

Date Printed: 04/23/2009

---

JTS Box Number: IFES\_72  
Tab Number: 43  
Document Title: Participants' Manual for the voter  
trainers' programme  
Document Date: 1993 -  
Document Country: South Africa  
Document Language: English  
IFES ID: CE01790



\* C F 6 8 B 3 7 1 - 5 A F 6 - 4 2 F 8 - 8 3 C D - 5 6 3 9 5 3 8 3 C 7 9 4 \*



INDEPENDENT MEDIATION SERVICE OF SOUTH AFRICA

**PARTICIPANTS' MANUAL**

**FOR**

**THE VOTER TRAINERS' PROGRAMME**

## **OBJECTIVES OF THE PROGRAMME**

At the end of the programme participants will :

- \* be able to train voters in the voter programme

In order to do this, participants will :

- \* have developed an understanding of the skills that are needed in order to manage a group in a training situation
- \* have been exposed to the voter programme
- \* have an understanding of the principles on which the voter programme is based
- \* know how to use the training manual for the voter programme
- \* have had experience in presenting parts of the voter programme.

## **OUTLINE OF THE VOTER TRAINERS PROGRAMME**

1. INTRODUCTION
2. DEBRIEF THE PROCES
3. SKILLS NEEDED TO PRESENT THE VOTER PROGRAMME
4. DEBRIEF THE PROCES
5. MANAGING A GROUP IN A TRAINING SITUATION  
TEA
6. THE VOTER EDUCATION PROGRAMME  
PRESENTATION OF THE PROGRAMME  
LUNCH
7. USING THE MANUAL
8. PRESENTATIONS
9. CLOSURE

## **OUTLINE OF THE VOTER PROGRAMME**

### **1. INTRODUCTION**

Trainer and participants introduce themselves. The objectives of the programme and background to the programme are explained.

### **2. TRAINER TELLS STORY**

Trainer tells participants story about why we need to register using poster to illustrate information

### **3. WHY SERVICES BREAKDOWN**

Trainer asks participants to think individually and then in pairs the following questions:

Why services breakdown  
Why we need to register  
Why we dont use ink for the election  
Why we need a voters roll

Trainer gathers responses

### **4. WHAT WE NEED FOR REGISTRATION**

Trainer through the use of a poster illustrates what is required for registration

### **5. COMPLETE REGISTRATION FORM**

Trainer illustrates to participants information needed to complete the registration form

**WORKSHEET**

**SKILLS NEEDED TO PRESENT THE VOTER PROGRAMME**

Read through the outline of the Voter Programme and list the skills you think you will need as a trainer, to present this programme. Once you have done this, discuss your responses in pairs

## WORKSHEET

**MANAGING A GROUP IN A TRAINING SITUATION**

Individually, and then in pairs do the following :

- look at the series of pictures that you have been given
- identify in each picture what you see happening with respect to the interaction that is occurring between the trainer and the participants. Record these points on the worksheet (focus on the trainer)
- then comment on how you feel each situation is being handled by the trainer or should be handled by the trainer (eg. if the point identified is that the trainer is not looking at his audience, the way this should be handled is for the trainer to maintain eye contact with the participants by looking around all participants).

POINTS IDENTIFIED	COMMENTS ON HOW THE TRAINER IS HANDLING THE SITUATION OR SHOULD HANDLE IT
<u>Picture 1:</u>	
<u>Picture 2:</u>	
<u>Picture 3:</u>	
<u>Picture 4:</u>	

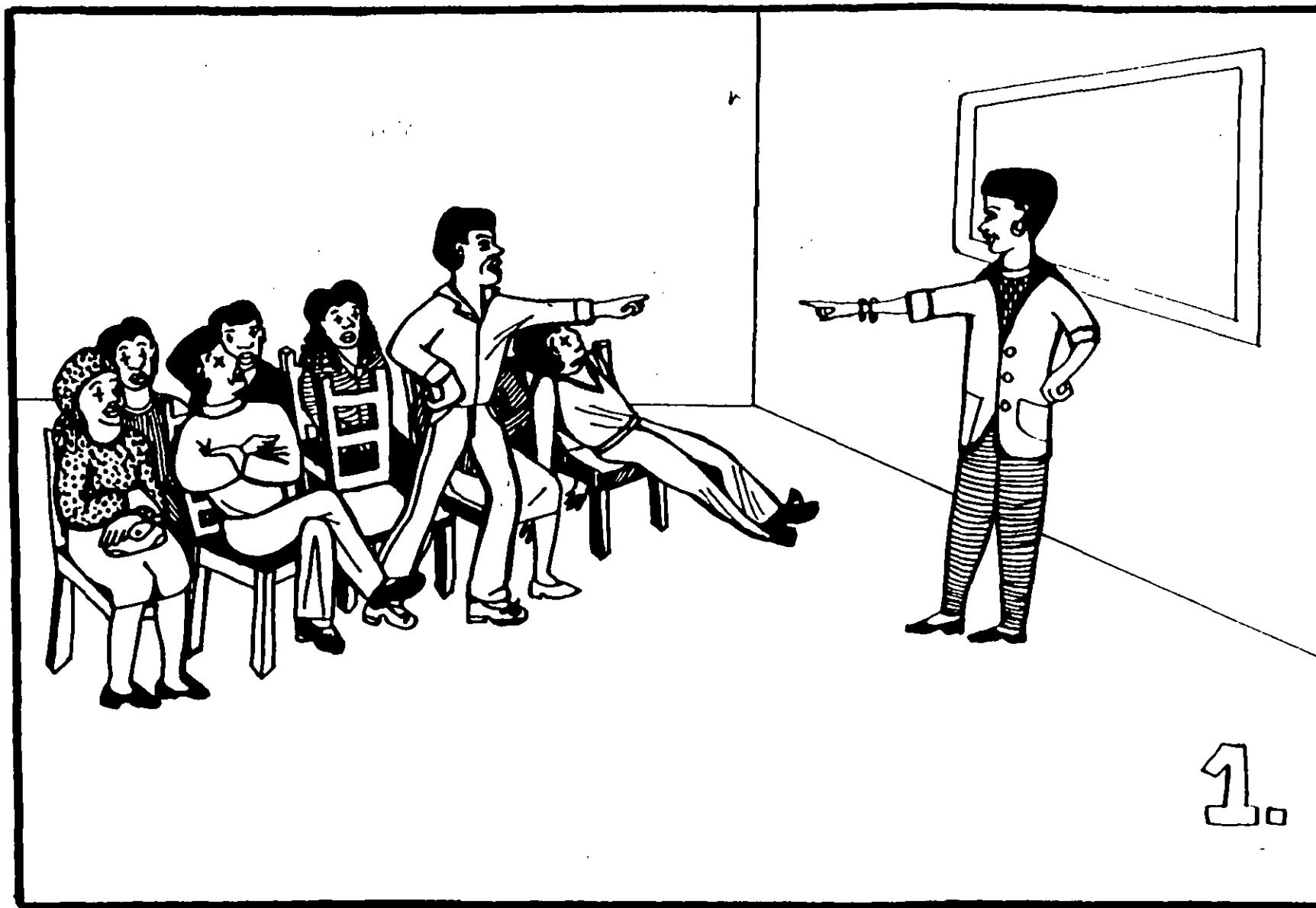
## WORKSHEET CONTINUED

POINTS IDENTIFIED	COMMENTS ON HOW THE TRAINER IS HANDLING THE SITUATION OR SHOULD HANDLE IT
<u>Picture 5:</u>	
<u>Picture 6:</u>	
<u>Picture 7:</u>	
<u>Picture 8:</u>	
<u>Picture 9:</u>	



## WORKSHEET CONTINUED

POINTS IDENTIFIED	COMMENTS ON HOW THE TRAINER IS HANDLING THE SITUATION OR SHOULD HANDLE IT
<u>Picture 10:</u>	
<u>Picture 11:</u>	

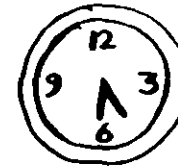


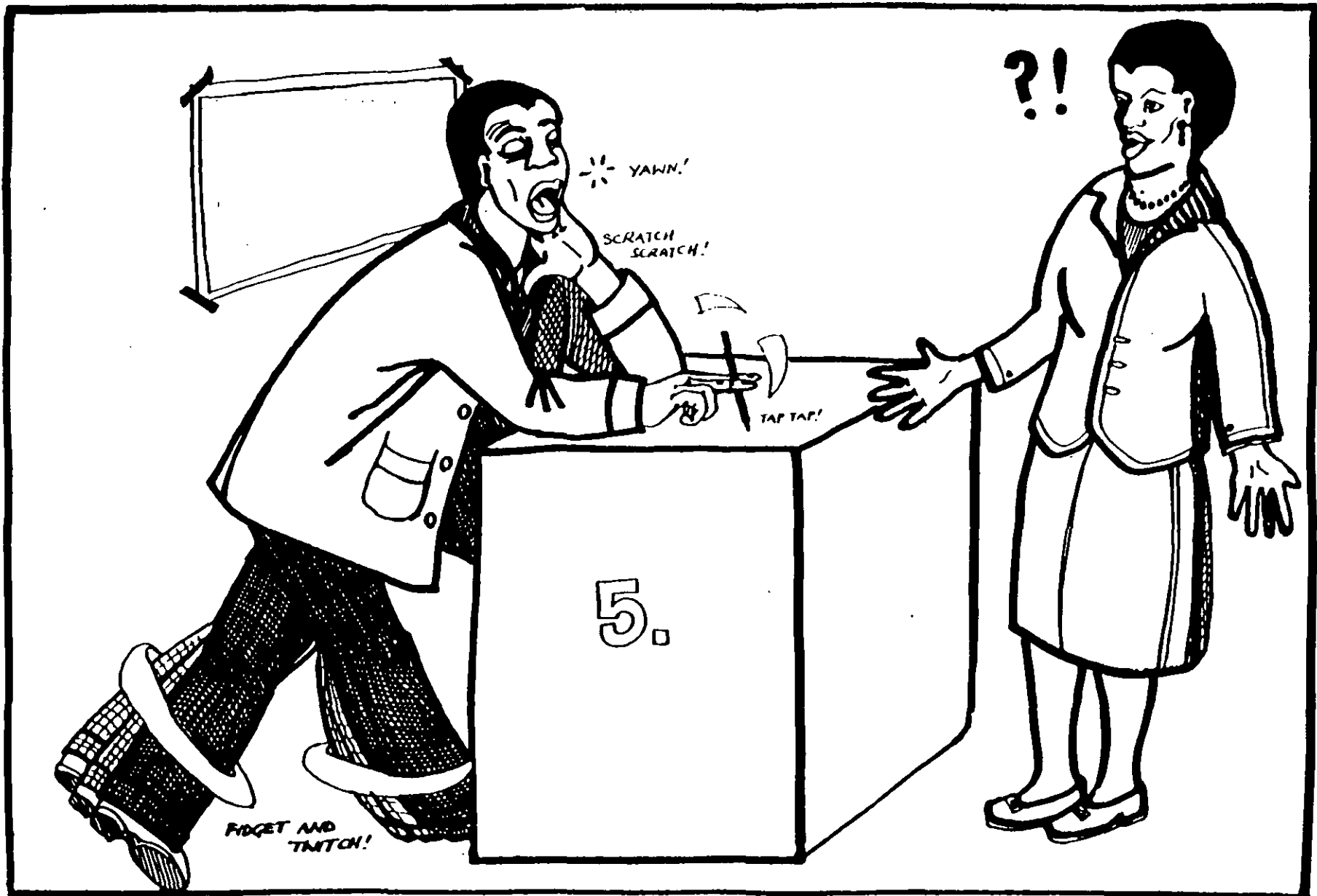




3.

4.







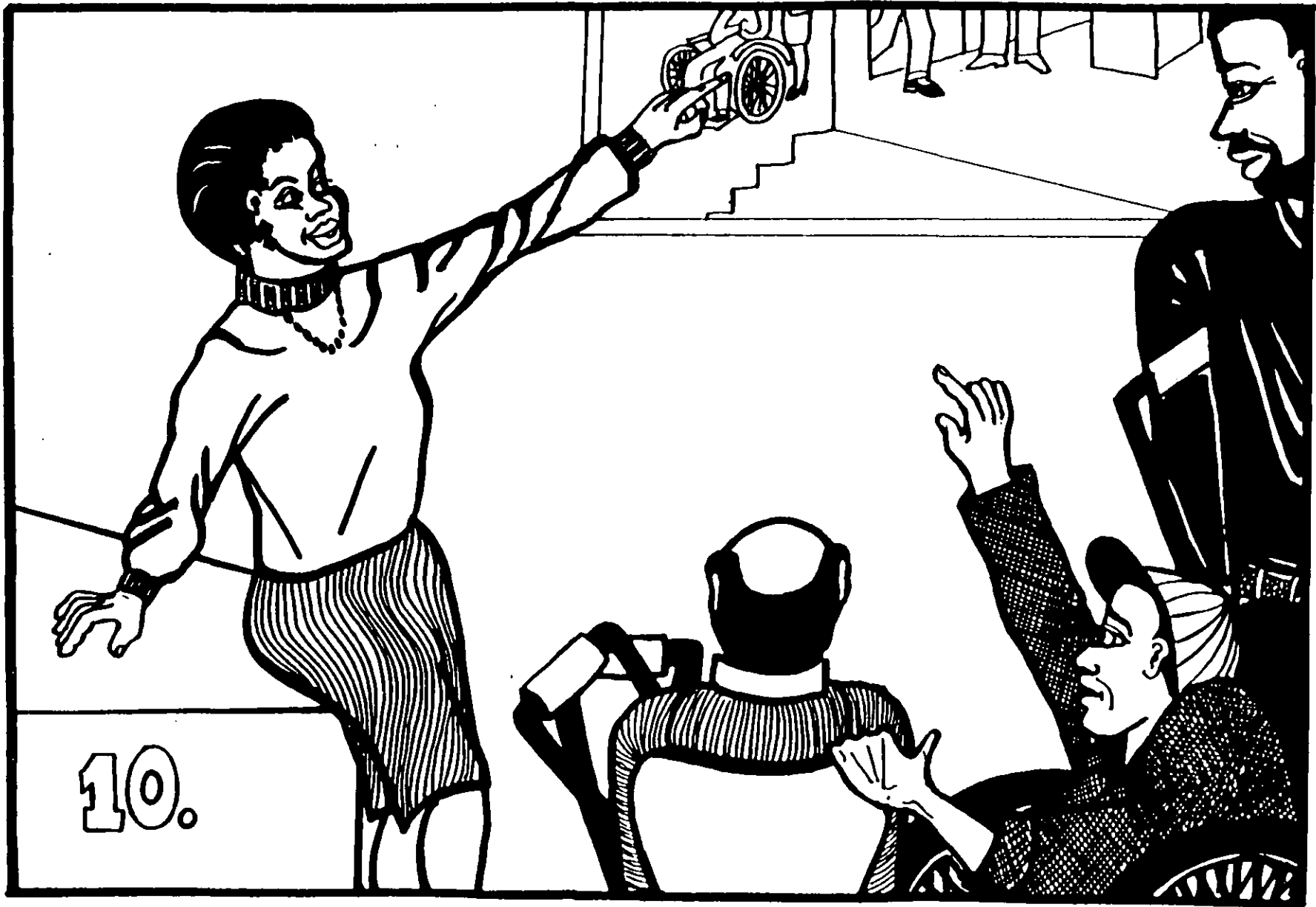






9.







**PRINCIPLES OF MANAGING A GROUP IN A TRAINING SITUATION**

Think about the pictures you have just looked at and the points you identified and your comments on how the trainer handled the situation or should handle the situation. Using this and your own experience, list any general principles about managing a group in a training situation. Once you have done this, discuss your responses in pairs.