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| **Week/Date** | **Participants’ Activity** | **Participants’ Assignment** | **Output** | **Expected Learning** |
| Week 1Aug 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 organizationPeople and leadership skillRelation to governmentLegal standing and bylawsAdvocacy approach, trends, and goodwill1. 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 activitiesDesigning and controlling project activitiesSimultaneous activitiesOwnership and tangibility1. 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 planningStaffing and remunerationNegotiating, lay-off and terminationInternal regulations: agreement, decree, and consentAdministrative tasks1. 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 managementAccountability to donorsSecuring future(s)Eliminating fraud and theftMaking productive decisionsAchieving objectivesEnhancing credibilityFundraising efforts1. 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 cyclePhasing: data, field situation, donor’s interestManaging the unexpectedTraining, facilitation, and coaching1. 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 organizationHow to do monitoringHow to do evaluationHow to do learning and knowledge managementPerformance measurementLogical framework, MEASURE evaluation, and TOC1. 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 projectDrafted 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 |  |