



# SABAH Bhutan team report

**SABAH Bhutan Team**

**Training on Time Management**

**August 26<sup>th</sup> 2014**





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## I Brief Introduction of SEWA

Self Employed Women's Association is a member based organization of poor, self-employed women workers. SEWA's main goals are to organize women workers for full employment and self-reliance. Full employment means employment whereby workers obtain work security, income security, food security, and social security (at least health care, child care, and shelter). SEWA organizes women to ensure that every family obtains full employment. By self-reliance we mean that women should be autonomous and self-reliant, individually and collectively, both economically and in terms of their decision-making ability.

SEWA Manager Ni School (SMS) is a branch of SEWA that serves as a managerial capacity building institution, facilitating economic self-sustainability by developing a cadre of grassroots managers. The birth of SEWA Manager Ni School was the result of the experience of SEWA members over the course of more than three decades of building members own economic organizations such as self help groups, producer collectives, and associations, non- profit companies for profit companies etc.

## II Brief Introduction of SABAH

The South Asian Association for Regional Co-operation (SAARC) is an organization focusing on upliftment of socio-economic conditions of the region's home based workers in South Asia region, namely India, Nepal, Bangladesh, Sri Lanka, Pakistan, Afghanistan, Bhutan, and Maldives. The project will be implemented in all member states of SAARC, except India. The SAARC Development Fund (SDF) provides financial support to this initiative through Self Employed Women's Association (SEWA) and HomeNet South Asia (HNSA) to carry out the mission of women's empowerment in this region, by targeting poor/marginalized home based workers from the informal sector of the economy.

SABAH Bhutan was established with funding from the SAARC Development Fund as a part of the project "Strengthening Livelihood Initiatives of the Home Based Workers in the SAARC Region". SABAH Bhutan is registered as a Public Benefit Organization with the Civil Society Organization Authority of Bhutan. SABAH Bhutan provides product design ideas; improved finishing & market trend information to the women to help them improve their products stand out in the market place.





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## III Background

A team of twenty sisters belonging to weaver group consisting of a leader and members from SABAH Bhutan visited SEWA from August 22<sup>nd</sup> to August 30<sup>th</sup> 2014 for 9 days to attend training on color combination at STFC and training on Time Management at SEWA Manager Ni School.

## IV Objectives

SABAH has been working in Bhutan for the last 5 years. The main occupation of these women is weaving. The main objective of the training was to:-

- Understanding the value and importance of time
- Identifying obstacles for effective time management
- Timely completion and delivery of order
- Importance of goal setting and prioritizing tasks as per importance
- Importance of delegation and organization

## V Duration of the Training

The duration of the training was for one day and there were 20 sisters attending the training.

## VI Summary of Training



The objective of the training was to learn how to manage time effectively and different ways of managing time. Time management is to be able to use time wisely and productively to be able to achieve the desired outcome. The participants will learn about the various factors that cause wastage, overcome obstacles, importance of planning and managing time. It is necessary to set goals phase wise in terms of long term, midterm, and short term goals. The participants also learnt to differentiate between the tasks in terms of tasks that are important or not so important; urgent and not so urgent. The session ended with the reasons of not delegating work and how it is beneficial to delegate tasks basis abilities and skills.



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The participants learnt the importance of time and how important time is. They learnt how to assign work in slots i.e. weekly or monthly. To list down all the activities and prioritizing basis importance. Some of the sisters used to avoid or delay work and realized that it can be harmful in the long run to either delay or avoid work. The participants also gained confidence, learnt the importance of sharing the knowledge, trusting others and to work in a group. The participants not only learnt about goals related to work but also personal goals. The participants shared that they will go back and share their learning with other sisters.

### VII Quotes

"I got to know that whatever I have been doing daily till now was not properly planned and prioritized. After attending this training I have learnt the importance of time, how to plan my work, set goals, how to achieve goals on time. This training helped me to realize how I can manage my time in a more better and efficient manner. I would like to take this opportunity to thank SEWA Manager Ni School for conducting this training. I have really learnt a lot." - Sister Sonam Dolur - SABAH Bhutan

"After this training I learnt how to manage my time starting from morning till night. After returning to Bhutan I will keep all the tips in mind and follow time management. Also I will teach others in my group the importance of time management." - Brother Namagay Dema - SABAH Bhutan

"After this training I learnt how to manage time, complete work within set deadline, set goals, prioritize the goals, work in a group, trust others and not be negligent." - Sister Choten Dema - SABAH Bhutan

"After this training I understood the importance of time. After going back I will prioritize my work and plan properly." - Sister Karma Tshomo - SABAH Bhutan