

**Invitation to the training of trainers (ToT)  
“People First Impact Method (P-FIM)”**

**Monday, December 2 to Friday, December 6, 2019**

Monday: 9.30 am - 5 pm

Tuesday to Thursday: 8.30 am - 5 pm

Friday: 8.30 am - 2 pm

P-FIM is a community engagement tool where communities lead in identifying important issues and activities in their lives. The starting point is people and communities, not projects or agencies. It is an inter-agency approach that has been applied in 28 countries in four continents. It builds transparency, shared learning and trust between all stakeholders, especially the community, local government and agencies. Communities inform us *‘if we are doing the right things and doing things right’*. P-FIM addresses a central recommendation from the World Humanitarian Summit (WHS) 2016 of *‘putting people first’*.

P-FIM strengthens community engagement in humanitarian assistance through the training of staff and partners on communication with affected people to build mutual trust as a basis for accurate information gathering, understanding context and facilitating active community engagement. Participation is central to ensuring high quality standards and to high quality monitoring and evaluation.

VENRO would herewith like to invite you to the **“Training of Trainers: People First Impact Method” on 2-6 December 2019 in Berlin**. The Training is directed at staff responsible for monitoring and evaluation working for German humanitarian NGOs. The training will be in English and participants will qualify to facilitate P-FIM exercises. Essentially, participants will understand why community engagement is important, how to apply it and how to apply it in agency programmes.

The co-founder of P-FIM and experienced humanitarian and development practitioner, Gerard McCarthy, will be trainer of the event.

Please register online [here](#) until 22 November 2019. Participation including lunch and coffee breaks during the five-day-training is free of charge. Travel, accommodation and study materials are covered by each participant. A hard-copy of the P-FIM toolkit will be available at €10.

The event location is mostly accessible to people with disabilities. Should you require any assistance or preparation, please notify us and we will provide corresponding support.

Please contact Karoline Krähling for further questions (+49 (0)30/26 39 299-28, [k.kraehling@venro.org](mailto:k.kraehling@venro.org)).

## PROGRAMME

Moderation: Gerry McCarthy

### Day 1: Monday, 2 December 2019

- 09:30 **Opening, setting the scene and review of P-FIM background:** why community engagement is important and how to do it; community group identification and mapping
- 10:00 *Tea break*
- 10:20 **Community group identification and community group mapping** – continued
- 11:30 **‘The Communication Pyramid’:** understanding the levels and application of communication
- 13:00 *Lunch*
- 14:00 **‘The Wheel of Life’:** what it means to live a fully human life
- 15:10 **‘Build the Beat’:** inter-agency team-building exercise
- 15:30 *Tea break*
- 15:45 **‘Understanding Context’:** importance of understanding context from the community perspective; to know ‘if we are doing the right things and doing things right’
- 16:45 **Review of day one**
- 17:00 **End of day one**

### Day 2: Tuesday, 3 December 2019

- 08:30 **Review of learning from day one:** an inter-active review of learning exercise
- 09:00 **‘Open Questioning & Listening Techniques’:** how to facilitate ‘goal-free’ community led discussion
- 10:00 *Tea break*
- 10:20 **‘Role of Facilitator, Reporter and Observer’:** applied during community engagement
- 11:30 **‘Giving & Receiving Feedback’** and **‘Symbols & Communication’:** self-awareness and self-improvement, working as a team
- 12:00 **Start-up question (translation):** the introduction used when meeting community groups
- 12:30 **‘Team and group selection’** i.e. select facilitator, reporter and observer in teams of three
- 13:00 *Lunch*
- 14:00 **‘Role-Play goal-free discussion’:** prepare for goal-free community engagement discussion
- 15:00 *Tea break*
- 15:20 **‘Role-Play goal-free discussion** – continued
- 17:00 **End of day two**

### Day 3: Wednesday, 4 December 2019

- 08:30 **Field work ‘Real-Play’:** goal-free community discussion
- 10:15 *Tea break* – taken during goal-free discussion
- 10:30 **Write-up of goal-free exercise findings and report in plenary:** each team of three record the findings from the community discussions using the P-FIM report format
- 13:00 *Lunch*
- 14:00 **Report presentations** – continued
- 15:00 *Tea Break*

- 15:20 **Selection of priority issues:** i.e. issues emanating from goal-free discussion and preparation of discussion points for two-way group discussion
- 16:00 **'Two-Way Discussion':** how to combine goal-free and two-way skills in one exercise
- 16:50 **Review of day three**
- 17:00 **End of day three**

#### **Day 4: Thursday, 5 December 2019**

- 08:30 **Write-up of two-way exercise findings:** each team of three records the findings from the two-way community discussions using the P-FIM report format
- 10:00 *Tea break*
- 10:20 **Team report presentations in plenary:** each team of three present the main findings from the two-way community discussions
- 13:00 *Lunch*
- 14:00 **Review of learning:** review of learning from goal-free and two-way discussion exercises recording what is most important for the application of these skills in future
- 15:30 *Tea break*
- 15:45 **Case Study Examples:** group-work applying the P-FIM methodology using real-life examples
- 16:45 **Review of day four**
- 17:00 **End of day four**

#### **Day 5: Friday, 6 December 2019**

- 08:30 **Review of day four**
- 09:00 **Application of learning:** a series of tools will be considered to enable participants apply the P-FIM approach in practice and in relation to other tools: P-FIM Action Plan and Logframe
- 10:00 *Tea break*
- 10:20 **Practical plan of action:** each team member will set out how they plan to put P-FIM into practice for the next three months with the emphasis on keeping it simple and achievable
- 11:15 **Review of P-FIM exercise and giving of certificates**
- 13:00 **Lunch and Closure of Workshop**