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| **Week/Date** | **Participants’ Activity** | **Participants’ Assignment** | **Output** | **Expected Learning** |
| Week 1  Aug 1—6  *Note:*  Aug 1 is Tuesday. | 1. Orientation for fellows 2. Intro: language training 3. Intro: organizational management 4. Intro: operational management 5. Intro: HRD and administration 6. Intro: financial management 7. Intro: project management 8. Intro: MEL | Internship to GWL-INA staff:   1. Practicing learning 2. Contributing learning | Get acquainted with GWL-INA working environment; self-introduction and orientation on working interest. | Gaining preliminary information on GWL-INA, as hosting organization, and its working environment. |
| Week 2:  Aug 7—13 | 1. Organizational management   Leadership in organization  People and leadership skill  Relation to government  Legal standing and bylaws  Advocacy approach, trends, and goodwill   1. Language training | Internship to GWL-INA staff:   1. Practicing learning 2. Contributing learning | Reaction paper,  pop up quiz,  modeling organizational management | Appreciate organizational management, the do’s and the don'ts. |
| Week 3:  Aug 14—20  *Note:*  Aug 17 (Thursday) is Independence Day holiday. | 1. Operational management   Day-to-day activities  Designing and controlling project activities  Simultaneous activities  Ownership and tangibility   1. Language training | Internship to GWL-INA staff:   1. Practicing learning 2. Contributing learning | Reaction paper,  pop up quiz,  modeling operational management | Appreciate operational system of GWL-INA wherein some practices may be applied in their mother organization |
| Week 4:  Aug 21—27 | 1. HRD and administration   Career planning  Staffing and remuneration  Negotiating, lay-off and termination  Internal regulations: agreement, decree, and consent  Administrative tasks   1. Language training | Internship to GWL-INA staff:   1. Practicing learning 2. Contributing learning | Reaction paper,  pop up quiz,  modeling HRD and administration | Appreciate HRD & administration system of GWL-INA wherein some practices may be applied in their mother organization |
| Week 5:  Aug 28—Sep 3  *Note:*  Sep 1 is Idul Adha holiday. | 1. Financial management   Importance of financial management  Accountability to donors  Securing future(s)  Eliminating fraud and theft  Making productive decisions  Achieving objectives  Enhancing credibility  Fundraising efforts   1. Language training | Internship to GWL-INA staff:   1. Practicing learning 2. Contributing learning | Reaction paper,  pop up quiz,  modeling financial management | Appreciate financial system of GWL-INA wherein some practices may be applied in their mother organization |
| Week 6:  Sep 4—10 | 1. Project management   Project life cycle  Phasing: data, field situation, donor’s interest  Managing the unexpected  Training, facilitation, and coaching   1. Language training | Internship to GWL-INA staff:   1. Practicing learning 2. Contributing learning | Reaction paper,  pop up quiz,  modeling project management | Learning and practicing on how project management may be developed and improved. |
| Week 7:  Sep 11—17 | 1. MEL   Training organization  How to do monitoring  How to do evaluation  How to do learning and knowledge management  Performance measurement  Logical framework, MEASURE evaluation, and TOC   1. Language training | Internship to GWL-INA staff:   1. Practicing learning 2. Contributing learning | Reaction paper,  pop up quiz,  modeling MEL | Learning and practicing on MEL and knowledge management can be implemented and improved. |
| Week 8:  Sep 18—24  *Note:*  Aug 21 is Islamic New Year holiday. | 1. Proposal writing 2. Project planning | 1. Internship to GWL-INA staff 2. Group collaboration | Proposal draft for a future project  Drafted plan for project in mother CBO | Learning and practicing on how to plan for projects and how to propose them |
| Week 9:  Sep 25—30 | Report writing | Individual works | Finalized report |  |