







**A NATION TOWARDS INTEGRITY:  
TRAINING PROGRAMME SERIES FOR INTEGRITY TRAINERS  
THREE-DAY WORKSHOP MANUAL**

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Commission to Investigate Allegations of Bribery or Corruption

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## **MESSAGE FROM COMMISSION TO INVESTIGATE ALLEGATIONS OF BRIBERY OR CORRUPTION (CIABOC)**

Charles Colten, a 19th-century English writer once said: **“Corruption is like a ball of snow, once it’s set a rolling it must increase”** The term **“corruption”** dates back to the early stages of human civilization. According to **Corruption Perceptions Index** it is evident that corruption has become a widespread problem across developed and developing countries.

In the present world, some countries have managed to not only prevent ‘rolling balls of snow’ but also have successfully proven that they are capable of eliminating corruption. eliminating corruption.

In the recent past, main focus of the Anti-Corruption pioneers was to strengthen the institutional and legal structures in order to curb corruption that destroyed the lives of the general public.

However, in the modern world, countries that have eradicated corruption has shown that strengthening of institutional and legal structures to combat corruption itself is not sufficient to overcome corruption. Thus, the need to introduce an education system that caters towards a dynamic general public who are aware and sensitive to corrupt practices in parallel to strengthening institutional and legal structures, has become a prominent factor in world wide anti-corruption missions.

With the vision of elevating Sri Lanka to greatness by creating a ‘generation endowed with pride and integrity’ CIABOC has formulated the National Action Plan (NAP) for Combatting Bribery and Corruption in Sri Lanka. In formulating the NAP, emphasis has been given to ensure inclusivity of the greater citizenry in a coordinated effort to fight against corruption.

The second strategy of the NAP which is to be implemented over a period of five years (2019-2023) is value-based education and community engagement. Prevention measures, institutional strengthening of CIABOC and other law enforcement agencies and law and policy reforms have been identified as other strategies.

Educating children and the youth on integrity, raising awareness- for the public sector, creating public demand for accountability and a few other activities have been identified under value based education and community engagement strategy. Furthermore, as a key strategy, the NAP has intended to train 400 public officials as trainers on anti-corruption and they in turn hope to train more than 25 per cent of the entire public servants. It is believed that this manual will be beneficial for the training of integrity trainers combat bribery and corruption.

We express our special gratitude to the United States Agency for International Development and Strengthening Democratic Governance and Accountability Project (SDGAP) for providing financial and technical support in the implementation of the National Action Plan for Combatting Bribery and Corruption in Sri Lanka. Furthermore, SDGAP consultant Mr. Jagath Liyana Arachchi (Attorney-At-Law) who compiled this manual under the guidance of the senior officials of CIABOC and everyone else who contributed towards this worthy cause deserve our gratitude.



**A NATION TOWARDS INTEGRITY:  
TRAINING PROGRAMME SERIES FOR INTEGRITY TRAINERS**

**THREE-DAY WORKSHOP MANUAL**

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# TRAINING PROGRAM FOR PUBLIC OFFICERS ON ANTI - CORRUPTION

## I.1 BACKGROUND

Cabinet approval was granted for the formulation of a National Action Plan for Combatting Bribery and Corruption in Sri Lanka on 24th October 2017. Accordingly, the Commission to Investigate Allegations of Bribery or Corruption formulated the NAP with the consultation of all the stakeholders concerned. Cabinet approval was granted for the implementation of the NAP 2019-2023 on February 5th 2019, and it was launched on 18th March 2019.

Under the second strategy “Value-Based Education and Community Engagement CIABOC is borne with the responsibility of raising awareness among the public sector. In order to fulfil that responsibility, CIABOC has organized this training program.

## I.2 THEME OF THE TRAINING PROGRAM

“Integrity for Sri Lanka”

(The theme of the National Action Plan for Combatting Bribery and Corruption in Sri Lanka.)

## I.3 OBJECTIVES OF THE TRAINING PROGRAM

1. Enhancing attitude development of the public officers regarding anti-corruption. (Attitude Development)
2. Provide an understanding on corruption and its consequences to public officers (Knowledge Development)
3. Develop skills on the use of preventive measures to minimize corruption. (Skill Development)
4. Obtain support of public officers to fight against corruption.

## I.4 TARGET OF THE TRAINING PROGRAMS

Engage -one fourth of the entire public officers in training programs within a span of one year.

## I.5 PHASES OF THE TRAINING PROGRAM

The training program consists of two phases:

1. Conduct 10 training of trainers programs in order to train 400 trainers.
2. Conduct 8,000 training programs with the assistance of the 400 trainers to train 400,000 public officers.

## I.6 TRAINING PROGRAM FOR THE TRAINERS (TOT)

The series of training programs are conducted to train trainers. The trained trainers are required to conduct one-day anti-corruption training program. The series of residential programs will be conducted over a span of three days and it comprised of ten programs in total.

Of the ten, nine programs will be held at the provincial level. The trainees engaged in service at Provincial Councils and District Secretariats, who are equipped with training skills and integrity will be selected for the training upon recommendations of the relevant heads of department.

The other training program will be conducted with the participation of officers attached to ministries and independent commissions who are equipped with training skills and integrity. Each of such program will train 40

participants and they will be selected by giving due recognition to linguistic diversity and gender representation. 400 participants are expected to be trained in totality.

### **I.7 WHAT TO CONSIDER WHEN SELECTING TRAINEES FOR THE TOT PROGRAM**

- Integrity
- Creativity
- Communication skills
- Being a visionary person
- Openness
- Flexibility
- pursuit of positivity Ability to project success.
- Information technology (IT) skills as an added qualification

### **I.8 TRAINERS OF THE TOT PROGRAM**

The TOT program consists of a variety of sessions. Therefore, experts in the relevant field must be involved in each session.

As the first day's sessions are in respect of corruption and prevention of corruption, it is more apt if the sessions are conducted by the officers of CIABOC.

On day two, the session on positive values should be conducted by a professional trainer whereas the session on training skills should be led by a trainer who is professionally qualified in presentation skills.

The other practical sessions should be steered by trainers who have a sound understanding on training programs.

### **I.9 EVALUATION OF THE TOT PROGRAM**

Evaluation of the TOT program will be done through the feedback of the participants by way of evaluation forms given to the participants to be filled out by them. The evaluation of awareness programs will be done a year later through means of a scientific method.

### **I.10 PILOTING AND COORDINATION OF THE TRAINING PROGRAMS**

The piloting and coordination of the training programs will be done by the Prevention Division of CIABOC. The prevention division should manage a data system for that purpose.

# INTRODUCTION TO THE THREE DAY WORKSHOP MANUAL ON TRAINING OF TRAINERS

## 2.1 INTRODUCTION

Training of Trainers Manual has been compiled for the use of trainers, resource persons and organizers of the Training of Trainers Program (TOT) conducted by CIABOC as a part of their Awareness raising program for public officers.

## 2.2 FORMULATION OF TRAINING MANUAL

The initial comments and suggestions required to formulate the Training Manual were gathered at the Training Program for Anti-Corruption Trainers held from 23rd to 25th August 2019.

A Session Plan was preliminarily drafted as per the comments and suggestions. Subsequently, this Training Manual was formulated with further recommendations and proposals from experts on the subject.

## 2.3 CONTENTS

The Training Manual consists of the session plan of the Three-Day Training Program, necessary guidelines for the trainers and organizers, details relating to handbills, documents and other printed materials that will be given to trainees during the training program, a description of the resource kit which will be given to participants as soft copies, a sample evaluation form for the evaluation of the training program.

## 2.4 TRAINING METHODS

The training methods will vary according to each resource person as each subject-related session of the training program is conducted by experts in the relevant field.

However, the training methods referred in sessions 8 to 15 must be used. The trainers and facilitators should be prepared in advance for the sessions. In particular, the relevant training equipment should be prepared.

## 2.5 TRAINEES

This Training Manual has been formulated to mould trainers who would assist in the process of training public officers. Hence, it has been specifically designed for Staff Grade Officers in public service. Particularly, the trainees should be conversant in Sinhala or Tamil language and should be computer literate and competent in English language.



## RESOURCE HANDBOOK

### 3.1 INTRODUCTION

Resource Handbook has been formulated to be distributed among trainees who will participate in the three-day training program. The objective of the Resource Handbook is to provide a learning aid to gain knowledge required for the subject-related sessions. Therefore, the Resource Handbook must be given to the participants with an introduction of the book at the commencement of the three-day training program..

### 3.2 CONTENTS OF THE RESOURCE HANDBOOK

The Resource Handbook consists of six chapters and following are its content:

#### CHAPTER 1 – INTEGRITY

1. Preface
2. Integrity
3. Integrity in the Public Sector
4. Tools to Enhance Integrity in the Public Sector

#### CHAPTER 2 – IDENTIFYING CORRUPTION

5. What is Corruption?
6. Various Forms of Corruption
7. The Causes of Corruption
8. The Consequences of Corruption

#### CHAPTER 3 - INTERNATIONAL COMMUNITY AGAINST CORRUPTION

9. Global Alignment against Corruption
10. Hong Kong's Crackdown on Corruption

#### CHAPTER 4 - THE SRI LANKAN ALIGNMENT TOWARDS THE ERADICATION OF CORRUPTION

11. Legal Provisions relating to the Eradication of Corruption
12. Commission to Investigate Allegations of Bribery or Corruption
13. Offences that fall within the purview of the Commission to Investigate Allegations of Bribery or Corruption

## **CHAPTER 5 – NATIONAL PLANS TO COMBAT CORRUPTION IN SRI LANKA**

14. The National Action Plan for Combatting Bribery and Corruption in Sri Lanka – Introduction
15. National Integrity Plan
16. The circular issued by the President Secretariat to implement the National Action Plan

## **CHAPTER 6 – TO FURTHER YOUR KNOWLEDGE**

17. Frequently Asked Questions in respect of Bribery and Corruption
18. Resource List for the Reference of Trainers.

# INTEGRITY TRAINING RESOURCE KIT

## 4.1 INTRODUCTION

The training period of this Anti-Corruption Training for Trainers will be limited to three days. As it is not feasible to cover all the subject matters relating to bribery and corruption within a short period of three days, relevant documents necessary for reference will be included in this Resource Kit.

This Resource Kit will be given to every trainee in the form of a soft copy stored in a pen drive.

This Resource Kit can be divided into two as follows:

1. Necessary documents for the reference of trainers.
2. Soft copies of documents necessary for conducting the training programs.

## 4.2 CONTENTS OF THE RESOURCE KIT

### 4.2.1 PART I - NECESSARY DOCUMENTS FOR THE REFERENCE OF TRAINERS

#### Laws and Regulations

1. The Constitution (as amended up to 19th amendment)
2. Bribery Act, No. 11 of 1954
3. Bribery (Amendment) Act No. 22 of 2018
4. Commission to Investigate Allegations of Bribery or Corruption Act, No. 19 of 1994
5. Penal Code (Chapter 15)
6. Declaration of Assets and Liabilities Law No. 1 of 1975
7. Declaration of Assets and Liabilities (Amendment) Act No. 29 of 1985
8. Declaration of Assets and Liabilities (Amendment) Act No. 74 of 1988
9. Prevention of Money Laundering Act, No. 5 of 2006
10. Offences against Public Property Act, No. 12 of 1982
11. Offences against Public Property (Amendment) Act, 28 of 1999
12. Financial Transactions Reporting Act, No. 6 of 2006.
13. Commissions of Inquiry Act No.17 of 1948
14. Commissions of Inquiry (Amendment) Act No 3 of 2019
15. Special Presidential Commissions of Inquiry Law No. 7 of 1978
16. National audit act, no. 19 of 2018
17. Right to Information Act, No. 12 of 2016
18. Human Rights Commission of Sri Lanka Act, No 21 of 1996
19. Parliamentary Commissioner for Administration Act, No. 17 of 1981
20. Parliamentary Commissioner for Administration (Amendment) Act, No 26 of 1994
21. Assistance to and Protection of Victims of Crime and Witnesses Act, No. 4 of 2015
22. Presidential Elections Act, No. 15 of 1981
23. Parliamentary Elections Act, No. 1 of 1981

24. Provincial Councils; Elections Act, No. 2 of 1988
25. Local Authorities Elections Ordinance No. 53 of 1946
26. Establishment Code Part I
27. Establishments Code Part II
28. Financial Regulations
29. Procurement Guidelines
30. Circular issued by the Presidential Secretariat to implement the National Action Plan
31. Extraordinary Gazette notification relating to costs on obtaining copies of asset declarations

## **2.1 PUBLICATIONS OF COMMISSION TO INVESTIGATE ALLEGATIONS OF BRIBERY OR CORRUPTION**

1. National Action Plan for combatting bribery and corruption in Sri Lanka
2. Integrity Handbook
3. Handbook on Gift Rules
4. Handbook on Conflict of Interest Rules
5. Handbook on Policy Suggestions for Proposed Legislative Amendments
6. A bribery and corruption free prosperous Sri Lanka

## **2.2 REPORTS OF CIABOC**

1. Three years in Retrospect & The Way Forward (2017-2019)
2. Annual Report -2018
3. Recapping the Year Gone By The Highlights of CIABOC in 2019
4. Progress Report of the Commission to Investigate Allegations of Bribery or Corruption (CIABOC) from 01st January 2019 to 31st October 2019
5. Progress Report of the Commission to Investigate Allegations of Bribery or Corruption (CIABOC) for the period of 2014 – 2019

## **3. REPORTS**

1. Corruption Perceptions Index 2018
2. Corruption Perceptions Index 2019
3. Global Corruption Barometer 2019-Sri Lanka
4. Global Corruption Report: Sport

## **4. INTERNATIONAL CONVENTIONS**

1. United Nations Convention against Corruption (UNCAC)
2. Jakarta Statement on Principles for Anti-Corruption Agencies.
3. The 2030 Agenda for Sustainable Development
4. Doha Declaration

## **5. LOCAL DOCUMENTS**

1. Second National Action Plan of (2019-2021) of Open Government Partnership
2. National Integrity Plan
3. National Policy Framework – country's vision towards prosperity

## **6. SHORT VIDEOS**

1. Short videos on bribery and corruption
2. Taking a bribe is an insult to yourself .
3. The Bribery Song ('Let's go home with a heart of integrity')
4. The Public Servant who is not influenced by bribes.
5. Be the one who does not offer bribes.
6. The hand that accepts bribes will be destroyed.

7. If its rotten then it's the breeding ground of maggots.
8. Those who take bribes are miscreants, who will bring disrepute to their own and their generations as wellt
9. Let's break the Chain of corruption
10. Towards a Nation with Integrity
11. A smart office - drama
12. The Song "Ha Ha hodai hodai"
13. Offering and accepting bribes amount to offences punishable with imprisonment
14. Intervention of the youth against bribery
15. Ice Break Video
16. Every Indian Must See
17. Thuana Kaisai
18. Anti-Corruption Commercial -India

#### **4.2.2 PART TWO- SOFT COPIES OF THE DOCUMENTS NECESSARY FOR CONDUCTING THE TRAINING PROGRAMS**

1. Agenda of the Training Programs
2. Format of Post-Assesment Form of the Training Programs
3. Format of Reporting Structure of the Training Program
4. Handbills
5. Power Point Presentations



# PLANNING TRAINING PROGRAMS FOR TRAINERS

## 5.1 INTRODUCTION

The main objective of this three-day residential training program is to train trainers. These trainers will raise awareness among public officers on the elimination of corruption. Hence, the program must be conducted in an organized manner and the following must be taken note of.

## 5.2 HALL FACILITIES FOR TRAINING PROGRAMS

When deciding on a venue for the training program, a spacious venue which can accommodate 40 persons should be selected. The hall should be arranged in cluster style ensuring that the concrete columns in the hall do not hinder the meeting proceedings. I.e the presenter and the projector screen.

In addition to the trainees, a hall should be spacious enough to accommodate a head table and seating facilities for staff.

It should be noted that on the third day there will be two parallel training sessions with twenty people each, thus two halls should be arranged for the third day.

## 5.3 ACCOMMODATION FACILITIES

Accommodation facilities should be given within the training premises itself. As the trainees are staff grade officers, appropriate accommodation facilities should be provided. In particular, when training programs are held out of Colombo, trainees who travel from long distance should be provided with residential facilities the day before, in case they are unable to arrive on time on the first day. Accommodation for the organizers should also be given a day before the commencement of the program. While, the resource persons should be provided with accommodation the day prior to their training sessions.

## 5.4 TRAINING STAFF

The Training Staff should consist of the following individuals:

- **FACILITATOR**

Organizing the entire process of the session and coordination with trainers /resource persons will be done by the Facilitator. His/her role includes directing the session towards its objectives, time coordination, keeping participants engaged as well as setting the background (with the support of assistant trainers) for the trainers/ resource persons to conduct the sessions smoothly. He/she should be in charge of lighting and temperature of the training hall. The facilitator should coordinate with the resource persons five days prior to the training session and make necessary identifications and coordination. The way the sessions will be conducted need to be discussed in detail.

As the facilitator will be introducing resource persons/ trainers, the facilitator should know the credentials of the resource persons/trainers, their record of experience and services rendered. It is more apt to use a PPT slide when introducing resource persons/ trainers. Further, the facilitator should have a comprehensive idea of the importance of the relevant session. There should be a facilitator present for each session.

### • RESOURCE PERSON

The first day's corruption sessions should be conducted by resource persons who possess adequate knowledge on the subject. As there are three such sessions within the training program, two or three resource persons should be engaged for the training program. It is therefore more appropriate to involve senior officers or resource persons who served as senior officers within the CIABOC in the recent past.

### • TRAINERS

The services of the Trainers should be obtained for the sessions on second and third days. Trainers with experience in the relevant field must be employed for the session on 'Positive Attitude Development' and 'Role of the Trainer'. Rest of the sessions should be conducted by trainers who are conversant in the training manual and adult training. The coordinators should coordinate methods and tools of training with the Trainers who will conduct sessions for the second day. This should be done at least two weeks before the program.

### • COORDINATORS

While the training part of the program should be done by the 'organizers', the 'trained coordinators' should be responsible for; selecting venues, coordinating with resource persons, selecting and communicating with trainees, and facilitating training tools and stationery.

Coordinators and trainers should discuss the training tools and needs, at least two weeks before and be prepared. If handbills are to be distributed, they must be obtained and be printed in advance.

### • ASSISTANT TRAINERS

'Assistant Trainers' shall be responsible for supporting 'trainers', 'facilitators' and 'resource persons' during the training program. Operating laptops, projectors, video recording, photographing and coordinating with the hotel staff should be done by the assistant trainers.

## 5.5 PRE-DISCUSSION ON THE TRAINING PROGRAM

The chief trainers and organizers of the training program should identify facilitators for every session, confirmation of the participation of resource persons and trainers should be done prior to a week from the training program with the coordination of the representatives of CIABOC.

## 5.6 INSTRUCTIONS TO BE GIVEN TO PARTICIPANTS

Invitation letters have to be sent to participants who are selected for the training program before two weeks and the following must be emphasized:

- Participants must be attired in appropriate attire on the first day as a group photograph will be taken
- Participants must be dressed in smart casual for the sessions on day two and three
- Participants to bring laptop computers (if available)
- The following instructions must be given to the trainees on the first day.
- The main meals, morning and evening tea will be arranged by the organizers and any additional expenses incurred on extra meals, must be borne by the participants.
- Expenses incurred for any additional services required by participants from the hotel, including use of the Mini Bar, must be borne by the participants
- Use of telephone facilities (except within the hotel) shall be at the personal cost of the participants.
- Time schedules for the pool and gym
- Concluding time of the dinner

## 5.7 PROVIDING DOCUMENTS AND STATIONERY TO PARTICIPANTS

The following documents and stationery must be included in the folder given to participants during registration on the first day of the training.

- Agenda
- Information form to obtain details of the trainees
- CIABOC Publication Set
- Notebook
- Resource Handbook for the Trainers
- Pen

Pen drive consisting of the resource kit and the one-day training module to be given to the participants on day 2 after concluding the session introducing the training module. , for

### 5.8 COMMUNICATION WITH THE HOTEL STAFF

The chief trainers and organizers in collaboration with the hotel staff must arrange dining timetables and training sessions without disturbing the other guests at the hotel. Further, technical issues such as air conditioning, electricity, loud-speakers and related issues must be discussed and arranged too.

Checking out from the hotel rooms must be discussed with the hotel staff and communicated to the trainees.

### 5.9 TRANSPORT FACILITIES

Transport should be arranged for the resource persons and trainers to attend their sessions.

### 5.10 CHECK LIST

	Task	Responsibility
1	Discussion on finding participants	
2	Allocation of training days	
3	Reservation of Training Premises	
4	Reservation of trainers, resource persons and facilitators	
5	Obtain lists of the trainees	
6	Communicate with the trainees	
7	Organizing Training Kits	

### 5.11 STATIONERY & TRAINING EQUIPMENT REQUIRED FOR THE TRAINING PROGRAM

#### STATIONERY

No	Description	Quantity	Remarks
1	A4 papers		
2	File covers	45	
3	Notebooks	45	

4	Pens	45	
5	Permanent markers	10	
6	Whiteboard markers	6	
7	Stapler pin	1 packet	
8	Stapler	1	
9	Cello tape	1	
10	Blutack	1	
11	Masking tape	2	
12	Flip chart paper	25x2	
13	Flash cards	100	
14	25cm x 7cm (1/4 of A4) size papers	800	

**PRINTED MATERIAL**

No	Description	Quantity	Notes
1	A Register for signatures	3 separate docs for 3 days	
2	Forms to obtain information of the trainees	45	
3	Agendas	45	
4	Post-Assessment sheets	35	
5	Resource Handbook	45	
6	Publications of CIABOC	45 sets	
7	Handbills of resource persons (As supplied by the resource persons)	45	
8	Training planning model	45	

**EQUIPMENT**

No	Description	Quantity	Notes
1	Laptop computers	One for the first and the second day and two for the third day	
2	Projector Screen	One for the first and the second day and two for the third day	
3	Computer speakers	One for the first and the second day and two for the third day	

4	Power Codes	One for the first and the second day and two for the third day	
5	Flip chart boards	One for the first and the second day and two for the third day	
6	Camera	1	

### 5.12 TRAINING STAFF

No	Description	Quantity	Notes
1	Facilitator	2	
2	Resource person	5	One person per session
3	Trainers	2	
4	Coordinator	2	Role of the coordinator ends at the beginning of the program as a result the coordinator can resume his services as a facilitator or a trainer
5	Assistant trainers	4	Subjects should be assigned to the assistant trainers



# THREE-DAY WORKSHOP ON TRAINING OF TRAINERS

## SESSION PLAN

### FIRST DAY

Time	Session	Content	Leaflets and training tools
09.00-10.00	Opening session	<ul style="list-style-type: none"> <li>• Welcome speech</li> <li>• Explaining the objectives</li> <li>• Speech by the Chief Secretary of the Province</li> <li>• Introducing the participants</li> <li>• Group photograph</li> </ul>	<ul style="list-style-type: none"> <li>• Signatures of participants</li> <li>• Agenda</li> <li>• Forms for obtaining details of the trainees</li> </ul>
<b>10.00 – 10.30</b>	<b>Tea break</b>		
10.30 – 11.00	Guest lecture	‘Why bribery and corruption should be eliminated?’	Commissioner of the Commission to Investigate Allegations of Bribery or Corruption
11.00 – 12.30	Legal provisions on prevention of bribery and corruption	<ul style="list-style-type: none"> <li>• What is corruption? (legal provisions)</li> <li>• Various forms of corruption</li> <li>• International Experience on Corruption</li> <li>• The Sri Lankan law on bribery and corruption</li> </ul>	Videos on <ul style="list-style-type: none"> <li>• What is corruption?</li> <li>• Various forms of corruption</li> <li>• Effects of corruption</li> <li>• Laws that curb corruption</li> <li>• Consequences of corruption</li> </ul>
<b>12.30 – 14.00</b>	<b>Lunch and arranging accommodation</b>		
14.00 – 15.30	Measures on preventing corruption	<ul style="list-style-type: none"> <li>• National Action Plan for Combatting Bribery and Corruption</li> <li>• Elements of the National Action Plan</li> <li>• National Integrity Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Action plan for Combatting Bribery and Corruption Integrity handbook</li> <li>• Powers and functions of CIABOC</li> </ul>
15.30 – 16.30	Practice of a public officer with integrity	<ul style="list-style-type: none"> <li>• The concept of conflict of interest</li> <li>• Examples on relationships that lead to conflicts of interest</li> <li>• Declaration of assets and liabilities</li> <li>• Provisions relating to the Establishment Code</li> <li>• Draft bill on gift rules for public officers</li> </ul>	<ul style="list-style-type: none"> <li>• Gift rules</li> <li>• Rules on conflict of interests</li> </ul>
<b>16.30 – 17.00</b>	<b>Tea break and concluding the day’s events</b>		

**SECOND DAY**

Time	Session	Content	Leaflets and training tools
08.30 – 9.00	Recap of the previous day	<ul style="list-style-type: none"> <li>Summarizing the content of the first day</li> </ul>	<ul style="list-style-type: none"> <li>Recap of the previous day</li> </ul>
9.00 – 10.30	Towards excellence and integrity of public service through self-discipline	<ul style="list-style-type: none"> <li>Self-discipline</li> <li>Positive attitude</li> <li>Building team spirit</li> <li>Understanding the responsibilities of public service</li> </ul>	
<b>10.30 – 11.00</b>	<b>Tea break</b>		
11.00 - 13.00	Role of a trainer	<ul style="list-style-type: none"> <li>Do's and don'ts of a trainer</li> <li>Ethics of a trainer</li> <li>Adult training methods</li> <li>Use of training equipment</li> </ul>	<ul style="list-style-type: none"> <li>The role of a trainer</li> <li>Use of training equipment</li> <li>Adult training methods</li> </ul>
<b>13.00 – 14.00</b>	<b>Lunch break</b>		
14.00 – 14.30	Discussion on subject-related	<ul style="list-style-type: none"> <li>Q and A session with the participants</li> </ul>	<ul style="list-style-type: none"> <li>Action plan for Combatting Bribery and Corruption Integrity handbook</li> <li>Powers and functions of CIABOC</li> </ul>
14.30 – 15.00	Introducing the Trainer's Manual	<ul style="list-style-type: none"> <li>Objectives of the Trainer's Manual</li> <li>Objectives of Training Programs</li> <li>Common guidelines for the use of the handbook</li> </ul>	Trainer's Manual
15.00 – 17.00	Session Assignment	<ul style="list-style-type: none"> <li>Divide into 8 groups</li> <li>Allocation of sessions</li> <li>Allocating responsibilities</li> <li>Preparing for sessions</li> </ul>	
<b>17.00 – 17.30</b>	<b>Tea break and concluding the day's events</b>		

**THIRD DAY**

Time	Session	Content	Leaflets and training tools
08.30 – 9.00	Recap of the previous day	<ul style="list-style-type: none"> <li>Summarizing the content of the previous day</li> </ul>	<ul style="list-style-type: none"> <li>Recap of the previous day</li> </ul>
9.00 – 10.00	Corruption and its consequences (presentation by the trainees)	<ul style="list-style-type: none"> <li>What is corruption</li> <li>Forms of corruption</li> <li>The global experience on corruption</li> <li>National wealth lost due to corruption</li> </ul>	<ul style="list-style-type: none"> <li>Videos on</li> <li>What is corruption</li> <li>Various forms of corruption</li> <li>Effects of corruption</li> <li>Consequences of corruption</li> </ul>
10.00 – 10.15	Comments on the session	<ul style="list-style-type: none"> <li>Positive features of the session</li> <li>Negative features of the session</li> </ul>	
<b>10.15 – 10.45</b>	<b>Tea break</b>		
10.45 - 12.15	Measures to prevent corruption (presentation by the trainees)	<ul style="list-style-type: none"> <li>International status on prevention of corruption</li> <li>The responsibility of a public officer in preventing corruption</li> <li>The importance of integrity</li> <li>Gift rules</li> <li>Rules on conflict of interest</li> <li>Action Plan on Prevention of Corruption</li> </ul>	<ul style="list-style-type: none"> <li>Laws that curb prevention</li> <li>Action Plan on Prevention of Corruption (concisely)</li> <li>Functions and powers of CIABOC</li> <li>A video clip on National Action Plan for Combatting Bribery and Corruption</li> </ul>

12.15 – 12.30	Comments on the session	<ul style="list-style-type: none"> <li>• Positive features of the session</li> <li>• Negative features of the session</li> </ul>	
<b>12.30 – 13.30</b>	<b>Lunch break</b>		
13.30 – 14.30	Practice of a public officer with integrity	<ul style="list-style-type: none"> <li>• Conflict of interest</li> <li>• Gift rules</li> <li>• Provisions of the Establishment Code</li> </ul>	
14.30 – 14.45	Comments on the session	<ul style="list-style-type: none"> <li>• Positive features of the session</li> <li>• Negative features of the session</li> </ul>	
14.45 – 15.45	Identifying the risk of corruption (presentation by the trainees)	<ul style="list-style-type: none"> <li>• Identifying areas vulnerable to corruption within their own institutions</li> </ul>	
15.45 – 16.00	Comments on the session	<ul style="list-style-type: none"> <li>• Positive features of the session</li> <li>• Negative features of the session</li> </ul>	
16.00 – 16.30	Closing ceremony	<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Distribution of certificates</li> <li>• Vote of thanks</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment sheets</li> <li>• Certificates</li> </ul>
<b>16.30 – 17.00</b>	<b>Tea break and conclusion</b>		

Note: The third-day group sessions are required to be held in two parallel workshops. There will be five participants for each group, four must present the session while one participant moderates the session.



## FIRST SESSION

# INTRODUCTION AND COORDINATION OF THE PROGRAM

Duration – 60 mins

09.00 – 11.00 (including the tea break)

## OBJECTIVES OF THE SESSION

- Explaining the objectives of the workshop
- Coordinate goals of the trainers and trainees
- Create a favorable environment for the entire workshop

## CONTENTS OF THE SESSION

- Welcome
- Explaining objectives
- Introduction
- Setting up ground rules of the workshop

### INTRODUCTION FOR SESSION PREPARATION

Prepare the training hall by 8.00 am and prepare a place to safely keep the luggage of the participants. (Until room facilities are available)

Employ an officer to handle the said task . Register immediately upon entering the hall and provide the file at the same time.

Opening Session - The inaugural session should be conducted by an officer of CIABOC.

## STEP - I

### WELCOME SPEECH AND EXPLAINING OF OBJECTIVES

Duration – 10 mins

#### NOTE FOR THE TRAINER

- The welcome speech and explaining of the objectives should be done by a representative of CIABOC.

### STEP - 2

#### INTRODUCTION OF PARTICIPANTS

Duration – 20 mins

##### NOTE FOR THE TRAINER

- Each participant should introduce themselves by their name, position and service area.

### STEP - 3

#### SETTING UP GROUND RULES OF THE WORKSHOP AND ANNOUNCEMENTS

Duration – 15 mins

##### NOTE FOR THE TRAINER

- Discuss with the gathering about ground rules that should be maintained in the entire workshop and note them on the flipchart.
- Make necessary announcements on residential conditions, meals, etc.
- Distribute forms to obtain details of the trainees.

### STEP - 4

#### GUEST LECTURE

Duration – 30 mins

##### NOTE FOR THE TRAINER

- A Commissioner of CIABOC should conduct a brief lecture on 'Why Corruption should be eliminated' including details on consequences of corruption, the values and the future plans of the Commission.

### STEP - 5

#### CONCLUSION OF THE OPENING CEREMONY

Duration – 05 mins

##### NOTE FOR THE TRAINER

- A representative of CIABOC should deliver the vote of thanks. At the end of the speech, invite everyone for the group photograph.

**STEP - 6****GROUP PHOTOGRAPH**

Duration – 10 mins

**NOTE FOR THE TRAINER**

- Take the group photograph with the guests, resource persons, sponsors and participants in or outside the training hall.

**MATERIALS REQUIRED FOR THE SESSION**

Signature forms  
Agendas  
Forms to obtain details of trainees  
Trainers Manual  
Files for Trainees  
Pens  
Notebooks  
A camera



## SECOND SESSION

**LEGAL PROVISIONS ON PREVENTION OF BRIBERY AND CORRUPTION**

Duration – 90 mins  
11.00 – 12.30

**OBJECTIVES OF THE SESSION**

- Providing an understanding of legal definitions relating to corruption
- Providing an understanding on various types of corruption
- Providing an understanding of the consequences of corruption (Internationally and locally)
- Providing an understanding of laws on corruption

**CONTENTS OF THE SESSION**

- What is corruption?
- Various forms of corruption
- International Experience on Corruption
- National wealth lost due to corruption
- Local laws to combat corruption

**LEARNING OUTCOME OF THE SESSION**

By the end of the session, trainees will;

- be aware of various forms of corruption.
- be able to understand the broad definition and the legal definition of corruption.
- be aware of two foreign incidents relating to corruption and the means to find details about other foreign incidents.
- arrive at the perception that corruption leads to loss of vast amount of money and it should be prevented.
- be aware of available legal provisions to prevent corruption.

**INSTRUCTIONS FOR SESSION PREPARATION**

Conducting the Session - This session should be facilitated by an officer of CIABOC.

Delegate the responsibility of time management to an officer. Advise the officer to update the resource person of the final 30 / 15 / 5 minutes and a method in which it can be communicated to the Resource Person. If the resource person needs support during the session, appoint an officer for the task.

**STEP - 1  
INTRODUCING THE RESOURCE PERSON**

Duration -03 mins

**NOTE FOR THE FACILITATOR**

- A brief description of the resource person that should be provided. It is best to display a Power Point slide with his/her photograph along with his profile.
- A description of the professional background of the resource person, the higher educational qualifications/ services rendered in the field should be mentioned.
- Invitation of the resource person to conduct the session.

**STEP - 2  
PRESENTING THE SESSION**

Duration – 75 mins

**NOTE FOR THE RESOURCE PERSON**

- The resource person should interact with the participants during the session.
- If you need the help of the organizing committee in presenting a Power Point and/or a video, inform the facilitator beforehand.

**STEP - 3  
RESOLVING THE QUESTIONS/ISSUES**

Duration – 15 mins

**NOTE FOR THE RESOURCE PERSON**

- Invite the participants to submit any questions they may have about the presentation. Give short answers to the questions.

**STEP - 4****VOTE OF THANKS AND CONCLUDING THE SESSION**

Duration – 02 mins

**NOTE FOR THE FACILITATOR**

- Thank the resource person and instruct the assistant trainers to distribute handouts among the participants.

**MATERIALS REQUIRED FOR THE SESSION**

Power Point presentation  
Leaflets (if provided by the resource person)  
Multimedia projector  
Flip chart board  
Speaker



## THIRD SESSION

**MEASURES TO PREVENT  
CORRUPTION**

Duration – 90 mins  
14.00 – 15.30

**OBJECTIVES OF THE SESSION**

- Make an understanding of the fact that corruption could be mitigated
- Provide an understanding of CIABOC's strategies on preventing corruption
- Introduce the National Action Plan for Combatting Bribery and Corruption
- Introducing the National Integrity Plan

**CONTENTS OF THE SESSION**

- Function of CIABOC
- National Action Plan for Combatting Bribery and Corruption
  - The institutional committee on prevention of corruption
  - Integrity officer and integrity
  - Facilitating officer
  - Institutional Action Plan on elimination of corruption
  - National integrity council
- National Integrity Plan

**LEARNING OUTCOME OF THE SESSION**

At the end of the session, the trainees will have an understanding of;

- the concept of integrity
- the powers and functions of CIABOC
- the National Action Plan for Combatting Bribery and Corruption
- the steps needed to be taken to implement the National Action Plan in government institutions

**INSTRUCTIONS FOR SESSION PREPARATION**

Conducting the Opening Session - This session should be facilitated by an officer of CIABOC.

Delegate the responsibility of time management to an officer. Advise the officer to update the resource person of the final 30 / 15 / 5 minutes and a method in which it can be communicated to the Resource Person.. If the resource person needs some support during the session, appoint an officer for the task.

The session facilitator should give a brief description of the resource person and introduce him/her to the gathering.

Check and ensure that the Power Point presentations and/or video footages of the resource person (if any) are running as scheduled. If the resource person needs some support during the session, appoint an officer for the task.

**STEP – 1**

**INTRODUCING THE RESOURCE PERSON**

Duration – 10 mins

**NOTE FOR THE FACILITATOR**

- A brief description of the resource person of that session should be provided. It is best to display a Power Point slide with his/her photograph along with his profile.
- A description of the professional background of the resource person, higher educational qualifications/ services rendered in the field should be mentioned.
- Invitation of the resource person to conduct the session.

**STEP – 2**

**PRESENTING THE SESSION**

Duration – 75 mins

**NOTE FOR THE RESOURCE PERSON**

- The resource person should interact with the participants during the session.
- If you need the assistance of the organizing committee in presenting a PowerPoint and/or a video, inform the facilitator beforehand.

**STEP – 3**

**RESOLVING THE QUESTIONS/ISSUES**

Duration – 15 mins

**NOTE FOR THE RESOURCE PERSON**

- Invite the participants to submit any questions they may have about the presentation. Give short answers to the questions.

**STEP – 4****VOTE OF THANKS AND CONCLUDING THE SESSION**

Duration – 02 mins

**NOTE FOR THE FACILITATOR**

- Thank the resource person and instruct the assistant trainers to distribute handouts among the participants.

**MATERIALS REQUIRED FOR THE SESSION**

Power Point presentation  
Leaflets (if provided by the resource person)  
Videos  
Multimedia projector  
Flip chart board  
Speaker



## FOURTH SESSION

## PRACTICE OF A PUBLIC OFFICER WITH INTEGRITY

Duration – 60 mins  
15.30 – 16.30

### OBJECTIVES OF THE SESSION

- Educating the public servants on the existing legal provisions to ensure their integrity.
- Educating the public servants of the integrity that is expected of them.

### CONTENTS OF THE SESSION

- The concept of conflict of interest
- Examples for the types of bonds/relationships that lead to a conflict.
- Provisions relating to the Establishment Code
- Draft bill on gift rules for public officers
- Institutional responsibilities specified in the National Action Plan for combatting bribery and corruption

### LEARNING OUTCOME OF THE SESSION

By the end of the session, trainees will have an understanding of;

- the concept of conflict of interest.
- gift rules
- the provisions of the Establishment Code regarding gift rules

### INSTRUCTIONS FOR SESSION PREPARATION

Conducting the Session - This session should be facilitated by an officer of CIABOC.

Delegate the responsibility of time management to an officer. Advise the officer to update the resource person of the final 30 / 15 / 5 minutes and a method in which it can be communicated to the Resource Person.. If the resource person needs some support during the session, appoint an officer for the task.

The session facilitator should give a brief description of the resource person and introduce him/her to the gathering.

Check and ensure that the PowerPoint presentations and/or video footage (if any) are running as scheduled. If the resource person needs some support during the session, appoint an officer for the task.

## STEP – 1

### INTRODUCING THE RESOURCE PERSON

Duration – 03 mins

#### NOTE FOR THE FACILITATOR

- A brief description of the resource person of that session should be provided. It is best to display a PowerPoint slide with his/her photograph along with his profile.
- A description of the professional background of the resource person, the higher educational qualifications/ services rendered in the field should be mentioned.
- Invitation of the resource person to conduct the session.

## STEP – 2

### PRESENTING THE SESSION

Duration – 75 mins

#### NOTE FOR THE RESOURCE PERSON

- The resource person should interact with the participants during the session.
- If you need the help of the organizing committee in presenting a PowerPoint and/or a video, inform the facilitator beforehand.

## STEP – 3

### RESOLVING THE QUESTIONS/ISSUES

Duration – 15 mins

#### NOTE FOR THE RESOURCE PERSON

- Invite the participants to submit any questions they may have about the presentation. Give short answers to the questions.

## STEP - 4

### VOTE OF THANKS AND CONCLUDING THE SESSION

Duration – 2 mins

#### NOTE FOR THE FACILITATOR

- Thank the resource person and instruct the assistant trainers to distribute handouts among the participants.

**MATERIALS REQUIRED FOR THE SESSION**

Power Point presentation  
Leaflets (if provided by the resource person)  
Videos  
Multimedia projector  
Flip chart board  
Speaker



## FIFTH SESSION

**RECAPPING THE FIRST DAY**

Duration – 30 mins  
08.30 – 09.30

**OBJECTIVES OF THE SESSION**

- Recall the contents of the first day's program
- Linking the contents of the first day to the sessions of the second day
- Create a favorable training environment for the second day's sessions

**CONTENTS OF THE SESSION**

- Summary of the contents of first day's sessions
- Points in memory from day one

**INSTRUCTIONS FOR SESSION PREPARATION**

Conducting the Session - This session should be facilitated by an officer of CIABOC or an officer of CIABOC must greet the gathering and invite an external trainer to conduct the rest of the session.

The trainer must choose in advance as to which of the given options they will use to conduct the session.

The training materials that are necessary must be prepared in advance.

**STEP – 1**  
**WELCOME**

Duration – 05 mins

**NOTE FOR THE FACILITATOR**

- This part of the session should be conducted by a representative of CIABOC. Greet everyone and ask if they have issues regarding residential facilities on the previous day. Invite the trainer/facilitator to recap the previous sessions.

**STEP – 2 – OPTION 1**  
**RECAP OF THE PREVIOUS SESSIONS**

Duration – 20 mins

**NOTE FOR THE RESOURCE PERSON**

- Make all participants stand in a half-circle. Ask them to recall the points discussed yesterday. Throw a convenient handball or board marker to one person and ask him to present a point. Afterwards advise him to throw the ball to whomever s/he prefers. In that manner, provide at least 20 people thea chance to present their points.

**STEP – 2 – OPTION 2**  
**RECAP OF THE PREVIOUS SESSIONS**

Duration – 20 mins

**NOTE TO THE RESOURCE PERSON**

- Have the participants stand in a circle and ask them to question themselves as to the new areastheylearnt on the previous day? and give each person the opportunity to answer.

**STEP – 2 – OPTION 3**  
**RECAP OF THE PREVIOUS SESSIONS**

Duration – 20 mins

**NOTE FOR THE FACILITATOR**

- Give each table a topic that was discussed on the previous dayand ask them to discuss and note down five important points under that topic. Subsequently, give them an opportunity to present those points.

**STEP – 3****INTRODUCING THE PROGRAM FOR THE SECOND DAY**

Duration – 05 mins

**NOTE FOR THE FACILITATOR**

- Commence the session by giving a brief overview of the sessions in the second day and invite a facilitator to conduct the next session.

**MATERIALS REQUIRED FOR THE SESSION**

Signature forms  
A ball



## SIXTH SESSION

# TOWARDS INTEGRITY AND EXCELLENCE IN PUBLIC SERVICE THROUGH SELF-DISCIPLINE

Duration – 90 mins  
09.00 -10.30

## OBJECTIVES OF THE SESSION

- Creating a positive attitude among the participants on the fact that corruption could be prevented
- Creating sensitivity towards the value of integrity
- Enhancing the dignity of the public servants
- Building the mental strength and the confidence an activist

## CONTENTS OF THE SESSION

- Building Self-discipline
- Positive attitudes
- Developing team spirit

## LEARNING OUTCOME OF THE SESSION

**At the end of the session, trainees will;**

- have an understanding of the duties and responsibilities of a public servant
- be positive over the fact that corruption could be mitigated
- feel the need to protect the dignity of the public service

## INSTRUCTIONS FOR SESSION PREPARATION

Conducting the Session - This session should be facilitated by an officer of CIABOC or an officer of CIABOC should greet the gathering and handover the audience to a trainer.

The trainer should choose one out of the suggested options beforehand and prepare training equipment in advance.

## **STEP – 1**

### **INTRODUCING THE RESOURCE PERSON**

Duration – 03 mins

#### **NOTE FOR THE FACILITATOR**

- Abrief description of the resource person of that session should be provided. It is best to display a Power Point slide with his/her photograph along with his profile.
- A description of the professional background of the resource person, the higher educational qualifications/ services rendered in the field should be mentioned.
- Invitation of the resource person to conduct the session.

## **STEP – 2**

### **PRESENTING THE SESSION**

Duration – 75 mins

#### **NOTE FOR THE RESOURCE PERSON**

- The resource person should interact with the participants during the session.
- If you need the help of the organizing committee in presenting a Power Point and/or a video, inform the facilitator beforehand.

## **STEP – 3**

### **RESOLVING THE QUESTIONS/ ISSUES**

Duration – 15 mins

#### **NOTE FOR THE RESOURCE PERSON**

- Invite the participants to submit any questions they may have about the presentation. Give short answers to the questions.

## **STEP - 4**

### **VOTE OF THANKS AND CONCLUDING THE SESSION**

Duration – 02 mins

#### **NOTE FOR THE FACILITATOR**

- Thank the resource person and instruct the assistant trainers to distribute handouts among the participants.

**MATERIALS REQUIRED FOR THE SESSION**

Power Point presentation  
Leaflets (if provided by the resource person)  
Videos  
Multimedia projector and screen



## SEVENTH SESSION

**DEVELOPMENT OF TRAINING SKILLS**

Duration – 120 mins  
11.00 – 13.00

**OBJECTIVES OF THE SESSION**

- Understanding the role of a trainer
- Understanding the factors and the skills required for a successful presentation
- Psychological preparation of the trainers for the presentation
- Understanding the obstacles that may occur in conducting a presentation

**CONTENTS OF THE SESSION**

- Essential facts to be considered by a presenter
- Skills a S presenter should possess
- Presentation Methods
- Managing problems that may occur during a presentation

**LEARNING OUTCOME OF THE SESSION****AT THE END OF THE SESSION, TRAINEES WILL BE AWARE OF;**

- Essential facts to be considered by a presenter
- Different modes of presentation
- Ways to tackle and manage problems that may occur in a presentation

**INSTRUCTIONS FOR SESSION PREPARATION**

Conducting the Session - This session should be facilitated by an officer of CIABOC.

Delegate the responsibility of time management to an officer. Advise the officer to update the resource person of the final 30 / 15 / 5 minutes and a method in which it can be communicated to the Resource

Person. If the resource person needs support during the session, appoint an officer for the task.

## **STEP – 1**

### **INVITING FOR THE SESSION**

Duration – 03 mins

#### **NOTE FOR THE FACILITATOR**

- A brief description of the resource person of that session should be provided. It is best to display a Power Point slide with his/her photograph along with his profile.
- A description of the professional background of the resource person, the higher educational qualifications / services rendered in the field should be mentioned.
- Invitation of the resource person to conduct the session.

## **STEP – 2**

### **PRESENTING THE SESSION**

Duration – 90 mins

#### **NOTE FOR THE RESOURCE PERSON**

- The resource person should interact with the participants during the session.
- If you need the help of the organizing committee in presenting a Power Point and/or a video, inform the facilitator beforehand.

## **STEP – 3**

### **RESOLVING THE QUESTIONS/ISSUES**

Duration – 25 mins

#### **NOTE FOR THE RESOURCE PERSON**

- Invite the participants to submit any questions they may have about the presentation. Provide short answers to the questions.

## **STEP - 4**

### **VOTE OF THANKS AND CONCLUDING THE SESSION**

Duration – 02 mins

#### **NOTE FOR THE FACILITATOR**

- Thank the resource person and instruct the assistant trainers to distribute handouts among the participants.

**MATERIALS REQUIRED FOR THE SESSION**

PowerPoint presentation  
Leaflets (if provided by the resource person)  
Videos  
Multimedia projector and screen



## EIGHTH SESSION

**DISCUSSION ON SUBJECT-RELATED ISSUES**

Duration – 30 mins  
14.00 – 14.30

**OBJECTIVES OF THE SESSION**

- Providing an opportunity for the participants to solve existing issues pertaining to the subject related matters
- Creating confidence among participants on subject-related matters
- Creating awareness of the participants on the issues that a presenter may experience during presentation

**CONTENTS OF THE SESSION**

- The participants raising subject-related issues
- The experts on their relevant subjects providing answers

**LEARNING OUTCOME OF THE SESSION  
AT THE END OF THE SESSION, TRAINEES WILL;**

- have a thorough understanding of the subject of bribery and its prevention
- confirm their knowledge on the subject
- have an understanding of the sources where they can seek knowledge

**INSTRUCTIONS FOR SESSION PREPARATION**

Conducting the Session - This session should be facilitated by an officer of CIABOC.

The format of the session is to invite the trainees to raise questions on issues that they may have on areas that were discussed during yesterday's sessions. Once three questions are raised from the audience, they should be presented to the resource person.

The facilitator should discuss this pattern with the resource person beforehand.

## STEP – 1

### INVITING FOR THE SESSION

Duration – 03 mins

#### NOTE FOR THE FACILITATOR

- A brief description of the resource person of that session should be provided. It is best to display a Power Point slide with his/her photograph along with his profile
- A description of the professional background of the resource person, the higher educational qualifications/ services rendered in the field should be mentioned.
- Invitation of the resource person to conduct the session.

## STEP – 2

### Q AND A SESSION

Duration – 25 mins

#### NOTE FOR THE FACILITATOR

- Invite the participants to ask questions on issues/doubtful areas that they may have on subject matters discussed the day before. After every three questions allow the resource person to respond, repeat this process.

## STEP -3

### VOTE OF THANKS AND CONCLUDING THE SESSION

Duration – 2 mins

#### NOTE FOR THE FACILITATOR

- Terminate the session wishing all well and thanking the resource person.

#### MATERIALS REQUIRED FOR THE SESSION

Training materials should be prepared according to the needs of the resource person.

## NINTH SESSION

**INTRODUCTION OF TRAINING MANUAL FOR ONE DAY TRAINING PROGRAM**

Duration – 30 mins  
14.30 – 15.00

**OBJECTIVES OF THE SESSION**

- Introduction of the one-day training manual
- Explaining the role of a one-day trainer
- Preparation for the upcoming sessions

**CONTENTS OF THE SESSION**

- Contents of the one-day training manual
- Contents of the one-day training program
- Objectives of the training manual
- Objectives of the training programs
- General instructions for using the training manual
- The resource handbook of an integrity trainer
- The resource kit of an integrity trainer

**LEARNING OUTCOME OF THE SESSION  
AT THE END OF THE SESSION, TRAINEES WILL;**

- have a thorough understanding on the contents of the training manual
- have an understanding of the way to use the training manual
- have an understanding of the resource kit

**INSTRUCTIONS FOR SESSION PREPARATION**

Conducting the Session - This session should be facilitated by an officer of CIABOC.

Delegate the responsibility of time management to an officer. Advise the officer to update the resource person of the final 30 / 15 / 5 minutes and a method in which it can be communicated to the Resource Person. If the resource person needs some support during the session, appoint an officer for the task.

## **STEP – 1**

### **INVITING FOR THE SESSION**

Duration – 03 mins

#### **NOTE FOR THE FACILITATOR**

- A brief description of the resource person of that session should be provided.
- A description of the professional background of the resource person, the higher educational qualifications/ services rendered in the field should be mentioned.
- Invitation of the resource person to conduct the session.

## **STEP – 2**

### **PRESENTING THE SESSION**

Duration – 20 mins

#### **NOTE FOR THE RESOURCE PERSON**

- The resource person should interact with the participants during the session.
- Conduct a presentation using Power Point

## **STEP – 3**

### **Q AND A SESSION**

Duration – 05 mins

#### **NOTE FOR THE FACILITATOR**

- Invite the participants to ask questions on issues or doubtful areas. Provide short answers to the questions.

## **STEP – 4**

### **VOTE OF THANKS AND CONCLUDING THE SESSION**

Duration – 02 mins

#### **NOTE FOR THE FACILITATOR**

- Thank the resource person.

#### **MATERIALS REQUIRED FOR THE SESSION**

Power Point presentations  
One day training manual  
Resource Handbook  
Resource kit

## TENTH SESSION

**PREPARATION FOR THE SIMULATION  
TRAINING SESSION**

Duration – 120 mins  
15.00 – 17.00

**OBJECTIVES OF THE SESSION**

- Creating a conducive environment for the simulation sessions of the one-day training program
- Provide time to prepare for the simulation sessions.

**CONTENTS OF THE SESSION**

- Dividing the participants into 8 groups
- Allocating sessions
- Allocating responsibilities

**LEARNING OUTCOME OF THE SESSION**  
**AT THE END OF THE SESSION, TRAINEES WILL;**

- Be capable of conducting the session allocated to their respective group
- Have an understanding of the practical difficulties that might occur in a session
- Have an idea as to how they should minimize such difficulties

**INSTRUCTIONS FOR THE PREPARATION OF THE SESSION**

Conducting the session - This session should be conducted (facilitated) by a CIABOC Officer.

Arrangement should be made to hold 08 group activities. Each such group will include 05 participants.

The necessary materials mentioned in the one day Training Manualas well as soft copies of the Power Point presentations, should be provided.

## **STEP - 1**

### **INVITATION TO BEGIN THE SESSION**

Duration – 05 mins

#### **NOTE TO THE FACILITATOR**

- A brief description of the resource person of that session should be provided. It is best to display a Power Point slide with his/her photograph along with his profile.
- A description of the professional background of the resource person, the higher educational qualifications/ services rendered in the field should be mentioned.

## **STEP - 2**

### **GROUPING THE PARTICIPANTS**

Duration – 05 mins

#### **NOTE TO THE RESOURCE PERSON**

- Divide the participants into 8 groups using a suitable method.

## **STEP - 3**

### **HANDING OVER THE SESSION TO THE GROUPS**

Duration – 05 mins

#### **NOTE TO THE RESOURCE PERSON**

- Assign the training sessions of the one day training program to each group. Assign sessions 1-4 to the first four groups as well as 5-8 groups.

## **STEP - 4**

### **INTRODUCTION TO THE SIMULATION TRAINING SESSION**

Duration – 10 mins

- Instruct one of the 5 members of the group to lead the session during the rehearsal program and the other 4 to divide the session into 4 parts and present one part of it.
- Advise that as this rehearsal will be held in 2 parallel sessions tomorrow, groups 1 to 4 will have one hall and groups 5 to 8 will have one hall.
- Instruct them to have tea and rest after the relevant preparations and to come to the training hall by 8.30 am the next day.

**STEP -5****PREPARATION FOR THE SIMULATION TRAINING SESSION (GROUP ACTIVITY)**

Duration – 100 mins

**NOTE TO THE FACILITATOR**

- Arrange 8 areas in the training premises for the group activity and instruct the participants to prepare in the given area.
- Show them where the necessary documents and training materials are and instruct them to collect what they require.

**MATERIALS REQUIRED FOR THE SESSION:**

Power Point presentations  
The materials mentioned in the One Day Training Manual.



## ELEVENTH SESSION

# RECAP OF DAY TWO

Duration – 30 mins  
08.30 - 09.30

### OBJECTIVES OF THE SESSION

- Recalling contents of second day's session
- Connect the contents of day Two and Three
- Create an atmosphere conducive for Third Day's session

### CONTENTS OF THE SESSION

- Summary of second day's sessions
- Important point from Day Two

### INSTRUCTIONS FOR PREPARATION OF THE SESSION

Conducting the session: This session should be conducted (facilitated) by a CIABOC Officer. or, an officer from CIABOC can greet the participants and invite an external trainer to conduct the session.

The trainer should choose one out of the suggested options beforehand and prepare training equipment in advance.

### STEP - I

#### WELCOME

Duration - 05 Mins

#### NOTE TO THE FACILITATOR

- This section should be conducted by an official from CIABOC.
- Inquire if the participants were satisfied with the accommodation provided.
- Invite the facilitator/trainer to recap the previous day's sessions.

## STEP 2 – OPTION I

### RECAP OF THE PREVIOUS DAY'S SESSIONS

Duration – 20 Mins

#### NOTE TO THE RESOURCE PERSON

- Form a half circle and recap the points that were discussed the day before. The facilitator should have a ball or whiteboard marker in their hand, s/he should randomly throw the ball or the marker to a participant, the participant who receives the ball/ marker has to bring up a point from the previous day's session and pass the object to another. This gives at least 20 participants the opportunity to share what they remember.

## STEP 2 – OPTION II

### RECAP OF THE PREVIOUS DAY'S SESSIONS

Duration – 20 Mins

#### NOTE TO THE FACILITATOR

- Give each table a topic from the previous day and instruct them to discuss and note down five points under this topic. Instruct them to present those points to the gathering.

## STEP 2 – OPTION III

### RECAP OF THE PREVIOUS DAY'S SESSIONS

Duration – 20 Mins

#### NOTE TO THE RESOURCE PERSON

- Have the participants stand in a circle and ask them to present one new fact they learnt from previous day's session and

## STEP - 3

### INTRODUCTION TO THIRD DAY'S PROGRAM

Duration - 05 mins

#### NOTE TO THE FACILITATOR

- Day Three is entirely dedicated to rehearsals of One Day Training Program. Repeat how the rehearsal sessions should be conducted.
- Explain how these sessions will be evaluated. Request all participants to take an active role in the sessions.
- Instruct Groups 1-4 to gather in one hall and carry out the rehearsal sessions in the manner they prepared on Day Two.
- Introduce the trainers who will be conducting these parallel sessions.
- End the session while thanking the audience.

**EVALUATING THE SIMULATION TRAINING SESSION****THESE SESSIONS WILL BE EVALUATED BY THE PARTICIPANTS THEMSELVES.**

- Distribute pieces of papers sized 25cm xx 7cm (A4 1/4) to each participant. Each participant should receive papers equivalent to the total number of presenters.
- At the end of each presentation, instruct them to note down a positive feature as well as an area that needs improvement.
- These papers should be collected by the assistant trainer and hand over to the respective presenters. For the ease of identification, advise the trainees to mention the name of the presenter in the sheet.

**MATERIALS REQUIRED FOR THE SESSION**

Signature sheet

A ball



## TWELFTH SESSION

**CORRUPTION AND ITS CONSEQUENCES****(THIS SESSION WILL BE CONDUCTED PARALLELY BY GROUP 1 AND GROUP 5 IN TWO DIFFERENT HALLS.)**Duration – 75 Mins  
09.00 – 10.15**OBJECTIVES OF THE SESSION**

- Provide the trainees of a practical experience onn conducting a session
- Provide an opportunity for the organization to evaluate the participants
- Give the trainees a feedback
- Ensure the accuracy of the subject matter

**CONTENTSC OF THE SESSION**

- Contents of session on‘Corruption and its Consequences’ as per Training Manual
- Individuall responses of the participants regardingthe presentations
- The resource person’s response regarding the subject matter of the presentations

**LEARNING OUTCOMES OF THE SESSION****BY THE END OF THE SESSION, THE PARTICIPANTS WILL BE ABLE TO OBTAI**

- A practical understanding on conducting the session of Corruption and its Consequences
- An understanding of the issues that can arise during a session
- An understanding onn how to resolve issues that can arise during a session

**INSTRUCTIONS FOR THE PREPARATION OF THE SESSION**

Conducting the session – The Trainer should conduct the session, while feedback on the presentations should be given by a resource person at the end of the session.

Discuss the flow of the session with the trainee who is conducting the rehearsal session.

Prepare the necessary training materials in advance.

Provide 5 sheets sized 25cm x 7cm (A4 ¼) to each participant as evaluation forms. Arrange an assistant trainer.

**STEP - 1**

**INVITATION TO BEGIN THE SIMULATION SESSION**

Duration- 03 Mins

**NOTE TO THE FACILITATOR**

- Introduce the Resource Person to the gathering.
- Invite Group 1 or 5 (as applicable) to present on the topic of Corruption and its Consequences.
- Instruct the participants to make individual evaluations of each presenter at the end of each presentation.
- Assign the task of time management to the team that is presenting itself.

**STEP - 2**

**CONDUCTING THE SESSION**

Duration- 55 Mins

**NOTE TO THE TRAINER**

- Ensure that the session is being conducted in terms of the WorkshopManual. Request the resource person to be attentive of the subject matter. Make a note regarding the essential points.

**STEP - 3**

**RESPONDING TO THE SIMULATION SESSION**

Duration – 15 Mins

**NOTE TO THE TRAINER**

- Instruct the assistant trainer to distribute the individual evaluation sheets to the relevant presenter. Request the presenters to take these evaluations and responses into consideration and be mindful of them.
- Invite the Resource Person to give feedback on the subject related matters.

**STEP - 4**

**VOTE OF THANKS AND CONCLUDING THE SESSION**

Duration – 02 Mins

**NOTE TO THE TRAINER**

- Thank everyone, congratulate those who presented, and conclude the session.

## EVALUATING THE SIMULATION TRAINING SESSION

These sessions will be evaluated by the participants themselves.

- Distribute pieces of papers sized 25cm X 7cm (A4 1/4) to each participant.
- Each participant should receive papers equivalent to the total number of presenters. At the end of each presentation, instruct them to note down a positive feature as well as an area that needs improvement.
- These should be collected by the assistant trainer and handed over to the respective presenters.
- For the ease of identification, advise the trainees to mention the name of the presenter in the sheet. Instruct the participants to not mention their name on the evaluation sheets.



## THIRTEENTH SESSION

**METHODS OF PREVENTING CORRUPTION****(THIS SESSION WILL BE CONDUCTED PARALLELY BY GROUP 2  
AND GROUP 6 IN TWO DIFFERENT HALLS)**Duration – 105 Mins  
10.45 – 12.30**OBJECTIVES OF THE SESSION**

- Provide the participants a practical experience on conducting a session Provide an opportunity for the organization to evaluate the participants
- Give the trainees a feedback
- Ensure the accuracy of the subject matter

**CONTENTS OF THE SESSION**

- Contents of the 'Methods of Preventing Corruption' session that is contained in the Training Manual
- Individual responses of the participants regarding the presentations
- The resource person's response regarding the subject matter of the presentations

**INSTRUCTIONS FOR THE PREPARATION OF THE SESSION**

Conducting the session – The Trainer should conduct the session, while the services of a Resource person should be arranged to provide feedback regarding the subject matter of the presentations at the end of the session.

Discuss the flow of the session with the trainee who is conducting the simulation session. Prepare the necessary training materials in advance.

Provide 5 sheets sized 25cm x 7cm (A4 ¼) to each participant as evaluation forms. Arrange an assistant trainer.

## STEP - 1

### INVITATION TO BEGIN THE SIMULATION SESSION

Duration- 03 Mins

#### NOTE TO THE FACILITATOR

- Introduce the Resource Person to the gathering.
- Invite Group 2 or 6 (as applicable) to present on the topic of Methods of Preventing Corruption.
- Instruct the participants to make individual evaluations of each presenter at the end of each presentation.
- Assign the task of time management to the team that is presenting itself.

## STEP - 2

### CONDUCTING THE SESSION

Duration- 55 Mins

#### NOTE TO THE TRAINER

- Ensure that the session is being conducted in terms of the Training Manual. Request the resource person to be attentive of the subject matter. Make a note regarding the essential points.

## STEP - 3

### RESPONDING TO THE SIMULATION SESSION

Duration – 15 Mins

#### NOTE TO THE TRAINER

- Instruct the assistant trainer to distribute the individual evaluation sheets to the relevant presenter. Request the presenters to take these evaluations and responses into consideration and be mindful of them.
- Invite the resource person to give a feedback on the subject related matters.

## STEP - 4

### VOTE OF THANKS AND CONCLUDING THE SESSION

Duration – 02 Mins

#### NOTE TO THE TRAINER

- Thank everyone, congratulate those who presented, and conclude the session

## EVALUATING THE SIMULATED TRAINING SESSION

These sessions will be evaluated by the participants themselves.

- Distribute pieces of papers sized 25cm X 7cm (A4 ¼ ) to each participant.
- Each participant should receive papers equivalent to the total number of presenters. At the end of each presentation, instruct them to note down a positive feature as well as an area that needs improvement.
- These should be collected by the assistant trainer and handed over to the respective presenters.
- For the ease of identification, advise the trainees to mention the name of the presenter in the sheet.
- Instruct the participants to not mention their name on the evaluation sheets.

## MATERIALS REQUIRED FOR THE SESSION

20 sheets of papers - 25cm X 7cm (A4 ¼ )  
The training materials required in terms of Training Manual  
for the session on 'Methods of Preventing Corruption'



## FOURTEENTH SESSION

**PRACTICES OF A PUBLIC OFFICER WITH INTEGRITY****(THIS SESSION WILL BE CONDUCTED PARALLELY BY GROUP 3 AND GROUP 7 IN TWO DIFFERENT HALLS)**Duration – 75 Mins  
13.30 – 14.45**OBJECTIVES OF THE SESSION**

- Provide the participants a practical experience onn conducting a session
- Provide an opportunity for the organization to evaluate the participants
- Give the trainees a feedback
- Ensure the accuracy of the subject matter

**CONTENTS OF THE SESSION**

- Contents of the ‘Practices of a Public Officer with Integrity’ session that is contained in the Training Manual
- Individuall responses of the participants regarding the presentations
- The resourcer person’s response regarding the subject matter of the presentations

**LEARNING OUTCOMES OF THE SESSION****BY THE END OF THE SESSION, THE PARTICIPANTS WILL BE ABLE TO OBTAIN:**

- A practical understanding on conducting the relevant session
- Aan understanding of the issues that can arise during a session
- An understanding onhown to resolveissues that can arise during a session

**INSTRUCTIONS FOR THE PREPARATION OF THE SESSION**

Conducting the session – The Trainer should conduct the session, while

the services of a Resource person should be arranged to provide feedback regarding the subject matter of the presentations at the end of the session.

Discuss the flow of the session with the trainee who is conducting the simulation session. Prepare the necessary training materials in advance.

Provide 5 sheets sized 25cm x 7cm (A4 ¼) to each participant as evaluation forms. Arrange an assistant trainer.

## STEP - 1

### INVITATION TO BEGIN THE SIMULATED SESSION

Duration- 03 Mins

#### NOTE TO THE FACILITATOR

- Introduce the Resource Person to the gathering.
- Invite Group 3 or 7 (as applicable) to present on the topic of 'Practices of a Public Officer with Integrity'.
- Instruct the participants to make individual evaluations of each presenter at the end of each presentation.
- Assign the task of time management to the team that is presenting itself.

## STEP - 2

### CONDUCTING THE SESSION

Duration- 55 Mins

#### NOTE TO THE TRAINER

- Ensure that the session is being conducted in terms of the Training Manual... Request the resource person to be attentive of the subject matter. Make a note regarding the essential points.

## STEP - 3

### RESPONDING TO THE SIMULATIONSESSION

Duration – 15 Mins

#### NOTE TO THE TRAINER

- Instruct the assistant trainer to distribute the individual evaluation sheets to the relevant presenters. Request the presenters to take these evaluations and responses into consideration and be mindful of them.
- Invite the Resource Person to give feedback on the subject related matters.

## STEP - 4

### VOTE OF THANKS AND CONCLUDING THE SESSION

Duration – 02 Mins

#### NOTE TO THE TRAINER

- Thank everyone, congratulate those who presented, and conclude the session

## EVALUATING THE SIMULATED TRAINING SESSION

These sessions will be evaluated by the participants themselves.

- Distribute pieces of papers sized 25cm X 7cm (A4 1/4) to each participant. Each participant should receive papers equivalent to the total number of presenters. At the end of each presentation, instruct them to note down
- a positive feature as well as an area that needs improvement. These should be collected by the assistant trainer and handed over to the respective presenters. For the ease of identification, advise the trainees to mention the name of the presenter in the sheet. Instruct the participants to not mention their name on the evaluation sheets.

## MATERIALS NEEDED FOR THE SESSION

Twenty sheets sized 25cm x 7cm (A4 ¼)  
Training equipment used for the session  
“Practice of a public officer with integrity”



## FIFTEENTH SESSION

**IDENTIFYING THE RISKS OF CORRUPTION**

**(THIS SESSION WILL BE CONDUCTED PARALLELY BY GROUP 4  
AND GROUP 8 IN TWO DIFFERENT HALLS)**

Duration – 75 mins  
14.45 – 16.00

**OBJECTIVES OF THE SESSION**

- Provide the trainees a practical experience onn conducting a session
- Provide an opportunity for the organization to evaluate the participants
- Give the trainees aa feedback
- Ensure the accuracyof the subject matter

**CONTENTS OF THE SESSION**

- Contents of the session ‘Identifying the risks of corruption’ that is in the Trainers’ Manual
- Individual responses of the participants regarding the presentations
- The resource person’s response regarding the subject matter of the presentations

**THE LEARNING EFFECTS OF THE SESSION  
BY THE END OF THE SESSION, THE PARTICIPANTS WILL BE ABLE TO OBTAIN;**

- A practical understanding on conducting the session of ‘Identifying the risks of corruption’
- An understanding of the issues that can arise during a session
- An understanding on how to resolve those issues

**INSTRUCTIONS FOR THE PREPARATION OF THE SESSION**

Conducting the session – The Trainer should conduct the session, while the services of a Resource person should be arranged to provide feedback regarding the subject matter of the presentations at the end of the session.

Discuss the flow of the session with the trainee who is conducting the simulation session.

Prepare the necessary training materials in advance.

Provide 5 sheets sized 25cm x 7cm (A4 ¼) to each participant as evaluation forms. Arrange an assistant trainer.

## STEP - 1

### INVITING FOR THE SIMULATION SESSION

Duration – 3 mins

#### NOTE FOR THE FACILITATOR

- Introduce the Resource person to the audience
- Invite Group No 4 or 8 (as applicable) to conduct the session on “Identifying the risks of corruption”
- Instruct the participants to make individual evaluations of each presenter at the end of each presentation.
- Assign the task of time management to the team that is presenting itself.

## STEP - 2

### CONDUCTING THE SESSION

Duration – 55 mins

#### NOTE FOR THE TRAINERS

- Ensure that the session is being conducted in terms of the Training Manual. Request the resource person to be attentive of the subject matter. Make a note regarding the essential points.

## STEP - 3

### RESPONDING TO THE SIMULATION SESSION

Duration – 15 mins

#### NOTE FOR THE TRAINERS

- .. Instruct the assistant trainer to distribute the individual evaluation sheets to the relevant presenter. Request the presenters to take these evaluations and responses into consideration and be mindful of them.
- Invite the resource person to give feedback on the subject related matters.

## STEP - 4

### THE VOTE OF THANKS AND CONCLUDING THE SESSION

Duration – Two mins

#### NOTE FOR THE TRAINERS

- Thank everyone, congratulate those who presented, and conclude the session

## EVALUATION OF THE SIMULATION SESSION

These sessions will be evaluated by the participants themselves.

- Distribute pieces of papers sized 25cm X 7cm (A4 1/4) to each participant. Each participant should receive papers equivalent to the total number of presenters.
- At the end of each presentation, instruct them to note down a positive feature as well as an area that needs improvement.
- These should be collected by the assistant trainer and given to the respective presenters.
- For the ease of identification, advise the trainees to mention the name of the presenter in the sheet.
- Instruct the participants to not mention their name on the sheets of paper.



## SIXTEENTH SESSION

**CONCLUDING SESSION**

Duration – 30 Mins  
16.00 - 16.30

**THE OBJECTIVES OF THE SESSION**

- Obtaining the requisite data needed to evaluate the training program
- Obtaining the feedback of the trainees
- Evaluating the trainees
- The vote of thanks

**CONTENTS OF THE SESSION**

- Evaluations
- Feedback of the trainees
- Awarding the certificates
- Vote of thanks

**INSTRUCTIONS FOR THE PREPARATION OF THE SESSION**

Conducting the session – It is apposite if an officer of CIABOC could facilitate this session.  
Arrange the requisite materials and assisting trainers for the evaluation and distribution of certificates.

**STEP - I  
EVALUATION**

Duration – 10 mins

**NOTE FOR THE FACILITATOR**

- Distribute post- evaluation forms among the participants and instruct them to fill it. Once it is completed get the evaluation forms collected through an assistant trainer.

## STEP - 2

### THE RESPONSES OF THE PARTICIPANTS

Duration – 5 mins

#### NOTE FOR THE TRAINERS

- Invite two participants representing each gender to express their views about the training program

## STEP - 3

### AWARDING OF CERTIFICATES

Duration – 10 mins

#### NOTE FOR THE TRAINERS

- Invite a resource person to award the certificates to the trainees. If there is a time constraint, symbolically award the certificates only to a few participants

## STEP - 4

### THE VOTE OF THANKS AND CONCLUDING THE TRAINING PROGRAM

Duration – 02 mins

#### NOTE FOR THE TRAINERS

- Invite an officer of CIABOC to deliver the vote of thanks. At the end of the vote of thanks, conclude with warm wishes..

#### MATERIALS REQUIRED FOR THE SESSION

Evaluation forms  
Certificates

## ATTACHMENTS

1. The agenda
2. The form to obtain details of the trainees
3. The form to identify opportunities for future trainings.
4. Power point presentation introducing One Day Training Manual
5. Post-evaluation form

## ATTACHMENT - I



**Commission to Investigate Allegations of Bribery or Corruption  
Towards a Nation of Integrity  
Three Day Program for Anti-Corruption Trainers**

### The Agenda of the Program

**Day 01**

- 08.00 – 09.00 - Arrival and registration
- 09.00 – 10.00 - Opening session
- 10.00 - 10.30 - Tea break
- 10.30 – 11.00 - Guest lecture
- 11.00 – 12.30 - Corruption and its consequences
- 12.30 – 14.00 - Lunch and arranging accommodation
- 14.00 – 15.30 - Actions on preventing corruption
- 15.30 – 16.30 - Practice of a public officer with integrity
- 16.30 – 17.00 - Concluding first day's session followed by tea

**Day 02**

- 08.30 – 09.00 - Recap of Day One
- 09.00 – 10.30 - Towards excellence and integrity of public service through self-discipline
- 10.30 – 11.00 - Tea break
- 11.00 – 13.00 - Productive presentation in order to educate you
- 13.00 – 14.00 - Lunch Break
- 14.00 – 14.30 - Discussing the issues on subject-related matters
- 14.30 – 15.00 - Introduction of One Day Training Manual
- 15.00 – 17.00 - Preparing for the simulation training sessions

**Day 03**

- 08.30 – 09.00 - Recap of Day Two
- 09.00 – 10.15 - Corruption and its consequences (presentation by the trainees)
- 10.15 – 10.45 - Tea Break
- 10.45 – 12.30 - Actions on preventing corruption (presentation by the trainees)
- 12.30 – 13.30 - Lunch Break
- 13.30 – 14.45 - Practice of a public officer with integrity (presentation by the trainees)
- 14.45 – 16.00 - Identifying the risks of corruption (presentation by the trainees)
- 16.00 – 16.30 - The Closing session

**Tea and Departure from the training premises**

**ATTACHMENT -2**

**CIABOC ANTI-CORRUPTION TRAINER INFORMATION**

Province	
District	
Language/s	
Ref. Number	

Name	Mr/Mrs/Ms		
Present Position			
Office Address			
Telephone	Mobile	Office	Home
Email			
NIC			
Any contribution in Anti-Corruption field			
Trainer Experience in other fields			
Above information are true and correct  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">                     .....                      Signature                 </div> <div style="text-align: center;">                     .....                      Date                 </div> <div style="text-align: center;">                     .....                      Place                 </div> </div>			

**ATTACHMENT - 3**

**PLAN OF THE ANTI-CORRUPTION TRAINING PROGRAMS  
FIRST DRAFT  
( ONE YEAR PLAN)**

1	The institution that is under your leadership	
2	The Government institutions that are in the same region as of your institution	
3	Approximate number of public servants in your institution/in the institutions that are under the purview of your institution and in the institutions of your region	
4	Out of the institutions mentioned under No 2, what are the institutions that you recommend to be subjected to this training program	

5	Number of officers		
	Staff Grade Officers	Non-Staff Grade Officers	
6	The Plan to train 1000 public officers within one year		
	Month	The institutions in which the training programs are conducted	The number of participants
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
7	Name		
8	Designation		
9	Telephone number		
10	E mail address		

## ATTACHMENT - 4

### Understanding the One Day Training Handbook

### Content

- The content of the program
- Planning the training programs
- The schedule of the training programs
- The instructions for the trainers
- Methodologies of training
- Display of PPT
- Hand bills
- Evaluations
- The Reports of the workshop

### The Content of the One Day Training Program

- Opening Session
- Corruption and the consequences of corruption
- Steps to combat corruption
- Practice of a public officer with integrity
- Identifying the risks of corruption
- Closing Session

### The Material Kit

#### 1<sup>st</sup> Part

- The requisite documents needed for the reference of the trainers

#### 2<sup>nd</sup> Part

- The soft copies of the documents needed to conduct the training programs

#### First Part - The requisite documents needed for the reference of the trainers

- Laws and regulations
- The publications of the Commission to Investigate Allegations of Bribery or Corruption
- International conventions
- Videos
- Websites

#### Second Part- The soft copies of the documents needed to conduct the training programs

- The training handbook
- Display of PPT
- Handbills
- Evaluations
- Reports of the workshops

## ATTACHMENT - 5



**CIABOC**

**COMMISSION TO INVESTIGATE ALLEGATIONS OF  
BRIBERY OR CORRUPTION**

Towards a Nation of Integrity  
Training of Trainer Program on Anti- Corruption

(..... Date 2020)

(..... Location)

**POST- ASSESSMENT FORM**

**I. RATE THE LEVEL OF KNOWLEDGE YOU HAVE OBTAINED FROM THE SESSIONS ON VARIOUS SUBJECT-RELATED MATTERS.**

	Topic of the session	Obtained a vast amount of knowledge	Obtained an average amount of knowledge	Learnt something	Did not obtain any knowledge
1	Corruption and its consequences.				
2	Actions on preventing corruption.				
3	Practise of a public officer with integrity				
4	Towards excellence and integrity of public service through self-discipline				
5	Productive presentation in order to educate you				

**2. AT THE END OF THE WORKSHOP, MARK THE MOST CORRECT ANSWER RELATING TO THE FOLLOWING STATEMENTS**

	Topic	Highly Agreed	Agreed	Neither agreed nor disagreed	Disagreed	Highly Disagreed
1	The scope of the subject matters wereadequately covered					

## ATTACHMENTS

2	The contents is relevant to my background and experiences					
3	The program was properly organized					
4	I was encouraged by the active contribution of the other participants					
5	This program aligns with my personal motives					
6	The videos which were displayed were necessary and appropriate for the program					
7	The material kit provided was useful					

### 3. PLEASE MARK ACCORDING TO WHAT YOU ACCORD.

	Topic	Excellent	Good	Average	Unsatisfactory	Weak
1	The methodologies of the lectures					
2	The resource persons and their lectures					
3	Hall facilities					
4	Food and hospitality					
5	Accommodation					
6	The rest of the participants					
7	Organization					
8	Coordination					

### 4. DURATION OF THE PROGRAM

Very good  Short  Lengthy

### 5. THE NUMBER OF PARTICIPANTS

Adequate  Not adequate  Excessive

### 6. WAS THERE AN ADEQUATE FEMALE REPRESENTATION?

.....

.....

.....

**7. ARE THERE ANY TOPICS THAT SHOULD BE REMOVED FROM THIS WORKSHOP?  
IF YES, WHAT ARE THEY?**

.....  
.....  
.....

**8. IN YOUR OPINION, WHAT ARE THE TOPICS/THEMES THAT SHOULD BE ADDED  
TO THIS WORKSHOP?**

.....  
.....  
.....

**9. WHAT ARE YOUR SUGGESTIONS TO IMPROVE THIS PROGRAM?**

.....  
.....  
.....

**10. WERE THE TRAINERS OF THE WORKSHOP SENSITIVE TO GENDER ISSUES?**

.....

**11. WERE THE TRAINERS ABLE TO CONDUCT THE WORKSHOP IN AN INCLUSIVE  
MANNER – ENGAGING WITH ALL PARTICIPANTS?**

.....

**12. WHAT IS YOUR OVERALL RATING OF THIS PROGRAM?**

Excellent  Very Good  Good  Average  Weak

“.....Work shall not be done here without wage. At every gate he commanded to place sixteen hundred thousand kahapanas, very many garments, different ornaments, solid and liquid foods and drink withal, fragrant flowers, sugar and so forth, as well as the five perfumes for the mouth. 'Let them take of these as they will when they have laboured as they will.' Observing this command, the king's work-people allotted the wages...” – Mahavamsa Chapter XXX

The above paragraph describes how King Dutugemunu allocated the wages due to the workers who toiled over the Swarnamali Seya. In this manner, the workers themselves decided the wage that was due to them. They themselves collected the money and other items that the King had placed in various places in the temple grounds. Until the construction of the sthupa was completed, this voluntary labour and payment method continued.

The fact that this process could be continually used makes it clear that the Sri Lankans of that time were people of integrity.

It is inspired by these ancient people that the Commission to Investigate Allegations of Bribery or Corruption has engaged in extensive public consultations and created the National Action Plan for Combatting Bribery and Corruption in Sri Lanka

“**Value-based education and community engagement**” is a main part of the National Action Plan. Three publications relating to a Training Programme Series for Integrity Trainers have been published under this, namely:

- 1. Three-Day Workshop Manual** – a guide for the Trainers, Resource Persons and Facilitators who will be involved in the Three-Day Workshop series for Integrity Trainers
- 2. Resource Handbook** – Material that will enable the Integrity Trainers to improve their knowledge on the subject matter.
- 3. One-Day Workshop Manual** – Guidance, handouts and training exercises required when conducting the One-Day Training Programmes.

**CIABOC**

අලිරස් හෝ දූෂණ චෝදනා විමර්ශන කොමිෂන් සභාව

இலஞ்சம் அல்லது ஊழல் பற்றிய சார்த்துதல்களை புலனாய்வு செய்வதற்கான ஆணைக்குழு

COMMISSION TO INVESTIGATE ALLEGATIONS OF BRIBERY OR CORRUPTION