

Noah training specific outcomes

1. Children's Rights Learning Outcomes (Volunteers, Child Minders / Supervisors & Ark Manager)

- Understand what is meant by children's rights.
- Understand some of the key South African laws and how they relate to children.
- Understand what child abuse is.
- Understand who you need to report suspected child abuse to at the Ark.
- Understand what information to provide when reporting suspected child abuse.
- Know how to complete a report if you suspect child abuse.

2. Accessing Grants & Birth Certificates Learning Outcomes (Volunteers & Child Minders / Supervisors)

- Understand what grants are available to assist children and / or their primary care givers.
- Understand the different stakeholders involved in grant applications.
- Understand and assist qualifying applicants in accessing grants.
- Understand how to apply for birth certificates / duplicates for children that require them.
- Understand how to apply for an identity document for children that require them.
- Your role in assisting the community to access grants.

3. Gender Awareness Learning Outcomes (Volunteers, Committee, Ark Manager, Child Minders/Supervisors, Cooks / Cleaners)

- Understand the South African Constitution and the Bill of Rights
- Examine the roles that different genders play in society
- Identify areas of discrimination, exploitation and abuse
- Understand what actions can be taken by individuals and organisations
- Identify partners and programmes that can assist

4. Basic Counselling Skills Learning Outcomes (Volunteers, Child Minders / Supervisors)

- Introduction to basic counseling skills
- A model for basic counselling
- Identifying and practicing active listening
- Identifying ways of providing feedback
- Practicing providing feedback in a counseling setting

- Recording and reporting on counseling sessions
- The referral network
- How to identify and refer people for further assistance

5. Bereavement Counselling Learning Outcomes (Volunteers, Child Minders / Supervisors)

- Use knowledge of grief to identify bereaved children
- Use the helping process and session structure to plan 6 sessions with a bereaved child.
- Use play skill to help bereaved child.
- Use communication skill to help children cope with their loss.

6. Nutrition & Hygiene Learning Outcomes (Volunteers, Cooks / Cleaners, Ark Managers)

- Understand good hygiene and what practices must be followed to ensure this in the Ark kitchens
- Understand safety and what practices must be followed to prevent injury and accidents in the Ark kitchens
- Understand nutrition and what food Arks need to prepare for children nutritionally thrive and grow
- How to prepare food for children at the Ark
- How to store food for the feeding scheme at the Ark
- Stock control and what needs to be done at the Ark to control stock
- Understand what and how to order food for the feeding scheme at the Ark

7. Permaculture Learning Outcomes (Volunteers, Committee, Ark Manager)

8. Financial Management 1 (Committee, Ark Managers, ADO's)

- Noah Financial templates
- Setting up, managing and reporting on Ark budgets
- Setting up, managing and reporting on Ark bank accounts
- How to report to Noah
- How to report to Funder
- Reporting on monthly expenditure
- Financial legislation pertaining to Ark Management (and NPO's)

9. Financial Management 2 (Committee, Ark Managers, ADO's)

- Financial reporting (Income Statements, Balance Sheets etc.)
- Cash Flow management
- Legal requirements of running an NPO

10. Fledging Roadmap (Committee, Ark Manager, ADO's)

- Understanding of the Stages of fledging
- Understanding of the Assessment Tool / Evaluation Tool
- Developing an action plan for fledging
- Implementation of fledging plans
- Monitoring & Evaluation of fledging implementation (milestones)

11. Governance Learning Outcomes (Committee & Ark Manager)

- Understand what is meant by Governance
- Understand the importance of Good Governance
- Identify the characteristics of Good Governance
- Understand the governance structure of your Ark
- Understand Committee roles and responsibilities and determine what makes a great Committee
- List documents that communicate how the organisation is governed

12. Project Management Learning Outcomes (Committee & Ark Manager)

- Understand what project management is
- Understand and identify stakeholders in projects at the Arks
- Understand and identify the resources required in projects at the Ark
- Understand your role in managing projects
- Understand the project life cycle and what actions are required at each stage
- Understand the relationship between time, cost and quality in projects

13. HIV/Aids Awareness Learning Outcomes (Volunteers, Cooks / Cleaners & Child Minder)

- Understand HIV
- Understand AIDS
- Understand the link between HIV and AIDS
- Understand the stages of infection

- Understand the role of counselling
- Understand how to live healthily with HIV/AIDS
- Understand what treatment is available

14. Management 1 Learning Outcomes (Ark Managers & Chief Child Minders)

- Understand what is meant by supervision and management.
- Understand the roles and responsibilities of a supervisor / manager
- Understand and identify your style of supervising others at the Ark.
- Understand how to guide others in the work they perform.
- Understand how to organise work.
- Understand the importance of developing staff in order to achieve organizational objectives
- Understand and know how to performance manage your employees
- Understand the importance of managing employer / employee relations at the Ark.
- Setting up a business plans

15. Management 2 Learning Outcomes (Ark Managers)

- Human resource legislation (BCEA, LRA)
- Recruitment, selection & contracting
- Decision making & risk
- Organizational structures
- Change management

16. Leadership Learning Outcomes (Ark Managers & Committee)

- Understand what is meant by Leadership.
- Identify your own leadership values and how they align to Noah.
- Understand the qualities of an effective leader.
- Identify what leadership qualities you have.
- Practicing key leadership skills.
- Develop an action plan to develop yourself as a leader

17. Planning Learning Outcomes (Committee & Ark Managers)

- Understand what strategic, monthly and daily planning is.
- Understand why planning is important for the Arks and for individuals.
- Understand the role of planning in managing the Ark.
- Complete a project budget.
- Understand Strategic Planning and how to conduct this.

- Understand Action plans and how to use them.
- Understand yearly plans and how to use them.
- Understand daily task planning and how to use this.
- Understand Ark budgets and how they work.

18. Sustainability 1 (Volunteers, Committee, Ark Managers)

- Explain what sustainability is
- Give reasons why sustainability is important
- Describe different kinds of legal entities
- NPO registration requirements and process
- Role of networking in ensuring sustainability
- Analyse the characteristics of successful job creation projects
- Calculate the cost effectiveness of a project
- Discuss the constraining factors in a project
- List the characteristics of a business plan
- Explain why a business plan is necessary
- Describe what information should be included in a business plan
- Draw up a business plan

19. Sustainability 2 (Committee, Ark Managers & ADOs)

- Networking
- Fundraising strategy and approach
- Proposal writing
- Exploring entrepreneurial ventures and partnerships