



S.W.O

SUSTAINABLE WOMEN ORGANIZATION

Motto: Building Bridges, Saving Lives.
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 Reg No: 77/E.29/1111/VOL.8/ALPAS

STANDARD OPERATING PROCEDURES (SOP) OF VOCATIONAL TRAINING PROGRAM FOR YOUNG WOMEN AND GIRLS.

18-29

PART A: Organization

Organizations name	Contact person	Email.	Tel.
Sustainable Women Organization	Tebi Honourine A.	Swoconsult@gmil.com	674232741

PART B. Beneficiary/ Trainee (Fashion designing, Hair dressing, Graphic designing)

Name	Parent / Guidance name	Resident	Tel.

Article 1. Objective of the SOP

This documents lays our clearly the teams and conditions of the vocational training program between Sustainable Women Organization (SWO) and the Trainee.....

For the period 6 months one year two years and three years

Article 2. The Program.

Sustainable Women Organization (SWO) vocational training program is a product of the organization that aims to provide scholarships (training fees) to girls and young women and teenage mothers in life skills, specialised in hair dressing and aesthetics, fashion designing and graphics design, with a mentorship, coaching and exchange programs. An opportunity that identifies underprivileged internally displaced girls passionate in any of the above mentioned services to be trained for a period of six months, one year and up to three years. Our goal is to contribute in poverty reduction, reduced unemployment and building sustainable and resilient communities for women and girls through training in sustainable income generation and skills development.

During this training period, trainees will be engage in professional activities in entrepreneurship, pricing, business negotiations, business management and other inclusive psychosocial and development programs that build on their personal development. This will enable them stand the chance to start and grow their own enterprises, meeting the needs of the competitive market and be socially fit for the global changing society.

Article 3: About the Organization

Sustainable Women Organization-SWO is a Non-Governmental, non-profit; women led organization for the empowerment of under privileged women, girls and children especially those in the rural communities to live a healthy life above poverty level, enhancing potentials, and promote gender equality through an innovative, inclusive and holistic approached in Bamenda. Founded in December 2018 under Reg No.077/E.29/1111/Vol.8/ALPAS with the mission, Building sustainable communities free from unemployment and promoting good health for women and girls.

Article 4. SWO Duties and Responsibilities within the program.

- SWO covers training fees for each trainee from the period of engagement till the period of completion as negotiated and agreed with the training centres.
- The program provides basic training materials to trainees at the beginning of the training.
- Provide customised t-shirts to all beneficiaries of the program that they will wear every Wednesdays and Fridays.
- Follow up on weekly bases to evaluate conduct, learning needs, carry out mentorship and coaching and ensure maximum collaboration with training centres for effectiveness.
- Organised on timely bases, capacity building events on entrepreneurship, health awareness and social development for beneficiaries and other women and girls.
- Organised routine mentorship and coaching program for all trainees involved within the program.
- Provide start-up capital and recruitment to all beneficiaries based on recommendation from their training centres.

Article 4: Trainees Duties and Responsibility within the program.

- All trainees put in maximum commitment, enthusiasm, determination and hard work to ensure the success of the program.

- Be the ambassador of the organization and portraying excellent conduct as women and girls.
- Participate in routine mentorship and coaching programs.
- Respect all rules and regulations of the program and the training centres.
- Be able to learn and to give back to their communities through training of other young women and girls and to further expand the program.
- Trainees have the obligation to come for training every opening day at their training centres and respecting the work time slots..
- Take internships opportunities or exchange programs in other centres within and out of the region under the canopy of the organization.
- Maintains adequate personal and environmental hygiene.

Article 5: Conclusion

Sustainable women organization being a very opened and respectable non-profit organization recognised within its community for its work in formal and informal education, child sexual abuse education, health promotion and the economic empowerment of women and girls, officially takes operational the vocational training program for young women and girls from the 4th of September 2020. This is to promote female financial independence, advanced the status of teenage mothers, young girls and women affected by the Anglophone crisis of the North West region. We are braving the odds and standing tall in Cameroon for the empowerment of women and girls.

Article 6: People involved.

Organization

Trainer

Parent / Guidance

Trainee

