

# REPUBLIC OF RWANDA



National Council of Persons with Disabilities (NCPD)

## REPORT TO THE TRAINING WORKSHOPS ON PRESENTATION OF IDPD 2012

### ACHIEVEMENTS DONE AT CENTRE SAINT ANDRE KABGAYI



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## **ABSTRACT**

All organizations and Institutions should know that the quality of employees and their development through training and education are major factors in determining their long-term profitability. If you hire and keep good employees, it is good policy to invest in the development of their skills, so they can increase the productivity of the organisation.

Training often is considered for new employees only. This is a mistake because on-going training for current employees helps them adjust to rapidly changing job requirements. The seminars and workshops should be offered to help you start, or improve your organization operations. You should focus on issues that impact your Institution or organization operators from high level organization plan writing to daily operational issues.

The model below traces the steps necessary in the training process. It should be taken into consideration when an Institution plans to provide training. These are: Organizational Objectives, Needs Assessment, Is There a Gap? Training Objectives, Select the Trainees, Select the Training Methods and Mode, Choose a Means of Evaluating, Administer Training, and Evaluate the Training.

The institution should have a clearly defined strategy and set of objectives that direct and drive all the decisions made especially for training decisions. Institutions that plan their training process are more successful than those that do not. Most organizations owners want to succeed, but do not engage in training design that promise to improve their chances of success. This is where you should come in to help you achieve your goals, and make your employees reach their potential.

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## **CHAPTER ONE: GENERALITIES**

### **1.1. Introduction and background**

National Council of Persons with Disabilities (NCPD) was established by the law no 03/2011 of 10/02/2011 with the purpose of determining its responsibilities, organization and functioning and its relationship with other State organs. This law is among the greatest achievements of Rwandan Government and is based on the United Nations Convention of the Rights of the Persons with Disabilities with a purpose of promoting, protecting and ensuring the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities and to promote respect for their inherent dignity.

As highlighted in the same laws, among the responsibilities of NCPD are:

- To coordinate activities aimed at the advancement of persons with disabilities,
- To gather and examine views of all persons with disabilities,
- To advocate on the issues affecting persons with disabilities,
- To build the capacity of persons with disabilities,
- To collaborate with non- governmental organizations engaged in the activities benefiting to persons with disabilities, to mention a few.

To achieve its mission, vision, goals and objectives, NCPD needs to ensure and extend its cooperation with various stakeholders. It is within this framework that NCPD has prepared training workshops on presentation of IDPD 2012 achievements.

### **1.2. General Objective of the Training Workshop**

The overall objective of these training workshops was to provide knowledge and skills on the IDPD 2012 achievements, its importance, leadership, responsibilities, advocacy and

lobbying, planning and reporting, disability rights of PWDs and community based rehabilitation for social economic welfare of PWDs.

#### **1.2.1. Specific objectives**

The training workshop had the following specific objectives.

- To sensitize NCPD Executive Committees on the importance of International Day of Persons with Disabilities,
- To explain NCPD Executive Committees about operational plan to implement the International Day of Persons with Disabilities,
- To train NCPD Executive Committees on leadership, responsibilities, advocacy and lobbying, planning and reporting, disability rights of PWDs and community based rehabilitation.

#### **1.2.2. Expected Output**

- NCPD Executive Committees have been sensitized on the importance of International Day of Persons with Disabilities,
- NCPD Executive Committees have been explained about the operational plan of International Day of Persons with Disabilities,
- NCPD Executive Committees have been trained on leadership, responsibilities, advocacy and lobbying, planning and reporting, disability rights of PWDs and community based rehabilitation.

#### **1.2.3. Expected Outcome**

- The International Day of Persons with Disabilities will be respected and celebrated in the whole country,

- NCPD Executive Committees got knowledge and skills on leadership, responsibilities, advocacy and lobbying, planning and reporting, disability rights of PWDs and community based rehabilitation.

### 1.3. Target group/ Participants

In order to meet the above objectives, the training workshop has been attended by the people from the Districts, Province and National level scheduled in the following table:

Workshops	Participants per District, Province and National Level	Number	Arriva Date	Departure Date
<b>ONE</b>	KIREHE	7	03/03/2013	06/03/2013
	NGOMA	6	03/03/2013	06/03/2013
	RWAMAGANA	7	03/03/2013	06/03/2013
	BUGESERA	7	03/03.2013	06/03/2013
	GUIDES	3	03/03/2013	06/03/2013
SUB/TOTAL		<b>30</b>		
<b>TWO</b>	KAYONZA	7	06/03/2013	09/03/2013
	GATSIBO	7	06/03/2013	09/03/2013
	NYAGATARE	7	06/03/2013	09/03/2013
	EASTERN PROVINCE COMMITTEE	7	06/03/2013	09/03/2013
	REPRESENTATIVE AT NATIONAL LEVEL	1	06/03/2013	09/03/2013
	GUIDES	2	06/03/2013	09/03/2013
SUB/TOTAL		<b>31</b>		
GRAND TOTAL		<b>61</b>		

#### **1.4. Methodology**

During the Workshop, the following Methodology has been used:

- The facilitators of National Council of Persons with Disabilities (NCPD) made a short presentation on the lesson to be taught. They made also an evaluation during the workshop process and at its end,
- The workshop was participative and didactical materials were used,
- The “Questions – Answers “ were used by the facilitators,
- Each participant had notes of the workshop and other necessary stationeries.

#### **1.5. Coordinators of the Workshop**

The training workshop was coordinated by NCPD Staff:

- i) **Sosthene NDIKUMANA**, Training and Skills Development Officer
- ii) **Emmanuel MURERA** : Training and Skills Development Officer

#### **1.6. Expenses**

All workshop costs have been covered by NCPD (Accommodation fees, restoration and materials, ticket reimbursements).

#### **1.7. Date and venue**

The training workshops have been conducted at Centre Saint Andre Kabgayi in Southern Province and the participants arrived at the venue on 03/03/2013.

## CHAPTER TWO: TRAINING PROCESS

### 2.1. TRAINING ONE

#### 2.1.1. Introduction

From 04 to 05 March 2013 at Centre Saint Andre Kabgayi they were training workshop organized by National Council of Persons with Disabilities to its District Executive Committees of Kirehe, Ngoma, Rwamagana and Bugesera Districts. They were trained on the following courses:

N°	Courses	Facilitators	Posts
1	IDPD 2012 Achievements	Tuyizere Oswald	Director of Economic and Social Empowerment Unit
2	Leadership and Management Development	MURERA Emmanuel	NCPD Staff in charge of Training and Skills Development Officer
3	Responsibilities of NCPD District Coordinators	NDAYISABA Emmanuel	NCPD Executive Secretary
4	Law protecting Persons with Disabilities and related Ministerial orders	KARAMIRA Jacques	NCPD Staff in charge of Legal Affairs
5	Lobbying and advocacy	NDAYISABA Emmanuel	NCPD Executive Secretary
6	Planning and reporting	NDIKUMANA Sosthene	NCPD Staff in charge of Planning, M&E
7	Community Based Rehabilitation (RBC)	TUYIZERE Oswald	Director of Economic and Social Empowerment Unit, NCPD

#### 2.1.2. Official Opening to the training one

This training one composed by the NCPD Executive Committees of Kirehe, Ngoma, Rwamagana and Bugesera Districts was officially opened by the Executive Secretary of NCPD Mr. Emmanuel NDAYISABA. During his speech, he saluted the initiative of

Government of Rwanda for establishing the National Council of Persons with Disabilities (NCPD) in order to advocate issues affecting persons with disabilities. He also thanked the participants for coming to the training workshop. “Take it as seriously to get knowledge and skills to be used to help PWDs you present to improve their conditions of living.



NCPD Executive Secretary opened the training workshop officially

### 2.1.3. Teaching and Learning process

#### i. **Lesson one.** Law protecting Persons with Disabilities and related Ministerial orders.

This course was explained by Jacques Karamira, Legal Affairs Officer of NCPD. It was explained well and the participants were satisfied by the explanations.



Mr. Jacques KARAMIRA explaining the laws of people with disabilities

ii. **Lesson two:** Responsibilities of NCPD District Coordinators

iii. **Lesson three:** Lobbying and advocacy

All those lessons were explained by the Executive Secretary of NCPD Mr Emmanuel NDAYISABA. The participants know their responsibilities and how they should make an advocacy and lobbying to make their problems be known by the authorities and possible solutions to be provided.



NCPD Executive Secretary explaining the participants

**Lesson four:** Community based rehabilitation (RBC). This subject was explained by Mr Oswald TUYIZERE, the Director of Economic and Social Empowerment Unit within NCPD. The participants were satisfied by the explanations given.



Mr. Oswald TUYIZERE explaining the participants

**v. Lesson five:** Planning and reporting procedures.

This course was taught by Mr. Sosthene NDIKUMANA in charge Training and Skills Development Officer. He acts also as Planning, Monitoring and Evaluation officer within NCPD. The participants acquired skills and knowledge on planning process, the tools used in monitoring and evaluation, and how to make a good report.



Mr. Sosthene NDIKUMANA explaining planning and reporting course

#### vi. **Lesson six:** Leadership and Management Development

This course was taught by Emmanuel MURERA in charge of training and skills development.



Mr. Murera Emmanuel explaining leadership and management course

## **vii. Lesson seven. IDPD 2012 Achievements**

During IDPD 2012 presentation, Mr TUYIZERE Oswald the Director of Economic and Social Empowerment Unit explains the importance and operational plan of International Day of Persons with Disabilities. The participants acquired knowledge on how to organize the IDPD for upcoming years.



Mr. Oswald TUYIZERE explaining the achievements of IDPD 2012

#### 2.1.4. Group discussions



### 2.1.5. Presentation of the findings



Presentation of the findings during group discussions

#### 2.1.6. Official closing to the training one

This training one was officially closed by NCPD coordinator of Rwamagana District Mr. NIYOYITA Lucien. He recommended the participants to put into practices the lessons learnt. He requested them to be the ambassadors of NCPD in their Districts.



NCPD Coordinator of Rwamagana closing the training one

## 2.2. TRAINING TWO

### 2.2.1. Introduction

The training two took place from 07 to 08 March 2013 at Centre Saint Andre Kabgayi and has been attended by NCPD Executive Committee members of Kayonza, Gatsibo, Nyagatare, Eastern Province Committee and NCPD Representative at National level. It has been officially opened by Mr. Eduard HITAYEZU, NCPD Vice President.

The picture for the participants is the following:



During the second training, the following lessons were discussed:

N°	Course	Facilitators	Posts
1	Disability and Rights of PwDS	KARAMIRA Jacques	NCPD staff in charge of Legal affairs
2	Planning and reporting	NDIKUMANA Sosthene	NCPD Staff in charge of Training and Skills Development officer
3	Leadership management	MURERA Emmanuel	NCPD staff in charge of Training and Skills Development officer
4	Community Based Rehabilitation ( RBC)	TUYIZERE Oswald	Director of Economic and Social Empowerment Unit, NCPD
5	Presentation of IDPD 2012 Achievements	TUYIZERE Oswald	Director of Economic and Social Empowerment Unit
6	Responsibilities	TUYIZERE Oswald	Director of Economic and Social Empowerment Unit
7	Lobbying and advocacy	Romalis NIYOMUGABO	NCPD Coordinator of Gatsibo District

### 2.2.2. Official opening to the training two

This training of NCPD executive committees of Kayonza, Gatsibo, Nyagatare, NCPD Executive Committee of Eastern Province and NCPD Representative at National level in charge of Economy was officially opened by Mr. Eduard HITAYEZU, NCPD vice President. He told to the participants to follow careful because they will get knowledge and skills to be used in their activities.



The Vice President of NCPD opening the training two

### 2.2.3. Teaching and Learning process

- i. **Lesson one:** Responsibilities of NCPD executive committees
- ii. **.Lesson three:** Community based rehabilitation
- iii. **Lesson three:** Presentation of IDPD 2012 Achievements

All those courses were explained by Mr. Oswald TUYIZERE. The participants were explained about their responsibilities and how to help people with disabilities. He also presents the achievements of IDPD 2012 where the participants get skills and knowledge on how to organize it to be successful.



Mr Oswald TUYIZERE explaining the participants

iv. **Lesson two: Lobbying and advocacy**

This lesson was explained by Romalis NIYOMUGABO, NCPD Coordinator of Gatsibo District. The participants acquired knowledge on how to make a lobbying and advocacy.



NCPD Coordinator of Gatsibo District explaining the participants

v.       **Lessons four:** Disability and rights of PWDs

This lesson was explained to the participants of second team by Mr Jacques KARAMIRA.

The participants known their rights and the laws protecting them.



Mr. Jacques KARAMIRA explaining the participants

vi.       **Lesson five:** Leadership management

This lesson was explained by Mr Emmanuel MURERA. The participants get skills on different types of leadership and management functions.



Mr Emmanuel MURERA explain the participants the leadership styles

vii. **Lesson six:** Planning and Reporting procedures

Mr. Sosthene NDIKUMANA explaining the participants the planning process, the stage involved in strategic plan and its different with action plan, the different between monitoring and evaluation. He end up with showing the format to be used in order to design a good report.



Mr. Sosthene NDIKUMANA explaining the participants

#### 2.2.4. Group discussions



### 2.2.5. Findings presentation



Presentation of findings from group discussions

### 2.2.6. Official closing to the training two

The second training was officially closed by Madam Jacqueline NYIRANSHUTI in charge of Economy at National level. She told to the participants to respect and put into practice the lessons learnt.



Madam Jacqueline NYIRANSHUTI closing the training

### **CHAPETR THREE. CHALLENGES**

- Those training sessions were so short to allow participants to do practical exercises especially for the theme of Planning and Reporting procedures.
- There are some participants who did not attain the training process due to different circumstances.

### **CHAPTER FOUR. CONCLUSION, SUGGESTIONS AND RECOMMENDATIONS**

#### **4. 1. Suggestions and Recommendations**

- The laws and orders protecting PWDs should be revised especially terminologies to be used within disability movement;
- Local leaders should be trained in laws and orders protecting PWDs;
- NCPD should organize competitions among PWDs who have different talents;

- NCPD should sensitize companies that have transport in their duties to respect the rights of PWDs;
- PWDs should be brought to the task force “TORERO RY’IGIHUGU”;
- NCPD should allow much time to the training and provide certificates to the trainees;
- Pupils with disabilities who studied in 9 or 12 years basic education should be admitted in schools for excellence where students are accommodated;
- Hospitals should put in place cancelling services for persons with disabilities;
- NCPD should train different local authorities from Cell, Sectors and District on Rights of PWDs;
- NCPD should provide financial support to the projects initiated by PWDs;
- NCPD should make advocacy to MINEDUC especially Rwanda Education Board (REB) so that the Students with disabilities who finished secondary schools get scholarship to continue their studies in Universities and high learning Institutions;
- NCPD should organize different workshops to the PWDs outside the country to get the experience from how the others are working;
- NCPD should make an advocacy to MINISANTE and MINALOC so that PWDs who are in extreme poverty to get easily “Mutuelle de santé”;
- In the process of putting PWDs in categories, NCPD executive committees at Provincial and District levels should be involved in that activity;
- NCPD should make advocacy to the MINISPOC to take measures that will help PWDs in watching and assisting different matches;
- NCPD should provide training on the laws concerning family and family planning procedures;

- During the training process, NCPD should give the trainees money that should be allocated for accommodation;
- NCPD should advocacy PWDs at the District, Sector and Cell levels so that they can be in the program of Ubudehe, Gir'inka and VUP. To achieve this point, there should be training of Executive Secretary of Sectors, Districts with the Coordinators of NCPD at the District levels;
- NCPD should put into consideration the recommendations and suggestions provided by the trainees as much as possible.

#### **4.2. CONCLUSION**

Training is one of the most profitable investments an organization can make. As business and industry continues to grow, more jobs will become created and available. Customer demands, employee morale, employee productivity, and employee turnover as well as the current economic realities of a highly competitive workforce are just some of the reasons for establishing and implementing training in an organization. To be successful, all training must receive support from the top management as well as from the middle and supervisory levels of management. It is a team effort and must be implemented by all members of the organization to be fully successful.

**Done at Kigali March 25, 2013**

***Reported by Sosthene NDIKUMANA***

***Training and Skills Development Officer***