



## PROJECT COMPLETION REPORT

### WOMEN ECONOMIC LEADERSHIP INITIATIVE: A step towards empowering women



*Dedicated to the women leaders for their  
active participation which contributed  
towards the huge success of the project*

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**ASK Development. OXFAM-GB and Aurat Foundation:  
Committed and Dedicated towards WOMEN EMPOWERMENT**

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## ACRONYMS

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ASK	ASK Development
AF	Aurat Foundation
FGD	Focus Group Discussion
KAP	Knowledge, Attitude and Practice
OXFAM-GB	Oxford Committee for Famine Relief Great Britain
SPSS	Statistical Package for Social Sciences



## FOREWORD

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ASK Development is a women empowerment, skills development and capacity building organization with a mission of “maximizing human potential by cultivating Attitude, Skill and Knowledge” (ASK). I feel proud on the successful implementation of the project “Capacity Building Program for the Women Leaders – Women Economic Leadership Initiative”. The project was implemented in collaboration with OXFAM-GB and Aurat Foundation from August, 2012 – February; 2013.

The project was implemented through commitment, dedication and hard work which led to the successful completion of the project.

This project would not have been possible without the active participation, support and guidance from Women leaders who made their availability possible and took part in the project.

I would like to express my gratitude to the team of OXFAM-GB; Ms. Feroza Zahra, Ms. Uzma Zarrin and Aurat Foundation representative Mr. Asim Malak for their cooperation during the whole project implementation. Besides this; special thanks to Mr. Ilyas Chaudhry, Ms. Riffat Sultana and Ms. Razia Sultana for their efforts in coordinating the whole project.

Special thanks to Mr. Waqar Haider Awan and his team for conducting successful trainings. I extend my appreciations to my team Ms. Hina Akram, Ms Fakeha Rashid and Mr. Naseer Khan whose efforts and hard work contributed towards the success of the project.

Though this project benefited a small representative group of women from Rawalpindi district; however, a lot more has to be done to bring economic stability in the lives of the women and make them socially empowered for raising their voice against any violence. We hope this initiative will encourage others to step forward and work for women empowerment.

**Arshad Mahmood Akif**

**CEO**



## EXECUTIVE SUMMARY

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Women play a very vital role in human progress and have a significant place in the society; capable of sharing all the responsibilities of life. Mostly considered inferior to men, their basic rights are mostly negated.

**OXFAM-GB** is working with 1500 women leaders along with National level partner organizations, a five year project on “Women’s effective participation in decision making process” in Pakistan under “Women Economic Leadership Initiative” program in 30 districts of Pakistan in partnership with **Aurat Foundation**. Under this project, **ASK Development** implemented a capacity building program for 30 women from Rawalpindi district.

The capacity building program was implemented to achieve of 5 milestones. The first milestone was the carrying out of a baseline study to measure the knowledge, attitudes and practices regarding Entrepreneurship and Career Development of Women Leaders for the project titled as “Women Economic Leadership Initiative”. Out of 38 women, 30 were selected for the training in two groups: 1) Career Development 2) Enterprise Group.

The second milestone was achieved through designing the training and handouts in accordance to the KAP baseline survey. The training handouts were translated in Urdu for the easy understanding of the participants.

The third milestone was the successful delivery of training. Overall 7 trainings (each comprising of 3 days: 21 days total) were delivered to women leaders. The main topics of the training were: Women Rights, Domestic Violence, Women Leadership, and Advocacy for women. The agenda was to make the participating women economically empowered. For this reason the group of 30 was sub divided: Participants doing their own businesses or interested to do business were imparted training related to Entrepreneurship; and the Participants doing jobs or interested to do jobs were imparted training related to Career Development. The trainings were also imparted on: Communication Skills, Time Management, Social Networking Skills and Negotiation Skills.

The fourth milestone was recommendations for the financial grants to be provided to enterprise group from Aurat Foundation. A comprehensive assessment criterion was made to ensure the transparent provision of financial grants. The fifth and last milestone was the certificate distribution ceremony that held on 12<sup>th</sup> February, 2013 held at Aurat Foundation office in Rawalpindi. The participants were given certificates and the financial grants.

The training program has had a significant impact on the women leaders. The participants have felt a positive change in themselves after this training. Their confidence, communication skills, business skills, leadership skills, awareness and knowledge has increased considerably due to this training.



## INTRODUCTION

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Women play a very vital role in human progress and have a significant place in the society; capable of sharing all the responsibilities of life. Mostly considered inferior to men, their basic rights are mostly negated.

Investment in women's empowerment is the key element in improving the economic, political and social conditions in Pakistan in the context of sustainable development. Women empowerment is not limited to control over reproduction or financial independence only, rather it is a combination of literacy, employment and health. Women empowerment is an important and useful concept in the development of a community as it represents women as active agents rather than passive recipients of development policies.

Under the umbrella of OXFAM-GB's project "Women Economic Leadership Initiative" ASK Development conducted a capacity building program.

The project provided the capacity building services to the women leaders to make a difference in their personalities and skills that will lead them to serve better economically and socially in the future.

The project was carried out in different phases and was completed in form of 5 milestones. The project ended on 12<sup>th</sup> February, 2013.

### Objectives of the Capacity Building Program

The main objectives of the whole Capacity Building Program were to:

- Enhance capacity building of participating women
- Make them economically empowered through enhanced skills
- Polish their soft skills for better personality

**"Confident and transformed 30 women leaders influencing their personal and social spheres in Rawalpindi district."**

**Goal of the Capacity Building Program**



## PROJECT MILESTONES

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The capacity building program was implemented in the form of following milestones:

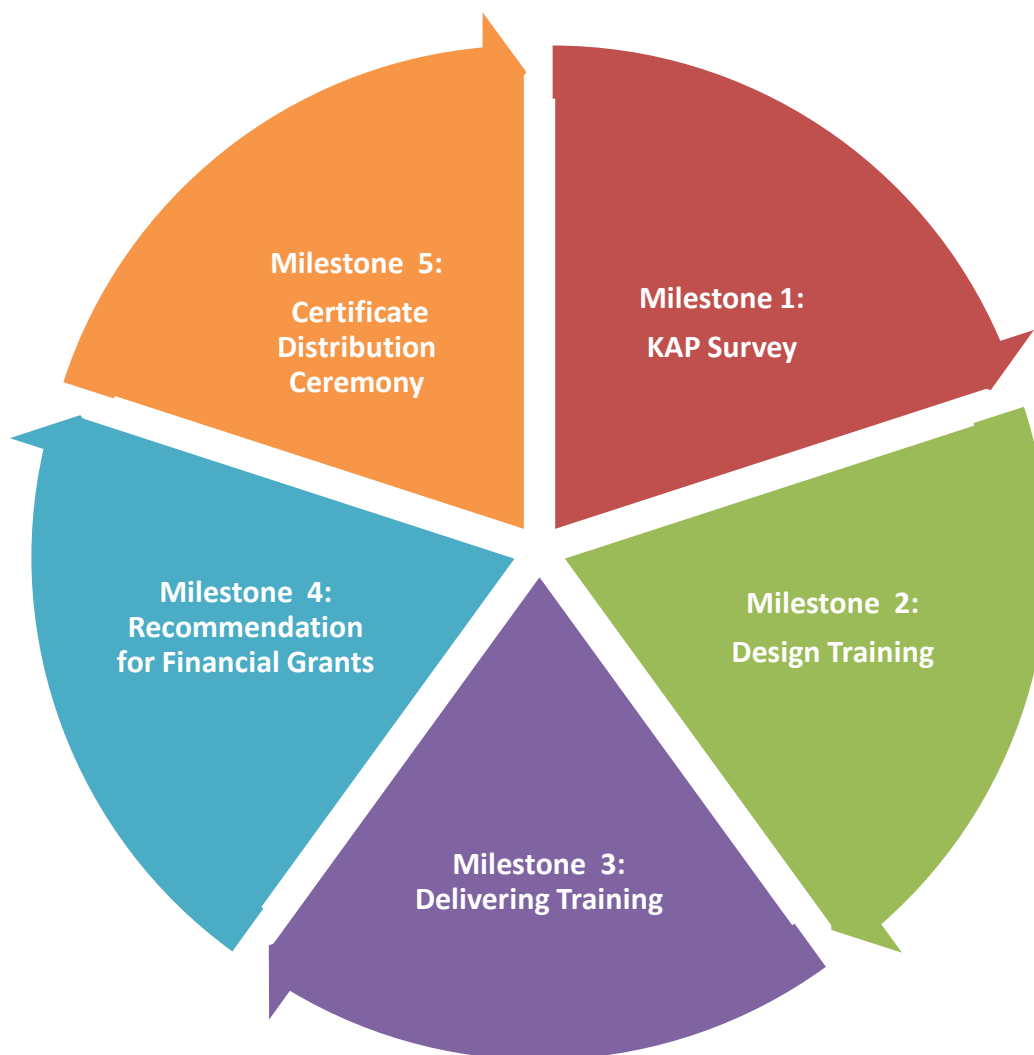


Figure 1: Milestones of the project

## 1<sup>ST</sup> MILESTONE: KAP SURVEY

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The baseline study was carried out to measure the knowledge, attitudes and practices of Women Leaders for the project titled as “Women Economic Leadership Initiative”.

### Objectives of KAP Survey

KAP Survey was conducted to achieve the following objectives:

- a. Identify gaps in knowledge, attitude and practice of women leader’s
- b. Describe the socio demographic and personal information of women leaders
- c. Identify the awareness of women about their rights, advocacy and leadership skills
- d. Segregate the group of 30 women leaders into two unique batches;
  - i. Batch of 15 women to be trained on module of Entrepreneurship
  - ii. Batch of 15 women to be trained on module of Career Development
  - iii. Training of all participants on modules: Women Rights, Leadership, Advocacy and Soft Skills
- e. Design a training program that is in accordance with the participants’ requirements in terms of their knowledge, their training needs on various topics, timing of training course and duration of training course.
- f. FGD was conducted to get feedback on topics like women rights, domestic violence, their role in home and society etc.

### KAP Study

Data was collected through a structured questionnaire translated in Urdu for better comprehension of the participants. The KAP was conducted on 29th and 30th August, 2012. 38 respondents filled the questionnaire. Besides KAP, Focus Group Discussion (FGD) were also conducted on both days to have an insight into women role at home and their knowledge level related to women rights, violence against women and leadership skills. In total, 50 participants were invited for the KAP Survey but 38 came and filled out the questionnaire representing a 76% response rate. Out of 38 women, 30 were selected for the training in two groups: (KAP Report, KAP Survey questionnaire, FGD questions available in PDF file)

1. Enterprise Group: 20 participants
2. Career Development Group: 10 participants

### KAP Findings

Major findings of KAP Survey were:

- 20 participants for Enterprise group and 10 participants for Career Development group were decided
- 47% of respondents’ education was Bachelors
- 83% believed that trainings can enhance the career development skills
- 88% believed that trainings can enhance the entrepreneur skills
- 55% of participants said that they are decision makers at their homes
- 53% believed that access to home resources is available to them
- 97% said that they must be provided with the mentoring and coaching from a senior
- 84% said that market linkages must be provided
- 76% suggested having a training course for at least 3 days
- 100% suggested to deliver trainings in the last three days of every week



## 2<sup>ND</sup> MILESTONE: TRAINING DESIGN AND METHODOLOGY

ASK followed the following approach to deliver a customized training program that was based on the needs of the participants:



Figure 2: ASK's Training Approach

### Training Methodology

- Training Handouts in Urdu, simple and concise, included subject related case studies, activities and exercises
- Audio Visual Aids including multimedia, flip charts
- Group activities and role plays
- Video clips related to training modules
- Interactive sessions
- Adequate use of PowerPoint slides

(Training handouts available in inpage file and in hard form)

### 3<sup>RD</sup> MILESTONE: DELIVERING TRAINING

Overall 7 trainings (each comprising of 3 days: 21 days total) were delivered to 30 women leaders.

The agenda was to make the participating women economically empowered.

For this reason the group of 30 was sub divided:

- Participants doing their own businesses or interested to do business were imparted training related to Entrepreneurship.
- Participants doing jobs or interested to do jobs were imparted training related to Career Development.

(Detailed Training report available in PDF)

#### Training Program

ASK used the following approach for delivering the training program:



Figure 3: Training Program

#### Topics of Training Program

- Women Rights
- Domestic Violence
- Women Leadership
- Advocacy for women
- Communication Skills
- Time Management
- Social Networking Skills
- Negotiation Skills
- Enterprise Development
- Career Development

## TRAINING HIGHLIGHTS

**Ms Feroza Zehra (Deputy PM- ERAW, OXFAM-GB):** She attended the session as guest speaker. She discussed the difference between gender and sex and then related her discussion with the women rights, their role and violence against women. During her session; she asked the participants to do a home activity i.e. examine women roles and duties, their decision making power at each level and the violence against them at their homes.



**Mr. Waqar Haider Awan (CEO – CHRS)** facilitated two hours training on 29<sup>th</sup> November, 2012. The topic of his training session was “Realization of Self” and creating awareness among women to be aware of their role in the society. Besides this, he mentioned various examples of domestic violence and ways to combat such incidents in the future.



**Dr. Uzair Ul Ghani Irfan (Director – ASK Development)** facilitated two hours training on 30<sup>th</sup> November, 2012. The topic of his training session was “Communication Skills”. Dr. Uzair facilitated the session through activity and role plays and quoted various examples related to effective communication.



**Ms. Zaira Raza (CEO Xyra’s Photography)** shared her experiences with the participants. She is a women entrepreneur who is currently doing wedding photography at national and international level besides her business of jewelry and dress designing. She shared her experiences about how she managed to raise the required funds for the business and what hurdles did she faced during her journey. She discussed about her experiences how she coped with the challenges and how women can take initiatives for them to earn.



**Mr. Raja Amir (Vice President Rawalpindi Chamber of Commerce)** shared opportunities available to women of Rawalpindi. He discussed how women entrepreneurs can be part of the Rawalpindi chamber and advantages for the members of the chamber. Besides this, he also discussed the programs initiated by chamber specifically for women entrepreneurs.



**Mr. Arshad Akif (CEO – ASK Development)** facilitated the session as a guest speaker. His topic of discussion was Leadership and how to give and receive criticism effectively while facing various situations.



**Visit to Rawalpindi Chamber of Commerce,** The session was facilitated by the President RCCI Mr. Manzar Khurshid Shaikh. He discussed the following main points:

1. Membership of Chamber (50% discount for Women Members)
2. Opening an incubation center for women who can't afford their own outlets/shops for their businesses.
3. Benefits for the members of chamber
4. How women can expand their businesses internationally
5. Capacity building opportunities for women
6. Business opportunities available to women in Rawalpindi district



**Mr. Umer Chaudhry (CEO Gatelogix)** shared online opportunities available to earn. He shared his own experience that how he started earning for himself through online back in 2007. He shared the websites offering jobs and working opportunities available.



**Visit to Karma Beauty Salon:** Session facilitated by the owner of Karma Beauty Salon Ms. Lubna. She shared her experiences of ups and downs she faced during her business career. She opened her saloon in a small room, but after years of hard work, proper planning, management, using proper marketing tools and fulfilling the client's demands; her salon is one of the leading salons in the twin cities. She offered the participants for a discount package of training so that they can strengthen their skills and expand their business also.



**Visit to Sanatzar:** Visit to sanatzar; a vocational center offering training courses in fields like computer, stitching, candle making, leather work, graphics, glass paintings, cooking etc at a very reasonable rates only for women. The center also organizes different functions and fairs for the women to showcase their products.



## 4<sup>TH</sup> MILESTONE: RECOMMENDATIONS FOR FINANCIAL GRANTS

The purpose of this capacity building program was to make the women socially as well as economically empowered. Among the group of 30 women, 20 women were part of Enterprise group. Enterprise group was imparted 6 days training to assist the women in running their existing businesses efficiently and effectively. Besides this, the training helped out the emerging enterprises to set a direction for themselves hence enabling them to establish a profitable business to make them economically empowered.

One of the objectives of the project is to make women economically empowered; the participants would be provided financial grants from AURAT Foundation.

### ASK Development's Framework for Grants

To make the process of grants transparent and to ensure that the amount goes to needy and deserving participants, ASK Development prepared the following framework.

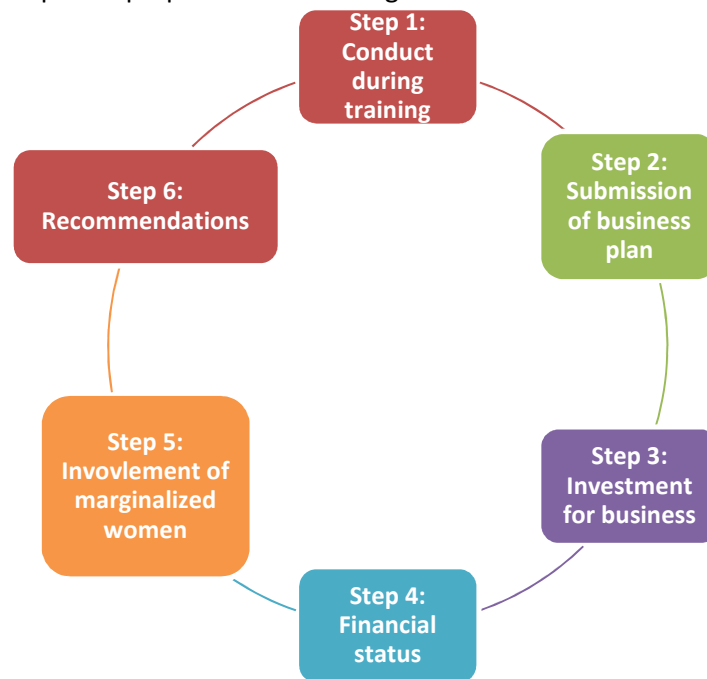


Figure 4: Criteria for Financial Grants

ASK Development devised **criteria for the eligibility of financial grants**. Marks were allocated for the following factors: (Detailed report available in PDF)

- ✓ Business plan: At the end of training, each individual participant was supposed to submit a detailed business plan. (Annexure 2 and 4)
- ✓ Conduct during the training: Marks were allocated for attendance, participation, conduct, behavior and team work to evaluate each participant's conduct during the training program. (Annexure 3)
- ✓ Financial status
- ✓ Need based
- ✓ Extra ordinary performance

## 5TH MILESTONE: CERTIFICATE DISTRIBUTION CEREMONY

The certificate distribution ceremony was held on 12<sup>th</sup> February 2013. Mr. Asim Malik and Kiran Shah were present from Aurat Foundation, Ms. Feroza Zaira from Oxfam, Chief Guest Ms. Sarkar Abbas (Judge Supreme court) and Dr. Uzair Ghahni, Ms. Hina Akram and Mr. Naseer Khan from ASK Development were present at the ceremony.

Dr. Uzair Ghani expressed his thanks and congratulated the team on successful completion of this project.

Mr. Asim Malik expressed his satisfaction with the training program and its successful impact on women leaders of the Rawalpindi district.

Ms. Feroza Zaira declared the training program as successful and hoped that these types of programs should be carried out regularly in order to empower women socially and economically. All the participants were awarded certificates on completion of training.

The participants who performed extraordinarily were presented shields for their performance. The grants were given to those women who received enterprise training. The grants were distributed from Aurat foundation through cheques as a means of enabling the businesswomen in establishing, growing and running their businesses effectively.



Ms. Sarkar Abbas (Judge Supreme Court – Chief Guest Certificate Distribution Ceremony)



One of participant sharing her experience during the training program and project impact





## ASSESSMENT OF TRAINING PROGRAM

The capacity building program was evaluated based on a specifically designed questionnaire that looked at various aspects of training content, methodology, delivery and overall quality of the whole capacity building program.

### 1. Training Course Evaluation

Statement	Good	Average	Bad
Training Environment	29		-
Training Methodology	28	1	-
Training Objectives	29		-
Training Hall	26	3	-
Tea and lunch	20	9	-

Table 1: Training course evaluation

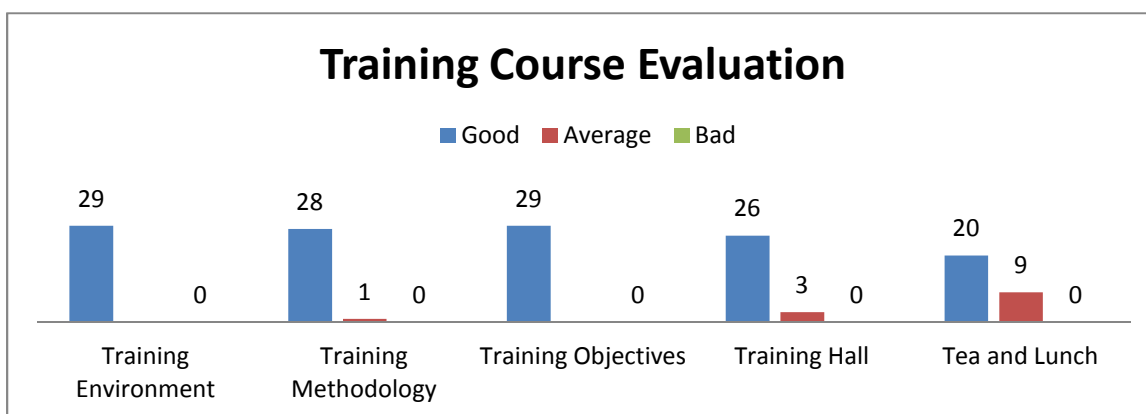


Figure 5: Evaluation: Over all Training Program

All of the participants rated the training environment and training objectives as 'Good'. Training Methodology and training hall were also rated good by an overwhelming majority of the participants. Only 9 participants considered the tea and lunch as Average, the rest were highly satisfied with it. In a nutshell, the training course, its coordination, place and methodology were evaluated as excellent by the participants. Participants were highly satisfied with the training program.

### 2. Overall Rating of the Training Course

Statement	Good	Average	Bad
Response	29	-	-

Table 2: Rating of training course

Overall training program was rated as good by all the participants.





## REFLECTIONS

15 participants were randomly selected from both the groups to fill a small questionnaire to have reflection of their feedback on how they see the whole capacity building program.

Participants were asked to rate themselves on the scale of 1-5 for the below mentioned statements, where 1= **strongly disagree**, 2= **disagree**, 3= **neither agree nor disagree**, 4= **agree**, 5= **strongly agree**

S. No	Statement	Response				
		1	2	3	4	5
1.	My confidence level improved due the training course.				3	12
2.	I am now able to communicate in a better way with the people.				2	13
3.	The training program helped me to enhance my leadership skills. This program helped you to enhance your leadership skills.			5	7	3
4.	I am passing on the knowledge to other people specifically women learned during this training program.					15
5.	This training program has enabled me to raise my voice against the violence of women rights.		2	2	11	
6.	I can now raise my voice against the violence of any form due to this training.					15
7.	Due to the training; I am now keen to take steps to help/work for other women around you					15

Table 3: Reflections of training program

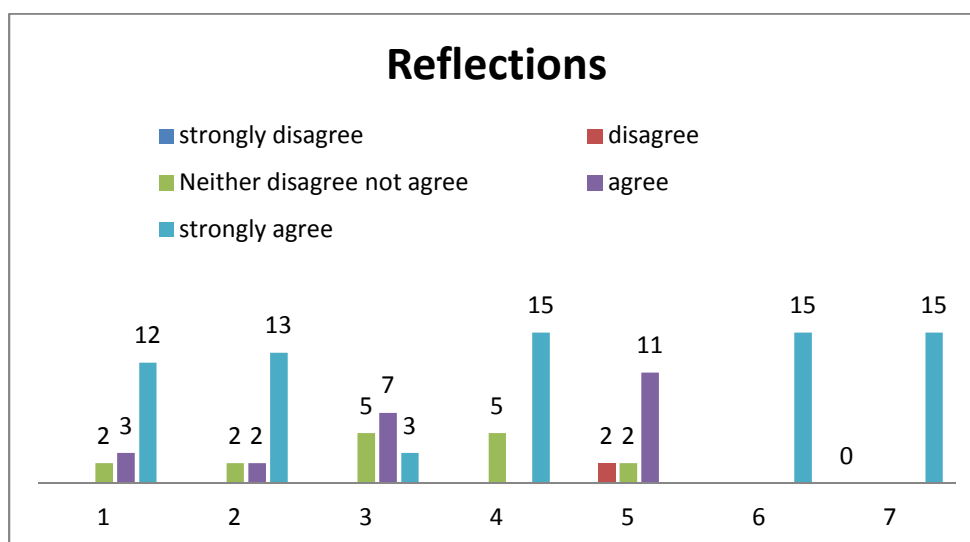


Figure 6: Reflections of training program

12 of the participants strongly agreed that their confidence level improved due to the training course. 13 of the participants strongly agreed that their communication skills have improved after the training. 10 out of 15 participants agreed that the training course has helped them enhance their training skills. All of the participants strongly agreed that they are passing on the knowledge gained through this training to other women in their communities. To sum it up, this training has had a significant impact on the participants.

### Excerpts from the participants' feedback

Due to this training course I am now able to grow my business due to the marketing techniques discussed.

Now I am able to manage the budget and finance better

– Robina Akbar

This training course gave me realization that we have to raise our voice against violation of women rights

– Shafaq Shahid

I am now able to maintain my social networks more effectively and even how to extend my network isn't difficult for me any more

– Robina Shafique

I feel more confident and self reliant after this training program

– Hina Nisar

Market visits and sessions conducted by guest speakers were very interesting and beneficial

– Saeeda Begum

Such trainings should be arranged on regular intervals

– Razia Sultana



## SUCCESS STORIES

### 1. Lubna Arshad

Lubna Arshad was member of enterprise group; she is planning to open her own Montessori. Lubna Arshad has utilized the awareness she gained during the training in her community. She helped a woman of her community whose step son had deceived her into giving him the legal papers of her property.

She learned how to make a business plan and when she started writing it for her own business she realized its importance and benefits.

She has re written her C.V after the training and received positive feedback from her boss. She taught C.V writing to her sister and her friends. Lubna Arshad realized the importance of depreciation for the very first time after the training. She has started to apply depreciation to her business and designated a separate money box for it which has resulted in immediate benefits for her.



Guest speaker showed her numerous ways to earn money from the internet. She helped her friends in preparing plans who wanted to work from their homes to increase their income.

Her increased awareness regarding gender discrimination forced her to analyze her own behavior before others. She has 3 daughters and a son. She went to an eye specialist and got her two daughters and a son's eye sights checked and bought new glasses for all three of them. According to her, she used to concentrate on her son's eyesight only but after the training she has realized the importance of her daughters.

### 2. Maliha Younas

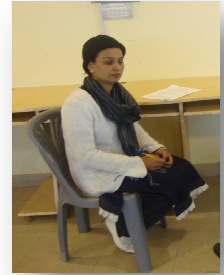
Maliha aged 22 is a teacher in a private school near her home. She always notices keenly the incidents of violence and violation of women rights but never raised her voice against them nor helped any women in this regards.

During the 15 days training program where she not only learnt about the women rights and combating the violence against women, topics like communication, negotiation and networking skills helped her to take steps for the women around her. One of her relatives was married to a drug addicted person and she was unable to tell her family due to our cultural taboos. Her life was miserable as her husband use to hit her every day for money. Maliha helped her to raise her voice against her husband's violence; she also managed to network the affected woman with lawyers so that she can get assistance of law. Using her negotiation skills Maliha convinced the lady to at least speak for herself and her rights.



### 3. Asma Khalid

Asma Khalid has felt a very positive change in her after this training. This training helped her improve her personality, and allowed her to identify her strengths and weaknesses. She lacked self-confidence, after this training she and other training participants have seen her self-confidence improve. She has learned the art of networking and has used it to reach different schools which are potential sources of future income for her. The computer skills training will help broaden her future income prospects and she is now aware of the ways in which she can earn income from the internet while working at home.



### 4. Nabila Aftab

Ms. Nabila Aftab is running her own beauty parlor and ladies gym from the past one year. Before attending this capacity building program Nabila was unable to reach her target clientele as per her set targets. Due to lack of resources, she couldn't afford the billboards and advertisements in the newspaper. During the enterprise training, one hour session was conducted on marketing through social media. This led her to create a page of her work on Face Book which opened a new door of marketing for her. Besides the social marketing, during training she also learnt about the SMS Marketing i.e. sending SMS to a large number of people by utilizing different SMS packages introduced by the telecom companies. During training she started SMS marketing by sending the details of her services or introducing various promotional schemes to increase her clientele.



### 5. Hina Nisar

Hina Nisar belonged to Career Development group. She is a graduate and working as a teacher in a private school. Before this training program, Hina used to be very introvert and shy kind of person. She was not confident and was unable to express her skills and competencies. During the training, she learnt how to create CV's and how to appear in the interviews. The role plays during the training helped her to differentiate between good and bad interviews. She made customized CV according to the job she applied for. She appeared in an interview after the training where she presented the new CV and abide the norms of good interview. This interview proved successful and she was offered job at this organization.



### 6. Robina Akhtar

Robina Akhtar started a beauty parlor in her own home with only a dressing table and a few chairs to spare 26 years ago. She worked hard to increase her business but due to extremely limited resources couldn't live up to her customer's expectations. She wasn't able to give proper time to her beauty parlor which inevitably led to her employees cheating her due to her increasing responsibilities

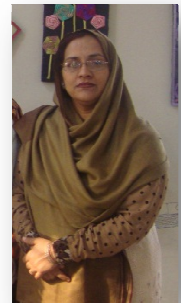


She was chosen for the training on entrepreneurship through which she learned a lot of things and she started understanding her strengths and weaknesses. She wants to start a business of bed sheets along with which she will start selling stationery items. She is thankful to Oxfam for providing this opportunity, and to the trainers who taught her well and instilled determination and courage in her. She now has the necessary knowledge and skills and is confident that she now has the ability to run her business more efficiently and expand her business and products.

### **7. Ishrat Zahid**

Ishrat Zahid was a housewife and did tailoring. She lacked confidence and the courage to make her voice heard and acted upon. After this training, she has felt a change in herself. She has gained confidence. Her communication skills, business skills and networking ability have improved considerably. She has started her own business, and is thankful to her family members for their support.

She offered suggestions to her family members which she considered pertinent for the success of her business which were accepted by her family. She has found a new hope and a new determination and wants to expand her business which requires capital as an essential component.



### **8. Yasmeen Chaudhry**

Yasmeen Chaudhry believes in dedication and commitment. She is very committed to her work. She said that, she believes in herself and that's why she considers herself successful.

She was chosen for the training on entrepreneurship. She stated that training was very informative and provided us the opportunity to interact with one another. The training helped her to learn self-control, patience, leadership skills, boost-up confidence and many others. She told that these positive changes have been also noticed by my children and husband. She said that training has motivated me a lot to do my own business.

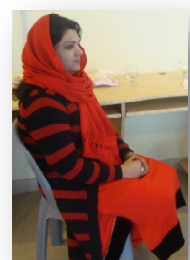


She said that I am thankful to all the stakeholders involved in this project like; OXFAM GB, Aurat Foundation and ASK Development for providing this quality training which really helps us in improving our enterprise skills.

### **9. Robina Shafique**

Robina Shafique is a member of District Zakat Committee. She is a widow and very courageous and the only bread-winner of her home.

She was selected in Enterprise group and was very confident to start her business. The training helped her that how to make and how to follow networks with other people. She said that due to training I know how to manage my business and how to make it more profitable. Now I can assign work to others to make sure that the right person is on the right job.







## PICTURE GALLERY

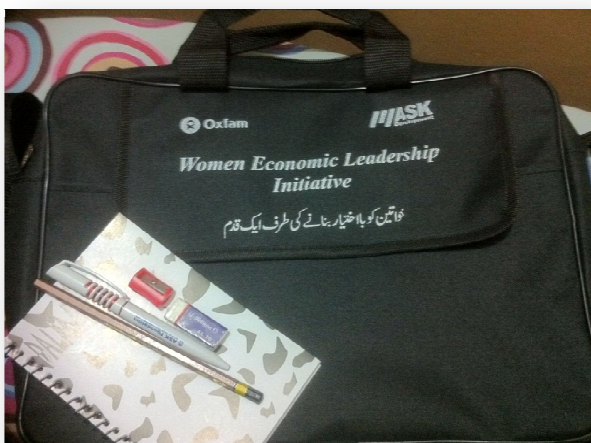
**KAP Survey in progress**



**FGD in progress**



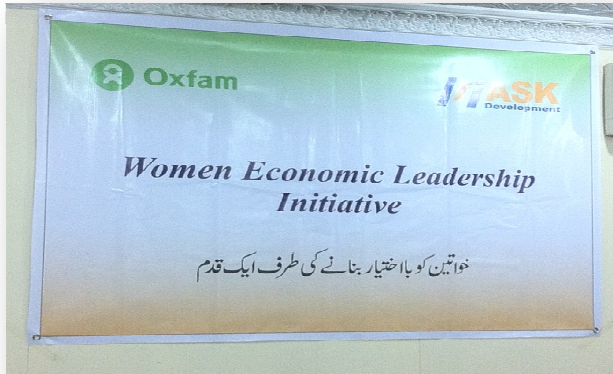
**Training Kit Distributed among the participants**



**Mr. Arshad Akif (CEO – ASK Development) Sharing KAP Survey Report Findings and Recommendations with the participants**



**Banner**



**Presentation of SWOT Analysis (Business Group)**



**Visit to Rawalpindi Chamber of Commerce**



**Visit to Karma Beauty Salon**



**Participants during training session**



**Participants of the Training Program**





Various Charts made by participants during several trainings



Career Development Group



Enterprise Group



Consultative Meeting with participants at Aurat Foundation Office



**Dr. Uziar Ul Ghnai Irfan**  
(Director – ASK Development) Addressing at  
the Certificate Distribution Ceremony



**Mr. Asim Malak**  
(Aurat Foundation) Addressing at the  
Certificate Distribution Ceremony



**Mr. Feroza Zehra (OXFAM-GB)**  
Addressing at the Certificate  
Distribution Ceremony



**Glimpse of Certificate Distribution Ceremony Hall**





**Certificate distribution among participants**



**Shields presented to extra ordinary performance during training**



**Cheques of financial grants distributed among participants**





## ANNEXURE

### ANNEXURE 1: TRAINING SCHEDULE

#### 1<sup>st</sup> Training

S. no	Date	Topic
1.	15 <sup>th</sup> November	<ul style="list-style-type: none"><li>• Introduction</li><li>• Purpose of Training</li><li>• KAP survey findings and recommendation</li><li>• Women Role</li></ul>
2.	16 <sup>th</sup> November	<ul style="list-style-type: none"><li>• What are rights</li><li>• What are human rights and women rights</li><li>• Why women rights are important</li></ul>
3.	17 <sup>th</sup> November	<ul style="list-style-type: none"><li>• What is violence</li><li>• What are different forms of violence</li><li>• Combating violence and safeguarding rights according to Pakistani legislation</li><li>• Government institutions and NGO's working for women rights and violence</li></ul>

#### 2<sup>nd</sup> Training

S. no	Date	Topic
1.	29 <sup>th</sup> November	<ul style="list-style-type: none"><li>• Time Management</li></ul>
2.	30 <sup>th</sup> November	<ul style="list-style-type: none"><li>• Communication Skills</li></ul>
3.	1 <sup>st</sup> December	<ul style="list-style-type: none"><li>• Negotiation and Networking skills</li></ul>

#### 3<sup>rd</sup> Training

S. no	Date	Topic
1.	6 <sup>th</sup> December	<ul style="list-style-type: none"><li>• What is entrepreneurship and Entrepreneur</li><li>• Women as Entrepreneurs</li><li>• Stages of enterprise building</li></ul>
2.	7 <sup>th</sup> December	<ul style="list-style-type: none"><li>• Opportunities on financing enterprise</li><li>• Accounting and Management of enterprise</li></ul>
3.	8 <sup>th</sup> December	<ul style="list-style-type: none"><li>• Writing business plan</li><li>• Marketing skills</li></ul>

#### 4<sup>th</sup> Training

S. no	Date	Topic
1.	13 <sup>th</sup> December	<ul style="list-style-type: none"><li>• Why strengthened career is important</li><li>• Personal Development</li></ul>

		<ul style="list-style-type: none"> <li>• Positive thinking</li> </ul>
2.	14 <sup>th</sup> December	<ul style="list-style-type: none"> <li>• Art of speaking correctly</li> <li>• Computer Skills (Introduction)</li> </ul>
3.	15 <sup>th</sup> December	<ul style="list-style-type: none"> <li>• Computer Skills (MS Word)</li> <li>• Writing Skills</li> </ul>

### 5<sup>th</sup> Training

S. no	Date	Topic
1.	20 <sup>th</sup> December	<ul style="list-style-type: none"> <li>• Who is a leader</li> <li>• Women as leaders</li> <li>• Qualities of good leader</li> </ul>
2.	21 <sup>st</sup> December	<ul style="list-style-type: none"> <li>• Skills of a leader</li> <li>• Leadership role to combat violence</li> </ul>
3.	22 <sup>nd</sup> December	<ul style="list-style-type: none"> <li>• Advocacy introduction</li> <li>• Goals and objectives of advocacy</li> <li>• Advocacy strategy for women</li> </ul>

### 6<sup>th</sup> Training

S. no	Date	Topic
1.	27 <sup>th</sup> December	<ul style="list-style-type: none"> <li>• Managing human resource</li> <li>• Issues and Challenges of Entrepreneurship</li> </ul>
2.	28 <sup>th</sup> December	<ul style="list-style-type: none"> <li>• Legislation and taxation</li> <li>• Business documentation and records</li> </ul>
3.	29 <sup>th</sup> December	<ul style="list-style-type: none"> <li>• Psychology, ethics and Information technology</li> <li>• Creating a feasible business idea</li> </ul>

### 7<sup>th</sup> Training

S. no	Date	Topic
1.	3 <sup>rd</sup> January	<ul style="list-style-type: none"> <li>• Resume Writing</li> </ul>
2.	4 <sup>th</sup> January	<ul style="list-style-type: none"> <li>• Interview Skills</li> </ul>
3.	5 <sup>th</sup> January	<ul style="list-style-type: none"> <li>• Computer Skills (MS Excel and MS Power point)</li> </ul>

## ANNEXURE 2: LIST OF PARTICIPANTS

S. No	Name	Group
1.	Azra Hameed	Entrepreneurship
2.	Saeeda Begum	Entrepreneurship
3.	Doltana Kausar	Entrepreneurship
4.	Tahseen Fawad	Entrepreneurship
5.	Robina Shafiq	Entrepreneurship
6.	Robina Akbar	Entrepreneurship
7.	Riffat Sultana	Entrepreneurship
8.	Zahida Parween	Entrepreneurship
9.	Najma Arshad	Entrepreneurship
10.	Shabana Tariq	Entrepreneurship
11.	Naureen Kausar	Entrepreneurship
12.	Shahnaz Raheem	Entrepreneurship
13.	Yasmeen Chaudhry	Entrepreneurship
14.	Sidra Tahseen	Entrepreneurship
15.	Nabila Aftab	Entrepreneurship
16.	Rukhsana Rashid	Entrepreneurship
17.	Lubna Arshad	Entrepreneurship
18.	Ishrat Zahid	Entrepreneurship
19.	Robina Akhtar	Entrepreneurship
20.	Razia Sultana	Entrepreneurship
21.	Maliha Younis	Career Development
22.	Attiya tu Zohra	Career Development
23.	Hina Nisar	Career Development
24.	Kalsoon Waqar	Career Development
25.	Asma Khalid	Career Development
26.	Shafaq Shahid	Career Development
27.	Shabana Ghaffar	Career Development
28.	Naureen Wahid	Career Development
29.	Parween Talat	Career Development
30.	Nazia Maqbool	Career Development

**ANNEXURE 3: KAP REPORT**

**ANNEXURE 4: TRAINING REPORT**

**ANNEXURE 5: FINANCIAL GRANT RECOMMENDATIONS REPORT**