

## **SPO Manuals**

Strengthening Participatory Organisation (SPO) lays great emphasis on building capacities of local communities through trainings, which are tailored according local needs of the communities. Details of some of the manuals are as follow:

1. Development Planning and Management (5 Modules)
2. Reproductive Health (5 Modules)
3. Violence Against Women (VAW)
4. Behavioral Change Communication (BCC)
5. Community Role in Housing Reconstruction
6. How to Conduct a Research?
7. Resource Mobilization
8. Khail Khail main Seekhain-Emotional and Rehabilitation Support for Children in Earthquake area (Activities Booklet)
9. Organizational Management
10. Roles and Responsibilities of Citizen Community Boards (CCBs)
11. Role and Responsibilities of Union Councils (UCs) in Local Government System
12. Emergency Response
13. Financial Management
14. Environmental Awareness
15. Gender and Development
16. Parents Education Committees
17. Strategic Development Planning
18. Mobilizing Women for Development
19. Training of Trainers (TOTs) on Training Tools and Techniques
20. Advocacy (Toolkit)
21. Programme Manual (User' Manual)
22. Disaster Preparedness and Management
23. Learning Information Systems (Users' Manual)
24. Development Concepts and Organizational Management
25. Social Sector Funding (User's Manual)
26. Teachers Training Manual for Trauma Counseling
27. Report Writing
28. Facilitation Skills
29. By Laws of Organisation
30. Roles and Responsibilities of Health Monitoring Committees at UC level
31. Roles and Responsibilities of District Health Monitoring Committee
32. Advocacy and Lobbying (health issues)
33. Workbook for trainers to conduct trainings on health issues
34. Sensitization of health officials on gender and VAW
35. Democracy and Good Governance
36. Human Rights
37. Roles and Responsibilities of UC Education Monitoring Committees
38. Roles and Responsibilities of District Education Monitoring Committees
39. Training of Trainers on Reflect Methods
40. Enterprise Development