the relevant Bible verses
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training
 - Explain the message of your prayer

Explain that at the next workshop you are going to teach chicken egg business in a box and that everyone needs to prepare the following materials:

- 2 poles (3m)
- 3 poles (3m, broomstick size)
- 1 pole (3,6m)
- 6 poles (1,5m)
- Bailing type wire
- Nails
- Corrugated tin/UV protected sacking (3 x 3m)
- Chicken mesh (10m x 1,5m)
- 2 x 2L coke bottles
- 1 bag of sawdust
- An electric bulb/paraffin lantern
- 4 beer/cold drink crates or similar (for nests)
- Two hens (that are already laying eggs) and a mature Rooster
- 10 kg layer mesh



Savings

- Hold a savings meeting
- Collect R150 from everyone who wants to start a chicken meat business



Each one must have saved at least R150 in order to be allowed to borrow from the savings pool.

- Those who qualify and want to start meat chicken farming, borrow from the savings pool
 - Make a list of everyone and how much money you have collected. Get everyone to sign
- Book the 5-day old chicks, starter/grower/finisher mesh and vitamins from a supplier near you, so that you can pick them up just before your next meeting

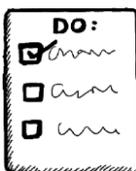


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and a MIS form and **record**:
 - Attendance register for each person
 - Complete MIS form – hand in to your trainer

MODULE 5: BUSINESS IN A BOX (CHICKEN EGGS)

DAY 1: Business in a box – Chicken eggs



DO:

Preparation

- Plan to go and collect the day-old chicks, starter/grower/finisher mesh and vitamins.
- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - 2 poles (3m)
 - 3 poles (3m, broomstick size)
 - 1 pole (3,6m)
 - 6 poles (1,5m)
 - Bailing type wire
 - Nails
 - Corrugated tin/UV protected sacking (3 x 3m)
 - Chicken mesh (10m x 1,5m)
 - 2 x 2L coke bottles
 - 1 bag of sawdust
 - An electric bulb/paraffin lantern
 - 4 beer/cold drink crates or similar (for nests)
 - Two hens (that are already laying eggs) and a mature Rooster
 - 10 kg layer mesh



Bible study

- Select and discuss question/answer – Q69 – from the AHB Catechism. This question focuses on Jesus Christ
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer

Ask the group about chickens:

- How many eggs do you get per chicken?
- Do you buy eggs?
- What does an egg cost?
- Do you eat the chickens that lay eggs?
- At what age does a chicken start laying eggs?



Action/Activities

- Choose an appropriate venue. For example, ask the group for a volunteer to build the chicken hok at their home. Maybe ask that person to collect the necessary materials to make the hok and brooder the week before. Make sure everyone in the group understands how to do everything.
 - Write down the name, phone number and GPS of the venue where you do the training
 - Take photos of the training
- Help the group make an egg chicken hok. They should do it easily after the last workshop.
- Go through the production/business plan and make sure everyone understands.
 - Ask everyone to write out their own plan

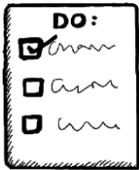


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance registers for each person
 - Photograph/scan each chicken hok and the group making them

MODULE 5: BUSINESS IN A BOX (CHICKEN EGGS)

DAY 2: Business in a box – Chicken eggs



Preparation

- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - Make sure everyone has the materials they need
 - 2 poles (3m)
 - 3 poles (3m, broomstick size)
 - 1 pole (3,6m)
 - 6 poles (1,5m)
 - Bailing type wire
 - Nails
 - Corrugated tin/UV protected sacking (3 x 3m)
 - Chicken mesh (10m x 1,5m)
 - 2 x 2L coke bottles
 - 1 bag of sawdust
 - An electric bulb/paraffin lantern
 - 4 beer/cold drink crates or similar (for nests)
 - Two hens (that are already laying eggs) and a mature Rooster
 - 10 kg layer mesh
- Choose a different venue/venues. For example, ask the group for volunteers to build the chicken hok at their homes. Then ask those people to collect the necessary materials to make the hok. Make sure everyone in the group understands how to do everything.
 - Write down the name, phone number and GPS of the venues where you do the training.



Bible study

- Select and discuss question/answer – Q70 – from the AHB Catechism. This question focuses on Jesus Christ
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer

Ask the group about the previous day.

- **Write down any interesting questions or comments.**



Action/Activities

- Help the group make egg chicken hoks.
- Review the production/business plans.
 - Photograph each plan

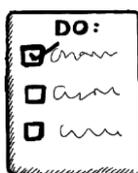


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance registers for each person
 - Photograph/scan each brooder and chicken hok and the group making them

MODULE 5: BUSINESS IN A BOX (CHICKEN EGGS)

DAY 3: Saving money



Preparation

- Make sure you have:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - MIS form



Bible study

- Select and discuss question/answer – Q71 – from the AHB Catechism. This question focuses on Jesus Christ
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer

Explain that at the next workshop you are going to teach farming Gods way for a flat garden and a tower garden and that everyone needs to prepare the following materials:

- 4 poles (2m)
- Sacking or shade cloth (1 x 4 m)
- Wire or string or nails
- 1 x 2 litre coke bottle
- Manure, soil, compost
- Tomato, spinach, onion and cabbage seedlings



Savings

- Hold a savings meeting
- Receive loan repayments and interest
- Deliver 5-day old chickens, starter/grower/finisher mesh and vitamins to all the people who gave you money for starting chicken meat farming.



Each one must have saved at least R50 in order to borrow from the savings pool for chicken egg farming.

- Collect R50 from everyone who wants to start egg chicken farming to go and buy layer mesh.
 - Make a list of everyone and how much money you have collected. Get everyone to sign



Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and a MIS form and **record**:
 - Attendance register for each person
 - Complete MIS form – hand in to your trainer

MODULE 6: BUSINESS IN A BOX (VEGETABLES)

DAY 1: Business in a box – Veggies



Preparation

- Plan to go and collect the layer mesh for the chicken egg farmers.
- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - 4 poles (2m)
 - Sacking or shade cloth (1 x 4 m)
 - Wire or string or nails
 - 1 x 2 litre coke bottle
 - Manure, soil, compost
 - Tomato, spinach, onion and cabbage seedlings



Bible study

- Select and discuss question/answer – Q77 – from the AHB Catechism. This question deals with repentance and faith
- As a group read and discuss the relevant Bible verses
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training
 - Explain the message of your prayer

Ask the group about veggies:

- Do they know how to make compost?
- Do they know about mulching?

Discuss answers



Action/Activities

- Choose an appropriate venue. For example, ask the group for a volunteer to demonstrate the gardening at their home. Maybe ask that person to collect the necessary materials to make the tower garden the week before. Make sure everyone in the group understands how to do everything.
 - Write down the name, phone number and GPS of the venue where you do the training
 - Take photos of the training
- Help the group make compost
- Teach the group how to make a tower garden and a flat garden
- Plant the flat garden with cabbages (use compost and mulch)
- Plant the tomatoes and spinach in the tower garden (also use compost and mulch)

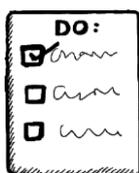


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance registers for each person
 - Photograph/scan each garden and the group making them

MODULE 6: BUSINESS IN A BOX (VEGETABLES)

DAY 2: Business in a box – Veggies



Preparation

- Make sure you have all the materials for the training:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - 4 poles (2m)
 - Sacking or shade cloth (1 x 4 m)
 - Wire or string or nails
 - 1 x 2 litre coke bottle
 - Manure, soil, compost
 - Tomato, spinach, onion and cabbage seedlings
- Choose a different venue/venues. For example, ask the group for volunteers to build the gardens at their homes. Then ask those people to collect the necessary materials to make a tower garden and a flat garden. Make sure everyone in the group understands how to do everything
 - Write down the name, phone number and GPS of the venues where you do the training



Bible study

- Select and discuss question/answer – Q78 – from the AHB Catechism. This question deals with repentance and faith
- As a group read and discuss the relevant Bible verses
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training
 - Explain the message of your prayer

Ask the group about the previous day

Write down any interesting questions or comments



Action/Activities

- Help the group make compost at their homes.
- Help the group members to make a tower garden and a flat garden at their homes
 - Photograph the activities

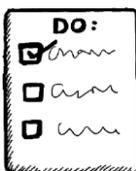


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance registers for each person
 - Photograph/scan each tower garden and flat garden and the group making them

MODULE 6: BUSINESS IN A BOX (VEGETABLES)

DAY 3: Saving money



Preparation

- Make sure you have all the materials:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - MIS form



Bible study

- Select and discuss question/answer – Q79 – from the AHB Catechism. This question deals with repentance and faith
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer

Explain that at the next workshop you are going to teach everyone how to grow fruit.



Savings

- Hold a savings meeting
- Receive loan repayments and interest
- Deliver layer mesh to the people who are going to start chicken egg farming.



Everyone must have saved at least R50 in order to borrow from the savings pool for veggie farming.

- Collect R50 from everyone who wants to start veggie farming to buy seedlings
 - Make a list of everyone and how much money you have collected.
 - Get everyone to sign

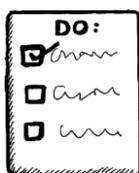


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and a MIS form and **record**:
 - Attendance register for each person
 - Complete MIS form – hand in to your trainer

MODULE 7: BUSINESS IN A BOX (FRUIT)

DAY 1: Business in a box – Fruit



- Plan to go and collect the seedlings
- Make sure you have all the materials for the training as follows:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - A fruit tree sapling
 - A spade
 - Some car/bike tube rubber
- Choose a different venue/venues. For example, ask the group for volunteers to plant the tree at their homes. Then ask those people to collect the necessary materials to make plant a tree. Make sure everyone in the group understands how to do everything
 - Write down the name, phone number and GPS of the venues where you do the training



Bible study

- Select and discuss question/answer – Q72 – from the AHB Catechism. This question deals with justification
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer



Action/Activities

- Get the group to dig a hole like described in the Subsistence manual
- Prepare the soil
- Plant the tree
- Discuss how to look after the tree

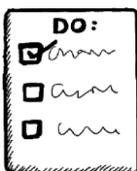


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and a MIS form and **record**:
 - Attendance register for each person

MODULE 7: BUSINESS IN A BOX (FRUIT)

DAY 2: Business in a box – Fruit



- Make sure you have all the materials for the training as follows:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - A fruit tree sapling
 - A spade
 - Some car/bike tube rubber



Bible study

- Select and discuss question/answer – Q73 – from the AHB Catechism. This question deals with justification
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer



Action/Activities

- Help those of the group who have fruit trees plant at their homes
- Photograph the activities

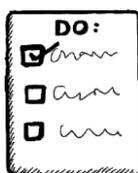


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and a MIS form and **record**:
 - Attendance register for each person

MODULE 7: BUSINESS IN A BOX (FRUIT)

DAY 3: Savings group



- Make sure you have all the materials for the training as follows:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - MIS form



Bible study

- Select and discuss question/answer – Q76 – from the AHB Catechism. This question deals with justification
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer

Explain that at the next workshop you are going to teach everyone how to keep honeybees.



Savings

- Hold a savings meeting
- Receive loan repayments and interest
- Deliver seedlings to the people who are going to start vegetable gardens?



Everyone must have saved at least R50 in order to borrow from the savings pool for buying a sapling.

- Collect R50 from everyone who wants to start veggie farming to buy seedlings
 - Make a list of everyone and how much money you have collected.
 - Get everyone to sign

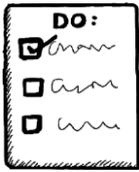


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and a MIS form and **record**:
 - Attendance register for each person
 - Complete MIS form – hand in to your trainer

MODULE 8: BUSINESS IN A BOX (HONEY)

DAY 1: Business in a box – Honey



- Make sure you have all the materials for the training as follows:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - Beekeeping gear that you made in MODULE 1
 - A beehive with bees in



Bible study

- Select and discuss question/answer – Q74 – from the AHB Catechism. This question deals with sanctification
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer



Action/Activities

- Make sure everyone is safely dressed in their protective gear
- Show them how to use a smoker
- Open the hive and show them the bees and brood
- Show them how to add a super

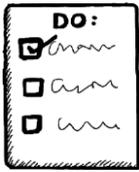


Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and **record**:
 - Attendance register for each person

MODULE 8: BUSINESS IN A BOX (HONEY)

DAY 2: Business in a box – Honey



- Make sure you have all the materials for the training as follows:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - Beekeeping gear that you made in MODULE 1
 - A beehive with bees in
 - A food grade bucket



Bible study

- Select and discuss question/answer – Q75 – from the AHB Catechism. This question deals with sanctification
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer



Action/Activities

- Discuss and show members how to harvest honey
- Show the members how the honey will be bought once it has been harvested
- Discuss quality and food security



Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and a MIS form and **record**:
 - Attendance register for each person

MODULE 8: BUSINESS IN A BOX (HONEY)

DAY 3: Savings pay-out



- You need to calculate how much has been saved so that you can draw it from the bank
- Make sure you have all the materials for the training as follows:
 - A smartphone with the Impact-App/paper and pen/computer
 - A Bible
 - An AHB Catechism and Subsistence manual
 - At least 2 litres of water for drinking each day for yourself
 - Sufficient food for 2 teas and a wholesome lunch each day for yourself
 - MIS form



Bible study

- Select and discuss question/answer – Q122 – from the AHB Catechism. This question deals with sanctification
- As a group read and discuss the relevant Bible verses.
 - Which verses have you read?
- Open with prayer. The prayer must be relevant to topic discussed in the verses and to the people who have come for training.
 - Explain the message of your prayer



Savings

- Today you must calculate how much money was saved + interest and fines
- Calculate how much each person receives and pay the money out



Record keeping

- Use Impact-App if it is available, or an Excel spreadsheet or paper and pen and a MIS form and **record**:
 - Attendance register for each person
 - Complete MIS form – hand in to your trainer