

A REPORT ON CAMGEW- VTC STAFF MEETING

Date: 10/02/13

Venue: CAMGEW VTC campus

Started time: 12:15pm

Objectives: To motivate, encourage and reinforce on hard work.

This meeting took place in the dress making department. It started with a word of prayer from Therese (volunteer worker). This proceeded with the presentation of the agenda by the Director of CAMGEW. The agenda was thus; morning devotion, tiding the campus, understanding each other, handling of funds, working secrets and dressing. He proceeded in highlighting the points as follows;

Firstly morning devotion was one of the points put up by the director and he called on all the staff members of CAMGEW to always attain morning devotion every Monday from 7:30-8:00. It was reiterated that morning devotion was compulsory but each persons faith was to be respected. He promised to provide a bible which shall be used during devotion.

The director spoke on keeping the VTC and its surroundings clean. He said this should be done regularly. He also said that all departments should be kept knit and all these should be done by all the trainers and trainees.

Further more, he said there should be understanding amongst each other. He called on maximum understanding amongst all the trainers and trainees so as to avoid conflict amongst workers. This will also help in the growth of the center.

From the above points, he did made mention of handing of funds. He said all money raised each day should be handed to the Manager of VTC and signed and any amount not signed due to any concrete reason like late closing while work is still going on, the amount should be handed and signed for the next day.

The director equally talked on working secrets. He said all the workers should keep organizational secrets. They should not talk out certain things in the presence of trainees or customers. He emphasized that hierarchy should be followed in solving matters.

Lastly he called on all the workers to dress properly.

After this brief talk from the director, some recommendations were made by those who attended the meeting. E.g. hospitability, good work, and workers should not be defensive. For these attributes shall help in the growth of the center.

Finally an award was given to Mirabel (hair dresser) for hard work, commitment, and productivity for the month of March 2013 in her department. Every, staff and student was called upon to emulate her example to make the center self reliant.

This meeting ended at 2:46pm with a word of thanks from Ma Eveline (Dress maker) appreciating the director for the wisdom of calling for the meeting.

NB: CAMGEW prepared a questionnaire that was given to students and teachers to get their view points on the VTC, its problems, successes, challenges, what could be done to get more students, students and teachers difficulties and problems, what was lacking from the VTC, etc. CAMGEW got their view points and this was used to prepare for student-trainers and CAMGEW staff meeting. It was great to hear from teachers and students.

VTC STAFF AND STUDENTS MEETING.

Date: Oct 02, 2013

Time 2:30_5:00

Agenda

1. Prayers
2. Welcome address
3. Definition of task
4. Comments to trainers and students
5. Subsidiary leaning
6. Support activities
7. Refreshment

OBJECTIVES.

This meeting started with a word of prayers from Mrs Hilda. This proceeded by a word of welcome from the Director.

He started by defining the task of the workers and students. With this, he said Patience is the Manager of the VTC and she shall control all the activities of the VTC and ensure the smooth running of the VTC. He also said Mrs Hilda shall assist her to carry on weekly evaluation of all departments especially on finance. Mr Kenneth shall also join the two persons to evaluate and know the successes and challenges in the center. To students, he said all students are responsible for the cleanliness of the center.

To the trainers he said they must be leaders and make sure they give good training to the students and training should be done in all aspects. The students should be trained on how to sell and record finance.

After the definition of task he gave some comments to trainers. A clear financial report should be given with clean receipt. If a worker needs money a hand written application should be made specifying the amount. Trainers should also make sure that materials in the center should be taken care of. He also told them that some times VTC meetings come automatic because of urgent matters arising. More activities shall also be carried out like VTC open door day and the exhibition of VTC items at Elak market to keep advertising the center. Trainers were urge to respect hierarchy while also respecting age. Finally a call to punctuality was given to all workers of CAMGEW.

To students he said they should avoid absenteeism and give respect to their trainers. He made them to understand that students who are serious and lack the means shall be supported in one way or the other depending on the means available. The Director called on bright students to assist weaker ones in training and learning of basic subjects like English, French, Mathematics, record keeping. All students were called upon to respect hierarchy and keep CAMGEW secret. CAMGEW Director called on all to work hard to bring more students to the VTC.

Furthermore the director came in ideas of support activities, these activities are, poultry, rabbit, etc. students shall be trained on how to rear these animals. Alongside students shall also be trained to do gardening. Students said there was need to have many other activities like sports, drama, choir, debate, escort ions, fashion parade, music, films. CAMGEW administration said this was important and said time will be made available for this weekly.

The idea of subsidiary learning came in. students shall have language and also management of finance and keeping of records. Clubs shall also be organized like sports, fashion parade, ballet, debate etc. to help vtc students learn and play. With this cloths be sewed in camgew for some of these activities.

This meeting ended up with words of thanks to the director for the initiative of the organizing the meeting.
refreshment

V T C STAFF MEETING

Date: 26/08/13

Time: 4.30pm-5:30pm

Objectives: to encourage VTC workers and know their problems.

This meeting started with a word of prayers from Mr. Raymond one of the staff members.

The director gave words of encouragements and emphasized on cleanliness, team spirit etc.

He further said VTC will offer some special courses like French, English, business management, record keeping, etc

He also asked to know about the functioning of each department and the various problems they face. In responds to this, workers said they were functioning well and they face the problem of material. (I.e. insufficient material)

He also said that a roster should be drawn to help the students clean the toilet and surrounding. He said no goat should be tied around VTC campus.

While concluding, he emphasized on cleanliness especially the barbing department, respect for hierarchy and care of center property. No center property should be used privately without prior notice of the director.

Lastly VTC staff members planned on how they shall handle their “njangi” at the end of every month to promote solidarity among staff.

CAMGEW STAFF MEETING.

Date: Monday 02/09/13.

Time: 12pm-1:00pm

Objectives: to define the duties of all CAMGEW workers

This meeting started with a word of prayers from Mrs. Bernadine.

Presentation of the workers was done by the director which he presented seven CAMGWE workers, Mr. Raymond, patience, Bernadine, Mr. Kenneth, Eric and Ma Hilda.

He went on to explain to the workers about report writing. He said in writing a report you must give the introduction, objectives, methodology, activities, success story, challenges and recommendation.

He further told the workers the various projects CAMGWEW is executing and he said the project with the primary schools will soon begin in the field as arrangement is being made with various schools that will participate. The objectives of this project will be to let schools come out with the best produce. Five schools shall be selected for the project.

He further told the workers how, why pictures should be snap. He said a training will made on how to snap pictures,

While concluding, he encourages workers on team spirit, maintain rules and regulation, cleaning the office.

VTC STAFF MEETING

Monday 9/09/13

Time: 10:10am-11am

Objectives: To encourage staff members on hard work.

Firstly the director urges all the staffs to always buy from the VTC so as to encourage the growth of the center. He said good services should be rendered to customers so as to keep attracting them. He emphasized this especially to the dress making department

Secondly, he said staff should control their manner of behavior by respecting hierarchy and be duty and time conscious while being welcoming to costumers. He said workers should avoid long discussions with people during working hours whether within or out of the center.

Further more, he said workers should search for customers and students at all cost. If this is not done with the low income and lack of students in the center, the sponsors might at any time stop funding. This goes especially to the barbing department that has no student yet.

While concluding, he recommended every one to work as a team, love for each other, unity etc.

CAMGEW STAFF MEETING

Time 1:30 _ 4:20

Date 26_09_2013

Agenda

- Word of prayers
- Self introduction
- Welcome address
- Presentation of projects going on
- Plan of the organization
- Other matters

Objectives: to define the rules of each camgew staff.

This meeting started with a word of prayer by Mrs. Hilda followed by self introduction by all the staff members. The director gave a welcome after which he presented the various projects going on in CAMGEW as follows

Firstly the new England biolas project, this project shall be carried out in primary schools with an objective of all the chosen primary schools being able to do farm work. He said that rules shall be set for the primary schools to follow before they are selected

Secondly he presented the project of the IUCN. This project deals with forest regeneration and apiculture. under this project he said forest regeneration had just taken place. Apiculture and environmental education are still to be carried out. Activities under the iucn project are clearly outline as follows

Thirdly the director presented the government project. This government project had just been carried out with great successes. The above project were face with the problem of goats eating close to about 1600 trees planted. This has being the greatest challenges in the forest.

Also CAMGEW-VTC is one of the projects going on in CAMGEW. He called on the \manager of the VTC to give a report about the center regularly. She started with successes outlined below.

- CAMGEW-VTC is enrolled with 16 students. 11 in the dress making department, 3 in the shoe making and 2 in hair dressing. The barbing department has no student.
- All the four departments has an increasing record in finance and work is growing from strength to strength.
- The VTC has training and working material but needed more.
She ended up by giving the challenges as follows.
 - There is not enough material for work and training. Department like shoe making and hair dressing lack training material like for,, toys, etc.
 - Working time is not being maintained especially by students. Some students take absences without permission. With this the director said a permission form shall be prepared for them.

After this presentation the director went forth to the plan of the organization. He first gave general comments on individual duties. He said each person should make sure he or she carries out his duty well to let the

organization keep growing. He outlined the task of each member as follows,

1. Kenneth to follow up all staffs to know their successes and challenges and whether punctuality is maintained. He shall also be helping in project writing.
2. Hilda shall execute the school project and follow up finances in the center to make sure that they are balance.
3. Patience control the VTC and finances
4. Bernadine shall follow up school project and act like the secretary of the director
5. Raymond he is to develop projects and be a team to write CAMGEW reports.
6. Eric shall execute bee farming project with the manager of Oku Honey Cooperative Society (OHCS).
7. Manager of OHCS shall carry out bee farming training and work with Eric to make sure that apiculture program is being carried out successfully.
8. The Director will do general coordination and control while conceiving and writing projects. He shall do reporting, connect with partners and create new partnerships.

For other matters, the director outlined the following,

- A noticed board shall be made for the VTC.
- Visitors book should be checked every week.
- VTC daily attendance for students shall be taken.
- VTC file at the divisional delegation of vocational training should be followed up to ensure that the registration is complete
- Punctuality should be maintained by everybody.
- VTC evaluation question should be well kept so that it can be given to students every month for evaluation.

While concluding he urge every one to have team spirit and keep the secrets of the organization.

This meeting ended up with a private talk by all staff with the director concerning finance. It all ended with refreshment.

VTC STAFF AND STUDENTS MEETING.

Date: Oct 02, 2013

Time 2:30_5:00

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- Definition of task
- Comments to trainers and students
- Subsidiary leaning
- Support activities and Refreshment

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refreshment