



CORDIA CARITAS MEDAN

TRAINING OF TRAINER DISASTER RISK REDUCTION AND MANAGEMENT IN BANDA ACEH 12 – 15 MARCH 2007 REPORT

1. Background

Nanggroe Aceh Darussalam (NAD) is a province under the Archdiocese of Medan which needs to be optimally prepared to cope with natural disasters that may happen any time. While disasters can hardly be prevented, their impact can be reduced and limited, and lives can be saved through effective emergency risk reduction, preparedness and response.

In short NAD province is prone-to-disaster areas because placed in “Ring of Fire”. It is high time for the government and for all humanitarian organizations to start with serious programmes for the disaster risk reduction, prevention, preparation and management in order to minimize the impact, cope with disaster and to prevent the loss of lives and reducing damages and negative impacts.

Facing up the continuing disasters that hit the region, Cordia, in its strategic planning, has put Disaster Risk Reduction/Management and Emergency Response as the first priority. Being aware of the disaster that may happen anytime, Cordia is called to raise the awareness and strengthen the knowledge of the communities of Nanggroe Aceh Darussalam about disaster by conducting various trainings in DRM. One of the training that arranged by Cordia is Training of Trainer Disaster Risk Reduction and Management that held in Banda Aceh. This is the first phase of a series training which will be conducted by Cordia in the future as part of the implementation of it priority to strengthen the disaster awareness in the region. The training is supported by Trocaire – the Caritas of Ireland.

2. Preparation

2.1 Establishment of Training Committee

In the preparation of this training, Cordia established a training committee that was coordinated by Andre Goni (DRR and ER Division), the members taken from Cordia’s staff who’s working in Banda Aceh and Medan offices. Each member has their own tasks and responsibilities.

Below shown are the training committee members:

1. Andre Goni as Coordinator
2. Doktrina Simbolon in Administration section
3. Norma Anita in Administration/Secretariat section
4. Meyta in Finance section
5. Leonardo Tambunan in Equipment and General Affairs section
6. Vina Bunyamin as Minutes Taker

7. Edy Sitorus as Driver

2.2. Searching Qualified and Capable Trainer

Training of Trainer Disaster Risk Reduction and Management is a heavy training that should be brought by a qualified and capable trainer. After collecting many inputs, searching in the internet, discussion, and base of personnel experiences finally Cordia found Mr. Iskandar Leman that match with Cordia's expectation to deliver this training.

Mr. Iskandar Leman is graduated from Development Management, Asia Institute of Management, Philippines for Master Degree in 1999 and he also graduated from Medical Doctor from University of Indonesia in 1990. He has a lot of experiences in delivering training such us Disaster Management, Community Based Disaster Management, Sphere Project, Humanitarian Accountability, Gender, Do No Harm, Development Management, Training of Trainers, Personal Development, Leadership, Group Building & Organizing

** Detail profile see annex 1*

2.3. Training Place

In searching a place for this training Cordia's staff made a survey in several place in Banda Aceh which are Sulthan Hotel, Medan Hotel and Cakradonya Hotel. Finally Cordia decided to use Sulthan Hotel base on some criteria's; availability of room capacities, training room condition (not noisy), able to accommodate as least 50 persons and availabilities of facilitation to support during training session (sound system, etc) and also food that required.

2.4. Participant Invited and selection (disseminations of invitation)

Participants of this training were invited by some ways. As a Caritas member, Cordia announced and invited Caritas organization member trough SOA meeting on February 2007. The other ways were direct invitation to the community place, government instance, Caritas partners and in to the local universities.

The selection of participants is appropriated with criteria's required as mentioned on the Term of Reference.

3. Training Term of Reference

The ToR of ToT training as below:

3.1. Background

The tsunami disaster that struck Aceh and North Sumatra on 26 December 2004 exposed vast areas to large scale destruction of homes, lives and assets. The emergency response has been spontaneous and substantial. The reconstruction work in the aftermath of the disaster threw up formidable challenges calling for resources such as funds, materials, land and personnel having appropriate skills for construction and management of such large scale

reconstruction program. Many persons with various capabilities, qualifications and experience in managerial and technical spheres have been associated with this gigantic endeavour in the affected areas and many lessons have been learned.

Facing up the continuing disasters that hit the region, Cordia, in its strategic planning, has allocated 40% of its program on Disaster Risk Management and Emergency Response. The two provinces under the Archdiocese of Medan are known very prone to natural disasters since they geographically lie in the zone of Asia Pacific Ring of Fire. These regions are prone to tsunami, flash floods, earthquake, and landslides. Being aware of this, Cordia is called to raise the awareness and strengthen the knowledge of the communities of North Sumatra and Nanggroe Aceh Darussalam about disaster by conducting various trainings in DRM. This ToT is very essential. The experience with the 2004's tsunami reveals that the societies in Nanggroe Aceh Darussalam and North Sumatra provinces do not have capacities or awareness to reduce disaster risks that hundred thousands of souls were killed by the tsunami. Cordia is committed to raise the communities' awareness and capacities in DRR/M. Being aware of this needs, Cordia has decided to establish a new training center in Medan for this purpose.

3.2. Objectives

After attending this training:

- The participants will have critical awareness about natural disaster that may happen anytime in North Sumatra and Nanggroe Aceh Darussalam provinces.
- The participants will understand the basic principles of disaster risk prevention and mitigation.
- The participants will possess the capacity as trainers that will be able to extend the basic principles of disaster prevention and mitigation to the local communities
- The participants will possess motivation as focal points and volunteers for Cordia's Disaster Risk Reduction and Management Programme in North Sumatra and Nanggroe Aceh Darussalam.
- Cordia will develop a DRR/M networking among participants who come from different back grounds, areas and agencies.

3.3. Expected Results

The expected results of this ToT on Disaster Risk Reduction Management were as follows: 30 participants who are aware of disaster and capable of guiding, enlightening and training communities who live in the hot spots.

The participants will become Cordia's partners and focal points in implementing the disaster responses in the future.

3.4. The Training Contents

3.4.1. Day One

- Introduction of curriculum training.

- Terminology on disaster management.
- Evolution on disaster management approach.
- Disaster management paradigm alteration.
- Disaster management policy, program and organization in Indonesia.

3.4.2. *Day Two*

- Threat analysis.
- Vulnerability and capacity analysis.
- Necessity investigation.
- Disaster risk reduction effort.
- Planning, organizing, sources mobilization, monitoring and evaluation implementation.
- Human charter back ground.
- Humanitarian worker ethic code.
- General standard of Sphere.
- Andragogy vs Pedagogy.
- Some facilitation technique.

3.4.3. *Day three*

- Some facilitation technique for difficult student/participant.
- Presentation practice; topics on disaster (earth quakes, tsunami, landslide, flood and plants epidemic)
- Presentation practice; topics on (forest fire, foodless, hurricane/typhoon and drought)

3.4.4 *Day four*

- Review on the second day session.
- Disaster management on general and special ways.
- Evaluation, follow-up planning and recommendation.
- The training material is mostly taken from United Nation's Disaster Management Training Programme (www.undmtp.org/module)

3.5. *Training Approach*

This training will be conducted using practical and participatory approach with group discussions, dialogues, active and interactive presentation and group dynamics. The participants will be divided into groups in order to help them better understand the materials and to stimulate them in giving their own opinions. This training will be conducted in Bahasa Indonesia.

3.6. *Participants*

The participants are limited only for 30 persons with the following criteria:

3.6.1. Community leaders or members who concern about their environment, who are:

- The citizens of Nanggroe Aceh Darussalam.
- Physically healthy.
- Familiar with human rights, religious diversities, gender and race.
- Minimally Senior High School graduates.
- Well motivated and ready to work voluntarily.
- Between 20-45 years old.
- Mastering Indonesian.

3.6.2. Caritas partners who works in NAD and are interested in the issues of disaster risk reduction in the local community level.

3.6.3. Local NGOs, government employees and/or university students of NAD.

3.6.4. The members of Sacred Heart Parish - Banda Aceh.

3.7. Facilitator

This training will be facilitated by Cordia Caritas Medan's Disaster Risk Reduction/Management (DRR/M) Division.

3.8. Trainer

The informant for this training is Mr. Iskandar Leman from Masyarakat Penanggulangan Bencana Indonesia (MPBI) who is experienced in giving training on disaster management, community based disaster management, sphere project, humanitarian accountability, gender, do no harm, development management, training of trainers, personal development, leadership, group building and organizing in Indonesia and overseas.

3.9. Time and Venue

This training was conducted from 12 to 15 March 2007 in Sulthan Hotel, Jalan Sulthan Hotel No.1, Banda Aceh 23122, phone (0651) 22469-

3.10. Funding Agency

This training is fully funded by TROCAIRE (Caritas Ireland).

3.11. Registration and Contact Persons

Registration commences 12 January -28 February 2007 with the following contact persons:

Andre Goni
 Jl.Sei Bagerpang No.36 Medan 20154
 Telp.061.4517191-77818191, Fax.061-4539233

Hp.0813 4244 9315

E-mail: cordiamedan@yahoo.com; cc: andre_goni@yahoo.com

Norma Anita

Jl. Ir. Soekarno Hatta Lr. Meunara VII No.2

Desa Geuceu Garot, Banda Aceh 20237

Telp.0651-7406453

Hp.081360019004

E-mail: noer_anita85@yahoo.com

4. Opening Ceremony

The ToT was formally opened by Dr. Ir. Dirhamsyah, from the Tsunami Research and Disaster Mitigation Center of Syah Kuala University (Aceh) on behalf of the Aceh-Nias Rehabilitation and Reconstruction Agency (BRR). Dr. Frietz R. Tambunan, Cordia's Director welcomed the participants while explaining the strategic planning of Cordia that put priority for DRR/M in the year to come.

5. Training Participants

Since in the beginning, this ToT arranged only for 30 participants but there were big attention and enthusiasm from the people who have know about this training that organized by Cordia. Many communities, local organizations, local Caritas partners and even from BRR NAD-Nias staff want to attend it. Base on the last record from the first day training, listed 33 participants.

The participants came from many organizations who are working for the tsunami response in Aceh such as:

- International NGO (Caritas Member)
 - Caritas Ireland - Trocaire, attended by Mr. Terry Russel as observer.
 - Caritas Germany Banda Aceh
 - Caritas Czech Republic Banda Aceh
- Local NGO/ Caritas partners
 - Karitas Indonesia (KARINA) Jakarta
 - Jesuit Refugee Service (JRS) Langsa and Meulaboh
 - Save Emergency For Aceh (SEFA) Banda Aceh
 - Aceh People Forum (APF) Banda Aceh
 - Pena Banda Aceh
 - Mamamia Banda Aceh
- Government
 - BRR NAD-Nias
- Community/University student
 - Representative from Lhokseumawe
 - Representative from Trienggading
 - Representative from Po Diamat

- Representative from Alue Bungku
- Representative volunteer from Sacred Heart Parish Banda Aceh

5.1. *Participant Names and Contact:*

Below shown participant details, names and contacts:

No	Name	Address	E-Mail	Age	Gender	Mobile Phone	Religion	Education	Agency/NGO/INGO
1	Manatap Gultom	Batuphat Timur-Lhoksumawe	tomy_blur@yahoo.com	26	M	0812 6979 099	Christian	SMU	Community
2	Yudi Afrian	Komp PT.Arun-Lhokseumawe	yudyud44@yahoo.com	29	M	0813 7707 0070	Moslem	D1	Community
3	Nurhaida, Amd	Jl.Medan Banda Aceh No.18 BLhokseumawe	aprhodith_nu@yahoo.com	22	F	0852 6048 8755	Moslem	D3	Student University
4	Mardi Yanti	Jl.Pase No.20 L Lhokseumawe		26	F	0852 6219 6747	Moslem	D3	NGO/Carnation
5	Jun Andri Saputra	Jl.Sukaramai gg.Optik Garuda No.3D Lhokseumawe		23	M	0852 2009 4828	Moslem	SMU	Student Univercity
6	Mega Purnama Sari	Jl.Kampung jawa belakang-Langsa		23	F	0852 6079 2577	Moslem	D3	Community
7	Lukman Husein	Kuala Kerto Barat Kec.Tanah Pasir		38	M	0852 6021 1051	Moslem	SMU	Community
8	Abdullah Hasan	Kuala Kerto Barat Kec.Tanah Pasir		44	M	0852 7519 5837	Moslem	SMU	Community
9	Lukmanul Hakim SE	Jl.Pase No.16 A-Lhokseumawe		39	M	0815 3748 3444	Moslem	S 1	NGO/P2KP
10	Nova Ferina	Jl.Sukaramai No 4-Lhokseumawe		20	F	0852 7733 0604	Moslem	SMU	Community
11	Adi Iskandar	Jl.Prada I Lr.Anggrek No.8	adi_isk@yahoo.com	25	M	0852 6082 6325	Moslem	SMU	Mamamia
12	Tgk. Khairil Anwar	Gp.Tuengkluet Kec.Trienggadeng		34	M	0852 6056 3920	Moslem	SMU	Community
13	Usman Abubakar	Jl.Proyek Alue Naga-Banda Aceh	copesrem@yahoo.co.id	25	M	0813 6019 5804	Moslem	SMU	Community
14	Hilmati AB	Jl.Utama KRH No.5 k -Banda Aceh	deka_twins@yahoo.com	25	F	0813 6005 0029	Moslem	S1	SEFA-Banda Aceh
15	Edi Darmawan	Jl.H.M Saleh No.79-Banda Aceh	edidarmawan_fk04@yahoo.com	21	M	0852 6004 0579	Moslem	SMU	SEFA-Banda Aceh
16	Dedi Saputra	Jl.Tgk.Nyak Arif No.1 B-Banda Aceh		21	M	0852 6077 6779	Moslem	SMU	SEFA-Banda Aceh
17	Emanuel Bahagia	Jl.Tgk Malem Muda No.3 c			M	0852 6043 7147	Catholic	S 1	Sacred Heart Parish (Banda

		Banda Aceh							Aceh)
18	Sagrina Bangun	Geuceu-Banda Aceh	ina_carter@yahoo.com	24	F	0813 6156 1229	Catholic	University	Sacred Heart Parish (Banda Aceh)
19	T.S Sani, SE	Banda Aceh	s_sani@brr.go.id	44	M	0813 6163 2638	Moslem	S 1	BRR-Banda Aceh-Nias
20	Dedek Harianti	Perumnas Lambue No.30 G-Banda Aceh	dharianti@yahoo.com	28	F		Moslem	S 1	APF-Banda Aceh
21	AP.Suhendro Anto Wibowo	Jl.Garuda 148 Rundeng-Meulaboh	hendro@jrs.or.id	40	M	0813 2817 8149	Catholic	S 1	JRS-Meulaboh
22	Y. Suryadi	Jl.TM Bahrum Paya Bujuk-Langsa	isur@jrs.or.id	30	M	0813 7590 7377	Moslem	University	JRS-Langsa
23	Edison	Jl.Garut No. 23 Keutapang - Banda Aceh	sidom18@yahoo.co.id	31	M	0812 6973 553	Moslem	S 1	Pena /Caritas Czech
24	Septina Indrayani	Prada-Banda Aceh	septi_twiz@yahoo.com	25	F	0813 6264 1718	Moslem	S 1	Caritas Czech Republic
25	Niswan	Banda Aceh	iben_idoy@yahoo.com	26	M	0813 6030 4366	Moslem	S 1	Caritas Czech Republic
26	Husni Husen	KD.Gerobak No.41IDI Rayeuk		37	M	0852 7504 5677	Moslem	SMU	APF-Banda Aceh
27	Eka Saputra	Jl.Simpang Mesra-Banda Aceh		25	M		Moslem	SMU	Community
28	Andika Jaya Putra	Darussalam-Banda Aceh	andi_atjeh2002@yahoo.com	25	M	0812 6944 944	Moslem	S 1	Caritas Germany
29	Robert Sulistyono	Jakarta	rosulic3@yahoo.com	31	M	0856 8305 190	Catholic	S 1	Karina-Jakarta
30	Muslem	Alue Bungkoh, Matang Kuli	-	20	M	0852 7028 9368	Moslem	SMU	Community
31	Tgk.Usman	Alue Bungkoh, Matang Kuli		40	M	0852 7644 5114	Moslem	SMU	Community
32	Zahlul Armi	Jl.Sudirman No.41 A Geceu Iniem - Banda Aceh		25	M	0852 6012 3255	Moslem	SMU	Mamamia

5.2. Attendance

Everyday in the training sessions, Cordia distribute attendance record that should filled and signed by the participant. First day listed 33 participants and in the second days one of the participant was absent until the end of training day without any reason.

In general since the second day participant became 32 and the attendance until training completed is 100%.

5.3 Gender and Religion

If the participants we classified by their religions, from 32 participants existed 27 participants who are Moslems, it means there are 84.4%, four participants are Catholics or 12.5% and one participant is Protestant or 3.1%.

Gender balance from the participants; Male existed 24 participants or 75% and Female are 25% or eight participants.

6. Monitoring and Evaluation

Monitoring, training achievement targets process and expectation of participants implemented everyday. Toward to the end of sessions, participants were invited to evaluate what they have learnt during the day. They divided to their groups and they have to discuss the relevant topics, good topics and what should be improved. The groups will send their representative and meet with the facilitator and training committee to convey their opinion about the training sessions. Then the facilitator team and training committee held a meeting to criticize the action needed in improving.

Based on our monitoring and evaluation as the training committee, we noted:

Trainers:

1. The facilitator Mr. Iskandar Leman, is good in delivering the training. His voices is strong, mastering the substances that discussed, always asking a feed back or questions from the participants, pushing participants to working in group to open a discussion.
2. The co-facilitator Mrs. Nurjannah is good, mastering the substances that discussed but she has a weakness in her voices. Her voice not to loud.

Participants:

1. Mostly of the participants very active during the training sessions; a lot of critical questions came out from them.
2. The participants have strong motivation and enthusiasm in this training it is showed from their result in paper works, cooperation and brain storming during in groups, giving chance for each member of groups to present the presentation from their groups. The participants also did their home work that to be present in the next day and they work until late of night.
3. Although the participants came from different back grounds and organizations, but the communication links among them were established.

Training substances:

1. There were three important substances that have been delivered in the training which are Disaster Risk Reduction/Management, Introduction of Project Sphere and Facilitation Techniques. The trainers delivered it very well; in fact the three kinds of substances should be bringing on three different trainings.
2. There is a need to do out door training for examples; the participants learned about how to make evacuation plans, disaster risk reduction plan by see the area that prone to disaster, etc. It is good to make a reality description for the participants.

Training Place:

1. The training place needs more lighting. Some participants and the trainers complain about it.
2. The training place is would be better not in middle of the city, therefore the training participants could be more focus in the training, they will not interrupted of personal matters (lock in system).

7. Recommendation

Many parties that involve in this training gave their recommendations. The recommendation we divided as follows:

7.1. Recommendation from participants to:

7.1.1. Cordia Caritas Medan

Description	No. Participant	%
o There should be a follow-up training in different region and different level. Participants hoping that with following the further training they will be more capable to be a Trainer.	10	31.25
o To organize other similar training in the future with longer days of training.	6	18.75
o Efficiency in training time, not to dense, adjusted with the substances, and training duration should be extended.	3	28.14
o To establish a follow-up of this training.	1	6.25
o More often to establish similar training.	3	9.38
o Preparation and program purpose is the priority.	1	3.12
o In the every session please make not to formal (for training location therefore the participant more relax).	1	3.12
o More response to the participant	1	3.12
o To see the possibilities to establish further training that focusing on "Disaster Risk Management".	1	3.12
o To take a role in initiator (programme, back-up fund, consultation, etc) to motivated training alumnus to MOVE; for example in giving simultaneous assistance for alumnus.	1	3.12
o If the training will be continuing in the next batch, the same or some participants from previous training should be participated.	1	3.12
o To facilitated the alumnus to keep in touch or coordinate by make a mailing list and Cordia as the moderator.	1	3.12
o Let us working together in pastoral maintenance.	1	3.12
o To establish this training in some levels in different location in regency or province of Nanggroe Aceh Darussalam.	1	3.12

7.1.2. Fasilitator

Description	No. Participants	%
o No comment	6	18.75
o Facilitator needs to motivate participants with the result that active inter-action established between participants and facilitator. Also motivate participant that less active or passive to perform.	3	9.38
o Not to fast in presenting material.	4	12.50
o Able to invite participants to be more active.	1	3.12
o Very good, mysterious, difficult to guess, smart, and discipline	1	3.12
o In vulnerable time should be included jokes or humour.	1	3.12
o Willing to give direct or indirect inputs for participants example by Mobile phone, internet, etc.	1	3.12
o Giving a lot of information that we don't know.	1	3.12
o Willing to share out experience and knowledge out side training sessions.	1	3.12
o Energetic.	1	3.12
o Make practice guidelines how to be a good or professional trainer.	1	3.12
o Training material should copied.	1	3.12
o Willing to facilitate next training by presenting different techniques.	1	3.12
o Able to do the task properly.	1	3.12
o Able to give the material presentation for the next training.	1	3.12
o Do not satisfy with the result of today.	1	3.12
o Don't be shy in giving inputs or suggestions to participants.	1	3.12
o Please recommend us for the next training.	1	3.12
o Keep contact to the participants, directly or via Cordia.	1	3.12
o To give Cordia attention that the training time was to short and need to establish further training.	1	3.12
o Could be better.	1	3.12

7.1.3.

Description	No. Participants	%
To implement what you have got. Practice in field for whom that able to do. Socialization	5	16.67
o ke masyarakat bahwa penanggunglangang risiko sangatlah penting. Supaya dapat mengaplikasikan ilmu yang didapat dalam training ini ke masyarakat		
o Hendaknya lebih komunikatif lagi. Agar tetap menjaga hubungan komunikasi sebagai sebuah jaringan kerja. Tetap saling berhubungan dan kerjasama untuk berbagi kembali ilmu dan pengalaman yang mereka dapatkan di lapangan. Keep in touch ya	4	13.33

o Pelajari lagi apa yang sudah dipelajari di ToT Pelajari lagi apa yang sudah didapat dalam ToT dan	4	13.33
o Semua peserta diharapkan lebih aktif lagi. Agar lebih proaktif dalam mengikuti pelatihan	3	10.00
o Kompak dan saling kerjasama, misalnya kerja kelompok. Bisa menjalin kerjasama yang baik sebagai sesama peserta	3	10.00
o Hadir tepat waktu, sehingga tercipta keseriusan belajar. Peserta hendaknya lebih disiplin dan serius, mengambil manfaat dan	3	10.00
o Lebih serius lebih baik, sudah mulai sih, perlu ditambah lagi	2	6.67
o Membaca handout sebelum hadir di ToT/pertemuan	1	3.33
o Membaca ToR ToT	1	3.33
o Terbentuknya satu team work untuk DRR di Aceh	1	3.33
o Kami yang kurang jelas harap dipertanyajawabkan	1	3.33
o Agar ada yang kita dapat selama 4 hari untuk menjadi bahan seperlunya sebagai fasilitator	1	3.33
o Agar dapat mengerti materi-materi yang diberi kepada fasilitator	1	3.33
o Lebih berani	1	3.33
o Lebih familiar dengan yang bukan kelompoknya	1	3.33
o Serasi	1	3.33
o Harus belajar	1	3.33

Rekomendasi Fasilitator kepada Cordia Caritas Medan:

SEBELUM PELATIHAN:

- Melakukan seleksi mitra belajar yang sesuai dengan kerangka besar program Cordia
- Memilih tempat pelatihan yang relatif lebih tertutup dan diperuntukkan khusus untuk training, misalnya Rumah Retret, Training Centre, Balai Pendidikan dan Latihan
- Membuat pelatihan yang bertingkat, dimulai dengan pelatihan dasar, pelatihan lanjut, kemudian barulah Pelatihan Pelatih (Training of Trainers)
- Mengalokasikan waktu yang memadai untuk pelatihan, misalnya saja untuk pelatihan khusus mengenai Pengurangan Risiko Bencana minimal 5 hari efektif, total 6 hari. Misalnya masuk Senin Siang, pelatihan dibuka Senin sore dan berlangsung sampai Sabtu siang.
- Mengirim tugas persiapan pelatihan seperti yang sudah diminta oleh fasilitator yang membantu mitra belajar menyiapkan diri.
- Menugaskan staf dan program manager Cordia mengikuti pelatihan yang diadakan
- Menggandakan dan menyediakan bahan pelatihan yang sesuai dengan jumlah mitra belajar sebelum pelatihan dimulai.
- Bila memungkinkan bahan-bahan bacaan disampaikan kepada mitra belajar sebelum pelatihan dimulai.

- ❑ Merancang intervensi pengembangan kemampuan mitra dan staf Cordia secara terpadu, di mana pelatihan merupakan salah satu bagian dalam intervensi itu.

SELAMA PELATIHAN:

- ❑ Tetap menggunakan tim yang sudah pernah melayani pelatihan ini, yang sudah kompeten mengurus administrasi, perlengkapan, dan notulen pelatihan.
- ❑ Pihak Cordia mengikuti sesi presentasi peserta sehingga di akhir sesi sudah dapat diketahui calon-calon trainer yang memenuhi syarat untuk diikutsertakan jika ada pelatihan lanjutan berikutnya.

SETELAH PELATIHAN:

- ❑ Mengadakan pertemuan berkala, minimal setiap 3 bulan antar mitra belajar, membentuk forum komunikasi dan belajar antar mitra belajar atau mailing list.
- ❑ Memberi kesempatan atau memberi dukungan mitra belajar untuk mempraktikkan pembelajaran barunya.
- ❑ Mengadakan pelatihan untuk masyarakat yang melibatkan mitra belajar untuk memfasilitasi.

11. Lamanya Waktu Pelatihan:

Lamanya Waktu Pelatihan:	Jumlah	%
❑ Kurang	15	50.00
❑ pas, cocok	5	16.67
❑ berlebihan	2	6.67
❑ kosong	8	26.67
a. Rekomendasi kepada Cordia Caritas Medan, agar :	Jumlah	%
o Membuat training lanjutan. Membuat training lanjutan di tempat yang berbeda dengan tingkat yang lebih bagus. Mengadakan ToT Tahap II sebagai lanjutan. Melakukan training lanjutan dengan waktu yang sesuai dengan materi & waktu untuk mempraktekkannya (sebagai latihan). Supaya pelatihan ini jangan hanya sampai di sini diharapkan ada training lanjutan supaya dapat mem-follow up apakah ilmu yang kita dapatkan sudah sangat bagus diterapkan di lapangan	10	33.33
o Mengadakan kembali kegiatan training of trainers ini kembali di lain waktu. Diadakan kembali ai dalam masa pelatihan yang lebih lama	5	16.67
o Mengefektifkan waktu training, waktu training tidak terlalu padat, atau waktu training disesuaikan dengan materi. Waktu untuk mengadakan pelatihan diperpanjang	3	10.00
o Kosong	3	10.00
o Menindaklanjuti training ini	2	6.67
o Lebih sering-sering mengadakan pelatihan. Sering-sering mengadakan workshop seperti ini	2	6.67
o Selenggarakan lagi acaranya donk	1	3.33
o Persiapan dan kematangan program adalah prioritas	1	3.33
o Setiap acara dibuat sedikit seperti tidak begitu formal (untuk lokasi pelatihan, agar setiap peserta bisa lebih rileks	1	3.33
o Lebih merespons terhadap mitra belajar	1	3.33
o Sudi kiranya mereply kembali training-training yang di masa yang akan datan	1	3.33
o Dilihat kemungkinan pelatihan lanjutan yang lebih terfokus pada “manajemen penanggulangan bencana”	1	3.33
o Ambil peran sebagai pengambil inisiatif (berbentuk program, back up dana, konsultasi, dll) untuk memotivasi para alumni untuk BERGERAK (konkritnya: ada 1 proses pendampingan simultan pada para alumni)	1	3.33
o Jika memang pelatihan ini direncanakan untuk dilanjutkan, sama peserta/sebahagian dari peserta di sini diikutsertakan lagi.	1	3.33
o Memfasilitasi para peserta pelatihan agar tetap berhubungan, contoh: membuat milis dengan Cordia sebagai moderator milis	1	3.33
o Mari kita sama-sama bekerja terutama dalam reksa pastoral	1	3.33
o Membuat pelatihan ini untuk beberapa angkatan dalam beberapa lokasi kab/kota dalam prop. NAD	1	3.33

b. Rekomendasi kepada Fasilitator, agar :	Jumlah	%
o -, no comment	6	20.00
o Perlu menumbuhkan motivasi peserta, sehingga akan tercipta interaksi yang aktif antara fasilitator dengan peserta belajar. Selalu memotivasi peserta yang tampak pasif/kurang berani tampil atau bersuara. Dapat lebih mendorong peserta untuk menjadi seorang fasilitator yang baik	3	10.00
o Pelan. Dalam memberikan materi jangan terlalu cepat	3	10.00
o Harus lebih mengajak mitra untuk berkomunikasi	1	3.33
o Sudi kiranya dalam penyampaian materi jangan terlalu cepat dan mudah dipahami	1	3.33
o Ini baru fasilitator yang T.O.P. – BANGET → misterius, susah ditebak, smart, disiplin, ber-POLA	1	3.33
o Sebaiknya pada jam-jam rawan adanya humor atau sejenisnya untuk menghilangkan rasa kantuk.	1	3.33
o Bersedia untuk memberikan masukan, langsung atau tidak langsung kepada peserta, HP, internet, dll	1	3.33
o Banyak memberi informasi yang tidak kami tahu	1	3.33
o Bisa berbagi ilmu dan pengalaman di luar training ini kepada para trainer	1	3.33
o Enerjik	1	3.33
o Membuat panduan praktis menjadi seorang instruktur/pemateri yang handal/profesional	1	3.33
o Bahan-bahannya supaya diperbanyak atau diperluas cakupannya	1	3.33
o Mau memfasilitasi kembali training selanjutnya dengan memperkenalkan teknik-teknik yang berbeda	1	3.33
o Bisa melaksanakan tugas-tugasnya yang baik, kepada peserta	1	3.33
o Dapat memberikan materi kepada peserta di pertemuan ke II	1	3.33
o Jangan puas dengan hasil yang Anda capai hari ini.	1	3.33
o Iskandar – jangan malu-malu memberikan masukan dan saran serta kritikan kepada kami/peserta	1	3.33
o Jika bisa untuk pelatihan berikutnya – Bapak merekomendasikan kami/peserta yang sudah ikut di sini	1	3.33
o Jaga kontak dengan alumni, bisa langsung dengan peserta atau via Cordia Medan	1	3.33
o Memberikan pengertian kepada Cordia bahwa waktu pelatihan sangat singkat dan perlu diadakannya pelatihan lanjutan	1	3.33
o Bisa jauh lebih baik lagi	1	3.33

Kandidat untuk pelatihan lanjut ToT:

1. Andika
2. Edison
3. Hendro
4. Hilma
5. Ina
6. Izur
7. Lukmanul Hakim
8. Nizwan
9. Robert
10. Sani
11. Yani
12. Dedi – cadangan
13. Eka - cadangan
14. Husni – Cadangan
15. Tomy – cadangan
16. Usman - Cadangan
17. Yudi - Cadangan