**FIRST TRAINING**

**GENERAL INFORMATION ON THE CREAION AND MANAGEMENT OF NGO AND SME**

1. **Introduction**

The goal of this activity was to train 100 beneficiaries of existing methodologies and tools for the creation of Non-Governmental Organisations and Small Business Enterprises.

The training included the following topics:

* Strategic Planning
* Finance and management
* Human Resources management
* Registering the Ngo/SME
* Legal Management and Establishments

For the training communicators important outcomes were:

Discussion with local stakeholders about registration of the new NGO and SME that will be created.

1. **Location and period of the training**

The training was held at the University of Cihan in the city of Erbil, from 31, May 2015 till 15, June 2015 (50 hours in total).

1. **Attendance**

The training was attended by 100 participants, as foreseen by the project. For logistical reasons the beneficiaries were divided in 4 groups of 25 people.

The trainers were distinctive professors:

Dr. Akram A.K.Yamulki

Dr. Salah Sidiqq

Dr. Munadil K.Faaeq

Dr. Nazar Jamal Abdulazeez

Dr. Samir Salah al-Din Hamdi

Dr. Mazen Mardini

Dr. Manaf Basil Raewf

1. **Opening**

The overall goal of the training workshop was to introduce participants to general knowledge for the creation of NGO-s and SME-s. The training gave insight regarding the economic importance of SME and the role of NGOs.

The training tackled the following questions:

• What is the impact of knowledge intensive/productivity enhancement activities on skills development in SMEs? What is the impact of these activities on employability of the labour force, specially the low qualified and older workers?

• How can SMEs increase the participation of the low-skilled and low-qualified, older workers in their knowledge intensive service/productivity enhancement activities? Which incentives can be provided to employers to increase this participation?

• How can the skills developed through informal activities be recognised in generating formal qualifications? What is the impact and returns of these activities for the firm?

• How can NGO contribute in the improvement of the social life of the community?

• How are NGOs related to the services provided for the citizens?

• NGOs and Human rights.

The training was opened on Friday 31 May 2015 at 11:00 AM with the welcoming word of the Project coordinators Mrs. Suzan Aref (WEO) and Saba R. Hasan Governorate of Ninawa.

Afterwards was implemented the training according to the agenda:

**First** **Group (25 Participants)**

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| **First Day 31 May 2015 ( 25 Participants)** | | |
| **Time** | **Subject** | **Speaker** |
| 11:00- 11:15 | Register to attend |  |
| 11:15-11:30 | Welcome from WEO and Nineveh | Saba R. Hasan, Suzan Aref |
| 11:30- 12:30 | Strategic planning | Dr. Samir Salah al-Din Hamdi |
| 12:30- 1:30 | Strategic planning | Dr. Samir Salah al-Din Hamdi |
| 1:30- 1:45 | Break |  |
| 1:45 - 3:30 | Finance management | Dr. Mazen Mardini |

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| **Second Day 1st June 2015** | | |
| **Time** | **Subject** | **Speaker** |
|  | Register to attend |  |
| 11:00-12:50 | Human Resources management | Dr. Nazar Jamil Abdulazeez |
| 12:50-01:10 | Break |  |
| 01:10- 03:00 | Registering non-profit organizations | Dr. Salah Sidiqq |

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| **Third Day 2nd June 2015** | | |
| **Time** | **Subject** | **Speaker** |
|  | Register to attend |  |
| 11:00-12:50 | Marketing | Dr. Manaf Basil Raewf |
| 12:50-01:10 | Break |  |
| 01:10- 03:00 | Legal Management of the Establishments | Dr. Akram A.K.Yamulki |

**Second Group (25 Participants)**

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| **First Day 3rd May 2015** | | |
| **Time** | **Subject** | **Speaker** |
| 11:00- 11:15 | Register to attend |  |
| 11:15-11:30 | Welcome from WEO and Nineveh | Saba R. Hasan, Suzan Aref |
| 11:30- 01:15 | Legal Management of the Establishments | Dr. Akram A.K.Yamulki |
| 1:15- 1:30 | Break |  |
| 1:30 - 3:30 | Registering Profit and non-profit organizations | Dr. Salah Sidiqq/ Dr. Munadil K.Faaeq |
| **Second Day 4th  June 2015** | | |
| **Time** | **Subject** | **Speaker** |
|  | Register to attend |  |
| 11:00-12:50 | Human Resources management | Nazar Jamal Abdulazeez |
| 12:50-01:10 | Break |  |
| 01:10- 03:00 | Strategic planning | Dr. Samir Salah al-Din Hamdi |
| **Third Day 7th  June 2015** | | |
| **Time** | **Subject** | **Speaker** |
|  | Register to attend |  |
| 11:00-12:50 | Marketing | Dr. Manaf Basil Raewf |
| 12:50-01:10 | Break |  |
| 01:10- 03:00 | Finance management | Dr. Mazen Mardini |

**Third Group (25 Participants)**

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| **First Day 8th June 2015** | | | | |
| **Time** | **Subject** | **Speaker** | | |
| 11:00- 11:15 | Register to attend |  | | |
| 11:15-11:30 | Welcome from WEO and Nineveh | Saba R. Hasan, Suzan Aref | | |
| 11:30- 01:15 | Legal Management of the Establishments | Dr. Akram A.K.YAMULKI | | |
| 1:15- 1:30 | Break |  | | |
| 1:30 - 3:30 | Registering Profit and non-profit organizations | Dr. Salah Sidiqq/ Dr. Munadil K.Faaeq | | |
| **Second Day 9th  June 2015** | | | | |
| **Time** | **Subject** | | | **Speaker** |
|  | Register to attend | | |  |
| 11:00-12:50 | Human Resources management | | | Nazar Jamal Abdulazeez |
| 12:50-01:10 | Break | | |  |
| 01:10- 03:00 | Strategic planning | | | Dr. Samir Salah al-Din Hamdi |
| **Third Day 10th  June 2015** | | | | |
| **Time** | **Subject** | | **Speaker** | |
|  | Register to attend | |  | |
| 11:00-12:50 | Marketing | | Dr. Manaf Basil Raewf | |
| 12:50-01:10 | Break | |  | |
| 01:10- 03:00 | Finance management | | Dr. Mazen Mardini | |

**Fourth Group (25 Participants)**

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| **First Day 11 th  May 2015** | | | | |
| **Time** | **Subject** | **Speaker** | | |
| 11:00- 11:15 | Register to attend |  | | |
| 11:15-11:30 | Welcome from WEO and Nineveh | Saba, Suzan | | |
| 11:30- 12:30 | Legal Management of the Establishments | Dr. Akram A.K.Yamulki | | |
| 1:30- 1:45 | Break |  | | |
| 1:45 - 3:30 | Registering Profit and non-profit organizations | Dr. Salah Sidiqq/ Dr. Munadil K.Faaeq | | |
| **Second Day 14 th  June 2015** | | | | |
| **Time** | **Subject** | | | **Speaker** |
|  | Register to attend | | |  |
| 11:00-12:50 | Human Resources management | | | Nazar Jamal Abdulazeez |
| 12:50-01:10 | Break | | |  |
| 01:10- 03:00 | Strategic planning | | | Dr. Samir Salah al-Din Hamdi |
| **Third Day 15 th June 2015** | | | | |
| **Time** | **Subject** | | **Speaker** | |
|  | Register to attend | |  | |
| 11:00-12:50 | Marketing | | Dr. Manaf Basil Raewf | |
| 12:50-01:10 | Break | |  | |
| 01:10- 03:00 | Finance management | | Dr. Mazen Mardini | |