

PROJECT 100 TRAINING SCHEDULE

WEEK	DAYS	TIME	CLASSES			INSTRUCTOR	ADDITIONAL INFORMATION
			COOKING	PASTRIES	SOAP MAKING		
WEEK 1	DAY 1	10:00 – 12:30	-	-	-	Class Facilitators	Introduction classes
		12:30 – 01:00	BREAK			-	-
		01:00 – 02:00	MENTORING SESSION (PERSONAL GROWTH & GOAL SETTING)			TBA	Focus: Help participants set personal and professional goals. Key Points: Self-reflection, identifying strengths and weaknesses, creating actionable goals.
	DAY 2	10:00 – 12:30	-	-	-	Class Facilitators	Based on Curriculum
		12:30 – 01:00	BREAK			-	
		01:00 – 02:00	Capacity Building (Communication & Problem-Solving Skills)			TBA	Focus: Develop participants' ability to communicate effectively and solve problems. Key Points: Verbal/non-verbal communication, active listening, problem-solving frameworks.
WEEK 2	DAY 1	10:00 – 12:30	-	-	-	Class Facilitators	Based on Curriculum
		12:30 – 01:00	BREAK				
		01:00 – 02:00	Business Management (Understanding Market & Competition)			TBA	Focus: Provide an introduction to understanding business environment and competition. Key Points: Market research, identifying competitors, customer needs, competitive advantage.
	DAY 2	10:00 – 12:30	-	-	-	Class Facilitators	Refer to Curriculum
		12:30 – 01:00	BREAK			-	
		01:00 – 02:00	Basic Bookkeeping (Recording & Tracking Finances)			TBA	Focus: Teach participants how to manage their finances and keep track of business income/expenses. Key Points: Recording sales, managing expenses, creating a basic profit and loss statement.
	DAY 1	10:00 – 12:30	-	-	-	Class Facilitators	Based on Curriculum
		12:30 – 01:00	BREAK			-	-

WEEK 3		01:00 – 02:00	Marketing & Branding (Promoting the Business & Building a Brand)			TBA	Focus: Teach participants how to market their products and build a personal/business brand. Key Points: Social media marketing, customer engagement, brand identity creation.
	DAY 2	10:00 – 12:30	-	-	-	Class Facilitators	Refer to Curriculum
		12:30 – 01:00	BREAK			-	-
		01:00 – 02:00	Financial Literacy (Saving, Budgeting & Managing Money)			TBA	Focus: Equip participants with practical financial management skills Key Points: Budget creation, saving strategies, financial goal setting.
WEEK 4	DAY 1	10:00 – 12:30	-	-	-	Class Facilitators	Refer to Curriculum
		12:30 – 01:00	BREAK				
		01:00 – 02:00	Customer Service & Relationship Building (Client Interaction)				Focus: Teach participants how to build strong relationships with clients and provide excellent service. Key Points: Handling complaints, building rapport, delivering value to clients.
	DAY 2	10:00 – 12:30	-	-	-	Class Facilitators	Final Classes
		12:30 – 01:00	BREAK			-	-
		01:00 – 02:00	Emotional Intelligence & Mindset Development (Overcoming Challenges)			TBA	Focus: Teach participants how to manage emotions, stress, and develop resilience. Key Points: Emotional awareness, stress management techniques, growth mindset.

Graduation Week Concept

The following week after training will be the Graduation Week - a time to celebrate the participants' hard work and accomplishments, while also reinforcing the lessons and skills they have gained throughout the program. This week will serve not only as a milestone for the participants but also as a reflection of the impact of *Project 100*. The focus will be on recognizing growth, and preparing the participants for their next steps.

Key Elements for Graduation Week:

1. Final Business Pitch Presentation

Each participant will have the opportunity to present their business idea, showcasing what they have learned. This presentation will allow them to demonstrate their understanding of the skills taught, including business management, marketing, and financial planning. It will also provide valuable feedback from mentors and peers.

2. Reflection and Growth Session

A structured reflection session where participants can share their experiences, challenges, and achievements. This can be facilitated through group discussions or short video testimonials. It's an important moment for participants to look back at how far they've come and set goals for the future.

3. Certificate Presentation & Awards

Participants will be presented certificates to recognize their completion of the program. Special awards for outstanding performance in areas like leadership, creativity, and resilience can also be given. This adds a personal touch and motivates participants to continue their journey of growth.

4. Inspiration & Motivation

we can bring in a guest speaker or have a team member share an inspirational story that resonates with the theme of empowerment and growth. This final session should leave participants feeling inspired and ready to take on their next challenges.

5. Thank-You and Celebration

we can end the graduation day with a celebratory gathering where participants, volunteers, and trainers come together to share food, socialize, and celebrate the success of *Project 100*. This is also an opportunity to thank everyone involved for their dedication and effort.