

# Curriculum

## Basic Business Incubation Program

### Day 1: Vision Creation & Personal Strength and weakness

Time	Duration	Lesson Name	Lesson Outline
8:00-8:30	30 mins	Welcome to the Workshop	<p>Objectives</p> <ul style="list-style-type: none"> <li>Create a welcoming environment</li> <li>Clarify the expectation for the whole program</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>Introduction to the program</li> <li>Get to know everyone</li> </ul>
8:30-10:00	90 mins	Partner Vision Board	<p>Objectives</p> <ul style="list-style-type: none"> <li>Provide clarity around what success looks like for the entrepreneurs</li> <li>To provide direction around “thinking big” for their business</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>Visualize the picture of their business in 1-3 years</li> <li>Drawing and sharing their Vision Board</li> </ul>
10:00-10:15	15 mins	Coffee Break	
10:15-11:30	75 mins	Personal Strength and weakness	<p>Objectives</p> <ul style="list-style-type: none"> <li>Able to explain why identifying the personal strength and weakness is important</li> <li>Identifying your strengths and weaknesses can help you be more aware of how you work and be better prepared in your business</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>Yellow and Green card</li> <li>Individual exercise SW and action plan</li> </ul>
11:30-12:00	30 mins	Baseline Survey	<p>Objectives</p> <ul style="list-style-type: none"> <li>Able to get the baseline survey from the participants for measuring the outcome of the program</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>Watch M&amp;E Video</li> <li>Individual complete the survey</li> </ul>
12:00-1:30	90 mins	Lunch Break	
1:30-3:00	90 mins	Gender and Women Economic Empowerment Discussion	<p>Objectives</p> <ul style="list-style-type: none"> <li>To understand the barriers that women face to become economically empowered</li> <li>The importance of taking steps to work towards overcoming these barriers in addition to their partner providing support</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>Activity: If i were a man/woman</li> <li>Case study</li> <li>Group discussion and presentation</li> </ul>
3:00-3:15	15 mins	Coffee Break	

3:15-4:00	45 mins	Group commitment and Get most of the program	<p>Objectives</p> <ul style="list-style-type: none"> <li>To identify some of the barriers that stopping them get most of the program and list down some action to overcome those barriers</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>Group discussion and presentation</li> </ul>
4:00-4:45	45 mins	Scheduling and closing	<p>Objectives</p> <ul style="list-style-type: none"> <li>Sharing feeling and lesson learnt</li> <li>List down their action plan and give feedback</li> <li>Schedule for the whole workshop</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>Group sharing</li> <li>Schedule discussion</li> <li>Individual complete feedback form</li> </ul>

## Day 2: Goal Setting and Action plan

Time	Duration	Lesson Name	Lesson Outline
8:00-8:30	30 mins	Welcome to the Workshop	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Having fun to bring the positive energy to the room</li> <li>• Sharing feeling and building rapport</li> <li>• Learning the best practice from each other</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Energizer Activity</li> <li>• One positive thing</li> <li>• Learning Reflection from the last workshop</li> </ul>
8:30-9:45	75 mins	SMART Goal	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand why goal setting and in particular SMART goal setting is important for running a business</li> <li>• Identify SMART goal/s for their business</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Introduction to SMART goals</li> <li>• Review SMART goals</li> <li>• Create their own SMART goal</li> </ul>
9:45-10:00	15 mins	Coffee Break	
10:00-11:15	75 mins	Business SWOT	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To perform a SWOT analysis for their business</li> <li>• To understand where there are opportunities for your business and to be able to understand your business and the market it operates in better</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• SWOT Matching Card</li> <li>• SWOT Scenario</li> <li>Individual analysis their business SWOT</li> </ul>
11:15-12:15	60 mins	6 months Action Plan	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand of having the action plan for improve their business</li> <li>• To have the draft action plan that they can implement after the workshop</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Revisit SMART Goal</li> <li>• Individual complete the action plan</li> <li>• Presentation</li> <li>• Discussion: Define the main barriers that stopping them to achieve the goal</li> </ul>
12:15-1:30	75 mins	Lunch Break	
1:30 -2:45	75 mins	Basic Bookkeeping recording	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand how to track their business finances</li> <li>• To understand why it is important</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• List the main items (expenses and revenue)</li> <li>• Design sales and expense book</li> <li>• Managing the sales and expense book</li> </ul>

2:45-3:00	20 mins	Coffee Break	
3:00-4:30	90 mins	Group mentoring	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To be able to support each other to solve problems</li> <li>• To understand that asking questions is an important part of problem-solving and building critical thinking</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Group Coaching</li> <li>• Debriefing</li> </ul>
4:30-5:00	20 mins	Closing	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Sharing feeling and lesson learnt</li> <li>• List down their action plan and give feedback</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Group sharing</li> <li>• Individual complete feedback form</li> </ul>

### Workshop 3: Personal Financial Literacy and Problem solving

Time	Duration	Lesson Name	Lesson Outline
8:00-8:30	30 mins	Welcome to the Workshop	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Having fun to bring the positive energy to the room</li> <li>• Sharing feeling and building rapport</li> <li>• Learning the best practice from each other</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Energizer Activity</li> <li>• One positive thing</li> <li>• Learning Reflection from the last workshop</li> </ul>
8:30-9:00	30 mins	Feelings about Money	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand that everyone has feelings about money</li> <li>• To begin to break down the barriers to talking about money</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Step 1: Feeling about money card activity</li> <li>• Step 2: Discussion</li> </ul>
9:00-10:15	75 mins	Expense Management	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand how to prioritise their expenses</li> <li>• To understand how to track their expenses</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Types of Expenses</li> <li>• Case Study</li> <li>• Prioritising expenses</li> <li>• Tracking expenses</li> </ul>
10:15-10:30	15 mins	Coffee Break	
10:30-12:00	90 mins	Family Budgeting	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand how to do a budget for their household</li> <li>• To understand the importance of the budget</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Introduction to Budgeting</li> <li>• Paying yourself a wage</li> <li>• Creating the budget book</li> </ul>
12:00-1:20	80 mins	Lunch Break	
1:20-2:45	75 mins	Savings Goals and Where to Save	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand the savings mechanisms within the community</li> <li>• To understand the different methods of savings and to set savings goals</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• How much should I save?</li> <li>• Where to save?</li> <li>• How to save money effectively</li> </ul>
2:45-3:00	20 mins	Coffee Break	
3:00-4:30	90 mins	Problem Solving Skill	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To improve their problem-solving skills</li> </ul>

			<ul style="list-style-type: none"> <li>• To understand how to find the root cause of the problem by using 5's WHY</li> <li>• To understand how to use the problem tree</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• 5 WHYS</li> <li>• Problem Solving Tree</li> <li>• Practicing</li> </ul>
4:40-5:00	20 mins	Closing	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Sharing feeling and lesson learnt</li> <li>• List down their action plan and give feedback</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Group sharing</li> <li>• Individual complete feedback form</li> </ul>

## Workshop 4: Business Model Canvas

Time	Duration	Lesson Name	Lesson Outline
8:00-8:30	30 mins	Welcome to the Workshop	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Having fun to bring the positive energy to the room</li> <li>• Sharing feeling and building rapport</li> <li>• Learning the best practice from each other</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Energizer Activity</li> <li>• One positive thing</li> <li>• Learning Reflection from the last workshop</li> </ul>
8:30-9:45	75 mins	Target Customer	<p>Objectives</p> <ul style="list-style-type: none"> <li>• There are three types of customers: End Customer, Retailer, Wholesaler</li> <li>• To identify their target market</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• How to identify their customer target</li> <li>• Practical Exercise</li> </ul>
9:45-10:00	15 mins	Coffee Break	
10:30-11:30	90 mins	Value Proposition (The 3 differentiations)	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand what a value proposition is</li> <li>• To clarify their own value proposition</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Introduction to value proposition</li> <li>• Developing your own value proposition</li> <li>• Value Proposition presentation</li> </ul>
11:30-12:00	30 mins	Introduction to Business Model Canvas	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand the Business Model Canvas</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Matching Activity</li> </ul>
12:00-1:30	90 mins	Lunch Break	
1:20-3:20	120 mins	Business Model Canvas	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To identify their own business mode using the business model canvas</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Completing the business model canvas and presentation</li> <li>• Checking assumptions</li> </ul>
3:20-3:40	20 mins	Coffee Break	
3:40-4:55	75 mins	Group mentoring	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To be able to support each other to solve problems</li> <li>• To understand that asking questions is an important part of problem-solving and building critical thinking</li> </ul> <p>Activities</p>

			<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Group Coaching</li> <li>• Debriefing</li> </ul>
4:55-5:00	5 mins	Closing	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Sharing feeling and lesson learnt</li> <li>• List down their action plan and give feedback</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Group sharing</li> <li>• Individual complete feedback form</li> </ul>



## Workshop 5: Market Mix

Time	Duration	Lesson Name	Lesson Outline
8:00-8:30	30 mins	Welcome to the Workshop	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Having fun to bring the positive energy to the room</li> <li>• Sharing feeling and building rapport</li> <li>• Learning the best practice from each other</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Energizer Activity</li> <li>• One positive thing</li> <li>• Learning Reflection from the last workshop</li> </ul>
8:30-9:00	30 mins	Revising BMC	<p>Objectives</p> <ul style="list-style-type: none"> <li>• There are three types of customers: End Customer, Retailer, Wholesaler</li> <li>• To identify their target market</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• How to identify their customer target</li> <li>• Practical Exercise</li> </ul>
9:00-10:00	60 mins	Introduction to Marketing Mix	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand the marketing mix</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Group discussion and presentation</li> </ul>
10:00-10:15	15 mins	Coffee Break	
10:15-11:15	60 mins	Setting the marketing objective	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand why a marketing objective is important</li> <li>• To identify their marketing objective</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction to marketing objective</li> <li>• Review Target market</li> <li>• Writing your marketing objective</li> </ul>
11:15-12:00	45mins	Product and Price	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand what product and place is in a marketing mix</li> <li>• To identify their product</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction to product</li> <li>• Identify your own product</li> <li>• Discussion</li> </ul>
12:00-1:15	75 mins	Lunch Break	
1:15-2:15	60 mins	Place and Promotion	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand what place and promotion is in a marketing mix</li> <li>• To identify their distribution/place</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction to place and promotion</li> </ul>

			<ul style="list-style-type: none"> <li>Identify your own place/distribution and promotion</li> <li>Discussion</li> </ul>
2:15-3:00	45 mins	Putting it all together	<p>Objectives</p> <ul style="list-style-type: none"> <li>To understand how to put it all together</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>Introduction to promotion</li> <li>Completing the putting all together handout</li> </ul> <p>Marketing Action plan</p>
3:00-3:15	15 mins	Coffee Break	
3:15-4:30	75 mins	Customer Retention	<p>Objectives</p> <ul style="list-style-type: none"> <li>To understand the importance of customer retention</li> <li>List down the keys action for customer retention</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>Group discussion and presentation</li> <li>Case study</li> <li>Individual list down the keys action for customer retention</li> <li></li> </ul>
4:30-5:00	30 mins	Closing	<p>Objectives</p> <ul style="list-style-type: none"> <li>Sharing feeling and lesson learnt</li> <li>List down their action plan and give feedback</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>Group sharing</li> <li>Individual complete feedback form</li> </ul>

## Workshop 6: Basic Business Finance Management

Time	Duration	Lesson Name	Lesson Outline
8:00-8:30	30 mins	Welcome to the Workshop	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Having fun to bring the positive energy to the room</li> <li>• Sharing feeling and building rapport</li> <li>• Learning the best practice from each other</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Energizer Activity</li> <li>• One positive thing</li> <li>• Learning Reflection from the last workshop</li> </ul>
8:30-9:00	30 mins	Review Basic Bookkeeping	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To Improve their tracking record and make sure everyone do their bookkeeping properly</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• The best sharing experience of doing bookkeeping properly and consistently</li> <li>• Discussion: What are the barriers that stopping them from tracking regularly and properly?</li> <li>• Individual list down their own action plan to make sure they can track regularly and properly</li> </ul>
9:00-10:00	60 mins	Bookkeeping Principles	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand the basic accounting principles and terms</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Card Matching Activity</li> <li>• Case Study</li> </ul>
10:00-10:15	15 mins	Coffee Break	
10:15-11:00	45 mins	Profit vs Margin	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand what margin is</li> <li>• To understand what profit is</li> <li>• To understand how to calculate both</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Margin Calculation</li> <li>• Profit Calculation</li> <li>• Fixed vs Variable cost</li> <li>• Creating list of Product Margin</li> </ul>
11:00-12:00	60 mins	Cost of Goods sold (COGs)	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand the important of calculation Cost of goods sold</li> <li>• Able to calculate their own COGs</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction WHY is it important</li> <li>• List all the direct cost to their product or service</li> </ul>

			<ul style="list-style-type: none"> <li>• Example of one of the product business and service business</li> <li>• Let them to calculate their COGs and Calculate their Margin</li> </ul>
12:00-1:15	75 mins	Lunch Break	
1:15-2:00	45 mins	Cash Vs. Profit	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand the difference between cash and profit</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Step 1: Introduction</li> <li>• Step 2: Case Study</li> </ul>
2:00-3:15	75 mins	Return on Investment-Equipment	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand that purchasing equipment can be a good investment decision for the business</li> <li>• To be able to understand how to make decisions about purchasing equipment</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• List down require equipment</li> <li>• Discussion: Case study</li> <li>• Make the priorities of the Needs</li> <li>• Discussion: How can they get the equipment</li> </ul>
3:15-3:30	15 mins	Coffee Break	
3:30-4:45	75 mins	6-month cashflow forecast	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand the importance of cashflow</li> <li>• To have a 6-month cashflow forecast for their business</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Listing expense and income</li> <li>• 6-month cashflow forecast</li> <li>• Individual do 6-month cashflow forecast</li> </ul>
4:45-5:00	15 mins	Closing	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Sharing feeling and lesson learnt</li> <li>• List down their action plan and give feedback</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Group sharing</li> <li>• Individual complete feedback form</li> </ul>

## Workshop 7: Management Skill

Time	Duration	Lesson Name	Lesson Outline
8:00-8:30	30 mins	Welcome to the Workshop	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Having fun to bring the positive energy to the room</li> <li>• Sharing feeling and building rapport</li> <li>• Learning the best practice from each other</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Energizer Activity</li> <li>• One positive thing</li> <li>• Learning Reflection from the last workshop</li> </ul>
8:30-10:00	90 mins	Time Management	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand the what self-leadership is</li> <li>• To understand why discipline is more important than motivation</li> <li>• To understand the importance of time management</li> <li>• Plan a time management system that works for them</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Current Pie Chart</li> <li>• Future Pie Chart</li> <li>• Time management quadrant</li> <li>• Applying the time management quadrant</li> <li>• Discussion and Action plan</li> </ul>
10:00-10:30	15 mins	Coffee Break	
10:30-12:00	90 mins	Delegation Skill	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To understand that delegation can improve your effectiveness.</li> <li>• Able to use the technique to delegation effectiveness</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Delegation Case study</li> <li>• Planning for delegation</li> </ul>
12:00-1:30	75 mins	Lunch Break	
1:30-3:00	90 mins	How to hire Staff	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To have a clear process of selection staff more effectively for their business</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Group discussion and sharing</li> <li>• Case Study</li> </ul>
3:00-3:15	15 mins	Coffee Break	
3:15-4:30	75 mins	Negotiation Skill	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To be more confident in negotiation.</li> </ul> <p>Activities</p>

			<ul style="list-style-type: none"> <li>• Role play</li> <li>• Group discussion and presentation</li> </ul>
4:30-5:00	30 mins	Closing	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Sharing feeling and lesson learnt</li> <li>• List down their action plan and give feedback</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Group sharing</li> <li>• Individual complete feedback form</li> </ul>

## Workshop 8: Leadership and Graduation

Time	Duration	Lesson Name	Lesson Outline
8:00-8:30	30 mins	Welcome to the Workshop	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Having fun to bring the positive energy to the room</li> <li>• Sharing feeling and building rapport</li> <li>• Learning the best practice from each other</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Energizer Activity</li> <li>• One positive thing</li> <li>• Learning Reflection from the last workshop</li> </ul>
8:30-10:00	90 mins	Attitude and mindset for a good leader	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Understand that a good leader needs a positive attitude and mindset</li> <li>• Know what the positive attitude and mindset for a good leader are</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Blindfold activity</li> <li>• Group discussion and sharing</li> </ul>
10:00-10:15	15 mins	Coffee Break	
10:15-11:30	90 mins	Proactive and accountability	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Understand what Proactive and to a great leader Accountability is</li> <li>• Allow the participants change their mindset to be more proactive and accountability to increase their productive and the quality of life</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Scenarios</li> <li>• Group discussion and presentation</li> <li>• Self-reflection</li> </ul>
11:30-12:00	30 mins	End line Survey	<p>Objectives</p> <ul style="list-style-type: none"> <li>• Able to get the end line survey from the participants for measuring the outcome of the program</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>• Watch M&amp;E Video</li> <li>• Individual complete the survey</li> </ul>
12:00-1:15	90 mins	Lunch Break	
1:15-2:30	75 mins	Active Listening Skill	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To define active listening skill is important for Leader</li> <li>• To get a better understanding of the value of being an active listener</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Tip for Active Listener</li> <li>• Practice Active listening skill</li> </ul>

2:30-3:00	45 mins	Goal and action plan for the next 6 months	<p>Objectives</p> <ul style="list-style-type: none"> <li>To have the next 6-month goal and action plan</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>Goal setting</li> <li>6-months plan</li> </ul>
3:00-3:15	15 mins	Coffee Break	
3:15-4:00	45 mins	Presentation Goal and action plan for the next 6 months	<p>Objectives</p> <ul style="list-style-type: none"> <li>To Presentation the goal and the action plan for the next 6-month</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>Presentation</li> </ul>
4:00-5:30	90 mins	Graduation	<p>Objectives</p> <ul style="list-style-type: none"> <li>For the group to express how wonderful they feel about their peer and the whole program.</li> <li>For the group to reflect on how significant change they have made towards their businesses</li> </ul> <p>Activity</p> <ul style="list-style-type: none"> <li>1. Make sure everyone finished their sugar cube to everyone and message to SHE Investment and partner</li> <li>2. Thanks activity</li> <li>3. Express Feeling about the whole program</li> <li>4. Award top three of high performance</li> <li>5. Facilitator give the participants the sugar cube</li> <li>6. Everyone pick one of thier sugar cube</li> <li>7. Certificate and group photo</li> <li>8. Cake and Eating</li> </ul>