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| **Program Title:** | **Capacity Building Review Workshop in Financial and HR Management of CSOs** |
| Objectives  | 1. To create participants’ interest and make them accountable in adoption of proper policies, systems, and tools already introduced
2. To discuss consequences on lapses that might be affected, accessing to GF and other donor funds etc.
3. To facilitate developing a work plan outlying the expected improvement over consultancy for capacity development with millstones
4. To discuss consultant’s intervention and its limitations in aspect of expected improvement for each CSO
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| Target Participants: | Executive Directors/CEO and Finance Managers and HR Manager or functional in-charge of finance and human resource management of CSOs enrolled for capacity development under SKPA program  |
| Methodology  | Presentation and review, panel discussions, focus group discussion, and group/individual exercise  |
| Expected Number  | 25 including EDs/CEOs |
| Tentative date and Timing: | November 10, 2021 from 9.00am - 4.00pm |
| Proposed Venue: | A Hotel in Colombo as decided by PFA  |
| Expected Outcome  | Devise a work plan outlying the expected improvement over consultancy for each CSOs enrolled for capacity development with millstones  |
| Resource Support by | Jagath KarunathilakaConsultant – Financial and HR Management of CSO - SKPA Organizational Capacity Development Consultancy Project |
| Panel Discussion by (Proposed Panelist)  | Moderated by Program Officer of SKPA /FPA, and other related officers of FPA(\*) |
| Coordinated by: | Mr. Ranaka Siriwardena of SKPA/ FPA |
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| **Tentative Session Plan** |  |
| Timing  | Session No | Topics  | Resource Person  |
| 9.00 |  | Participant Seating after having Tea  |  |
| 9.30 |  | Welcome Speech /Objectives of the Workshop  | FPA |
| 9.45 | 01 | Review discussion on expected outcome out of the subject contents covered under 7 modules (see note below) in Financial and HR Management workshops, conducted from 25th August – 23rd October, 2021 through zoom  | Consultant Mr. Jagath Karunathilaka |
| 11.45 | 02 | Importance in adoption of proper policies, systems and tools, and consequences on lapses that might be affected, accessing to GF and other donor funds – A panel discussion to share experience and get the feedback if any impediment  | FPA (\*) |
| 12.45 |  | Lunch Break  |  |
| 13.30 | 03 | * Workshop task - exercise to devise a work plan outlying the expected improvement over consultancy for capacity development with millstones
* Discussion on consultant intervention to set up, revise and realign present Finance /HR policies, systems and tools for each CSO
 | Consultant Mr. Jagath Karunathilaka |
| 15.30 |  | Feedback Evaluation | Mr. Ranaka  |
| 15.45 |  | Evening Tea Break |  |
| 16.00 |  | End of the workshop  |  |
| **Note :** Workshops Modules, Conducted in 27 Lesson daysModule 1: Financial Manual: Introduction (1 Lesson Day)Module 2: Finance Planning and Budgeting Process (2 Lesson Days)Module 3: Basic Accounting System (4 Lesson Days)Module 4: Financial Reporting Mechanism (5 Lesson Days)Module 5: Procurement Procedure (4 Lesson Days)Module 6: Finance Manager’s Roles and Responsibilities (1 Lesson Day)Module 7: HR Management (10 Lesson Days)  |