

Day 2: Presentation by ED

General Presentation

Day 1: Recap

- Review of Progress of 20 points
- Review of Progress Card 2017 - 18
 - Excellent Presentation and Analysis
 - Need to be careful/ correct with facts and data and analysis (like percentage versus absolute number)
- Cultural Evening
 - Great talent and initiative. Appreciations

3 basics (as implementing officers)

- **Clarity** (do you have clarity about what you are doing?)
- **Priority** (do you know your priorities?)
- **Focus** (sometimes we have to focus on certain areas to achieve results. Too much spread is never good)

2 basics (for supervising)

- **Monitor** regularly
- **Accountability** to be fixed to achieve
- **Build a system** to review numbers

5 advanced qualities

- **write down your goals/ aims** with timeline
- **Document success** and update results
- **Communication** (forward and backward)

7 qualities expected from all

- **Listen** (avoid fear of loss of time; burden of job etc.)
- **Involve** and work (your passion, interest holds the key)
- **Timely completion** of all duties (very important, and should not compromise in 2017 - 18)
- **Be open, consult** (never be rigid in thoughts. Consult to avoid individual biases)
- **Team work** (its not your individual achievement, but togetherness)
- **Sensitive to community** (this is a service for community development and work with community is very critical)
- **Integrity** (zero tolerance for corruption. Moral courage is the highest quality for a public servant)

Final session

- **GOALS and POLICIES** will be presented by each team
- Why?
 - To know where **WE** are going
 - To have internal convergence
 - To define aim; and to go forward systematically
- Of course, this is 70%