



FINANCIAL LITERACY TRAININGS: 1st Batch 2021

Venue: PngCJE New Training Facility: Waigani – Port Moresby

Date: 23 February 2021

REPORT



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Program Officer, NJSS

25 April 2021

INTRODUCTION

The Financial Literacy Training was delivered to assist NJSS Officers who responded and showed interest in the course. The short training was designed and intended to help NJS Staff to better manage their financial resource (fortnight) and to reduce the habit of living on borrowed money year in year out. The program was design upon noticing lack of proper financial management skills by NJSS officers. Personal testimonies from officers and HR records on staff loans with financial lenders had prompted the design and delivery of this training.

There were two separate butch of trainings of the same course with different participants conducted in the previous year (2020) and this was the first for this year.

TRAINING OBJECTIVES

The training was intended to assist NJSS Court Officers to carefully and confidently manage scarce financial resources and loans for maximum benefit without financial stress.

Imparting personal finance budgeting techniques and exploring the simple financial tricks in terms of obtaining loans from lending financial institutions were compliments to the main objective.

Identifying and understanding the different types of loans and techniques of using debt to generate income were some of the emotional stimulating objectives participants looked forward to. Tips for proper budgeting of fortnightly salary was the focus of session presentations and demonstrations.

DESIGN & DELIVERY

The program designed to accommodate 3 series into one day which previously had been delivered in phases. Series one covering the financial education component. Education and awareness on the prudent financial management either for personal or corporate is vital. The second phase identified different types of loans offered by financial institution and an overview of transcending from employee to business owner then to self-employer and finally how to make investments. Types of incomes earned were part of the discussion in the third series.

BACKGROUND INFORMATION

The Financial Literacy Training had been captured in the PNGCJE TAP for this year, after realizing the importance of its content, although, it has not been captured in the annual training activity plan in 2020. The observations have indicated that most court officers, if not all had tough challenges in proper management of financial resources at their disposal. The loan applications submitted to financial institutions each year is a testament that called for such intervention.

A call for submission of names for interested officers were emailed through the Divisional Managers and Directors and a good number of names were received and hence, planning and preparations commenced thereafter.

DATES AND VENUE

The training was delivered on the 23 February 2021 commencing at 8:30 and ended at 3:30pm at the PNGCJE training room.

FACILITATOR (S) AND PARTICIPANTS

The training was an initiative of the facilitator and PngCJE Finance Manager, Mr. Gitu Lago and NJSS Program Officer, Mr. Peter Michael. The participants ranged from mixtures of the different divisions of NJSS based in Waigani including senior officers. From the initial 27 confirmed participants, only 19 turned up for the training.

Participants by gender

| No | Date | Male | Female | Total |
|-----------|-------------------|-------------|---------------|--|
| 1 | 23 February, 2021 | 8 | 11 | 19 |
| | | | | |
| | | | | 19 <i>total officers covered</i> |

Training costs

This program had a budget of K5,000. 00 in the PngCJE yearly training activity plan (TAP), hence, morning and afternoon tea with lunch were provided for the participants at less cost to the actual amount budgeted for.

HIGHLIGHTS OF SESSIONS

A. Types of Loans

Loan is a borrowed money that is expected to be repaid with interest and is referred to as DEBT or LIABILITY = OBLIGATION

Different loan interest rates such as unsecured personal loan rate, secured personal loan rate, fixed rate loans and etc. are available and that individuals to choose the best rate. Further, it is wiser to negotiate and to repay the interest of the loan first then to complete the entire loan package only to be financially exhausted at the end.

Differentiation and prioritization of needs from wants is an important starting point for a proper budget. If a loan is to be considered, it must be carefully planned to at least part of the loan to be invested in an income generating activity.

B. Budgeting Fortnightly Income

Fortnightly salary has to be carefully managed as most of the NJSS officers may not have additional income generating activities. Listing and budgeting for needs is vital but wants equally play an important role in the economy.

In budgeting, it is a bad idea to divert funds to an unbudgeted activity, unless it is economically viable and with in-depth consultation with financial experts.

Sample of facilitator's fortnightly budget was demonstrated to provide in-depth understanding and clearer picture on the importance of budgeting personal fortnight salary.

C. Six Words of Financial Intelligence

The six words of financial intelligence that all financial institutions use universally are; Assets, Liabilities, Income, Expenses, Cash and Flow. The total amount of money being transferred into and out of a business, especially as affecting liquidity is cashflow.

Further clarifications with demonstrations were made to show how these six financial terms are used and works in an economy.

D. Using Debt to Generate Income Without Financial Stress

The main concept behind this session was that loans be used to acquire assets that can generate money rather than it being only a liability.

E. Seven Types of Income and examples

- 1) Earned Income: *Employee*
- 2) Profit Income: *Moving from employee to entrepreneur*
- 3) Interest Income: *Lending money*
- 4) Dividend Income: *Buying Stock*
- 5) Rental Income: *Rent from properties*
- 6) Residual and Royalty Income: *Sales of books, videos on youtube, etc.*
- 7) Capital Gain Income: *Real Estate*

The facilitator indicated that his intention was to take the participants through to become self-employed, business owners and investors upon completion of the three series of the trainings.

CERTIFICATE

Certificates were issued to participants after successful completion of the training at the end of the day.

CONCLUSION

An inspirational and life changing training, although it was scaled down to one day program. The training has the gravitational force to motivate and boost aspiring entrepreneurs to realize their financial potentials if they or anyone puts his/her mind to it.

Training evaluation analysis indicates training information disseminated was fairly accepted with strong motivation to grasp the details of training bit deeper only if more time was allocated for this training.

RECOMMENDATIONS

The recommendations contained here were either proposed during the discussion or expressed on the evaluation questionnaire

Comments and suggestions from both batch of trainings were analyzed and commonalities in the recommendations were noted. The two financial literacy trainings recommended that;

1. Same financial literacy training be considered for other NJSS staff including provincial officers
2. A refresher FLT be considered to check on the participants achievements and progress as to clarify on areas of struggle
3. Training time be increased to at least two days to cover everything in detail
4. Presentation slides and pictorial examples be improved for better viewing

TRAINING EVALUATION

Training evaluation questionnaires were prepared and distributed to gauge participants' views on the arrangement and concepts of topics presented. The feedbacks received are used as rectifying tools to improve future trainings. The workshop evaluations and results have been collected and analysed in the following manner.

Response to Questions

| Question 1: Having completed the Training, how confident do you feel in managing your financial resources? | | |
|---|-----------|-------------|
| Rating | Point /18 | % |
| | | |
| Less Confident | | |
| Some Confident | | |
| More Confident | 9 | 50% |
| Much more Confident | 9 | 50% |
| | 18 | 100% |

| Question 2: Was the information presented useful and practical? | | |
|--|-----------|------------|
| Rating | Point /18 | % |
| | | |
| Not useful | | |
| Limited usefulness | | |
| Quite useful | 1 | 5.6% |
| Extremely useful | 17 | 94.4% |
| | 18 | 100 |

| Question 3: Were the aims of the training clear and were they achieved? | | |
|--|-----------|--------------|
| Rating | Point /18 | % |
| | | |
| Not achieved | | |
| Reasonably achieved | | |
| Substantially achieved | 4 | 22.2% |
| Fully achieved | 13 | 72.2% |
| | 17 | 94.4% |

| Question 4: Did you find that the presentation was effective and allowed adequate participation, discussion and practical presentation and interaction? | | |
|--|-----------|-------|
| Rating | Point /18 | % |
| | | |
| Not effective | | |
| Limited effectiveness | 1 | 5.6% |
| Quite effective | 5 | 27.8% |

| | | |
|---------------------|-----------|-------------|
| Extremely effective | 12 | 66.6% |
| | 18 | 100% |

Question 5: Overall, were you satisfied with the financial literacy training?

| Rating | Point /18 | % |
|----------------------|-----------|-------------|
| Not satisfied | | |
| Reasonably satisfied | 1 | 5.6% |
| Quite satisfied | 3 | 16.7% |
| Extremely satisfied | 14 | 77.7% |
| | 18 | 100% |

Question 6: indicate your understanding on the cash-flow quadrant

| Rating | Point /18 | % |
|-------------------------|-----------|-------------|
| No understanding | | |
| Good understanding | 2 | 11.1% |
| Strong understanding | 13 | 72.2% |
| Excellent understanding | 3 | 16.7% |
| | 18 | 100% |

Question 7: Your understanding on developing personal strategic plan for income and capital raising

| Rating | Point /18 | % |
|-------------------------|-----------|-------------|
| No understanding | | |
| Good understanding | 1 | 5.6% |
| Strong understanding | 12 | 66.6% |
| Excellent understanding | 5 | 27.8% |
| | 18 | 100% |

Question 8: Your understanding on when and how to get loans investments or incubate business

| Rating | Point /18 | % |
|-------------------------|-----------|------------|
| No understanding | | |
| Good understanding | 2 | 11.1% |
| Strong understanding | 9 | 50% |
| Excellent understanding | 7 | 38.9% |
| | 18 | 100 |

Question 9: Your understanding on developing simple cashflow, cash book and reconciling accounts

| Rating | Point /18 | % |
|-------------------------|-----------|-------------|
| No understanding | | |
| Good understanding | 7 | 38.9% |
| Strong understanding | 8 | 44.4% |
| Excellent understanding | 3 | 16.7% |
| | 18 | 100% |

| Question 10: Your understanding on processes involve to register a business with IPA | | |
|---|-----------|-------------|
| Rating | Point /18 | % |
| No understanding | | |
| Good understanding | 4 | 22.2% |
| Strong understanding | 8 | 44.4% |
| Excellent understanding | 6 | 33.3% |
| | 18 | 100% |

Comments on questions 11 – 14 were summarized here

| | |
|--|--|
| Question 11. Which income type would you wish to achieve in the next 5 years' time | |
| 1. Profit income x11 | |
| 2. Dividend income x8 | |
| 3. Earn income | |
| 4. Rental income x6 | |
| 5. Capital income x5 | |
| 6. Interest income x2 | |
| Question 12. List and explain briefly two interesting things you learned out of this training | |
| <ul style="list-style-type: none"> How to manage income x2 How to save Self confidence in financial management Investments – IBD Cashflow Developing Personal strategic planning x3 Offsetting loans by banks from other financial institutions x3 | <ul style="list-style-type: none"> Supplementary income generation is a motivation to start business x2 Pro and cons of loan x3 Investing in existing business & buying shares x7 Loan repaid by business itself. An eye opener after 25 years with NJSS x2 Hidden interest rates by the banks Budget break – ups |
| Question 13. List and explain briefly two least interesting things you learned out of this training | |
| <ul style="list-style-type: none"> Loan refinancing Create pool of assets | <ul style="list-style-type: none"> CSBI quadrant Legal implications on starting SME while employed |

Question 14. Do you wish to offer any other comments or suggestions for improvements of this training?

- *FLT is important and be conducted each year x3*
- *Well presented and facilitator very knowledgeable*
- *A refresher training to check on the participants achievement is recommended x2*
- *Personal experienced used could be minimized.*
- *More practice on cashflow calculations, business plan, cash book maintenance etc.*
- *More detailed handouts required for further and self-reading.*
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WORKSHOPS IN PICTURES



Training sessions in progress. Social distancing is considered vital when set ups are done for the trainings



Mr. Carey makes a point whilst officially closing the program



The program officer (Peter Michael) makes opening statements

Presentation of Certificates and some random shots



Training Agenda (*sample*)



Papua New Guinea Centre for Judicial Excellence
Supreme & National Courts of Justice



FINACIAL LITERACY TRAINING

TIME: TUESDAY 23 FEBRUARY 2021

TIME: 8: 30 – 3PM

VENUE: PNGCJE TRAINING ROOM

Program Objective: Participants will be able to *manage scarce financial resources and loans for maximum benefit without financial stress*

| Session | Time | Topic | Facilitator |
|---------|------------------------|---|-------------------------------|
| | 8:00 – 8: 30 | Arrival of participants | All |
| | 8: 30 – 8:45am | Introduction | All |
| 1 | 8:45 – 10:30 | Financial Literacy Series One | Mr. Gitu Lago |
| | 10:30 – 10:45am | Morning Tea | All |
| 2 | 10:45 – 12:30am | Financial Literacy Series Two | Mr. Gitu Lago |
| | 12:30 – 1:30pm | Lunch | All |
| 3 | 1: 30 – 2:45pm | Financial Literacy Series Three | Mr. Gitu Lago |
| | 2:45 – 3: 00pm | Afternoon Tea | All |
| 4 | 3:00 – 3: 15pm | Wrap – up and Evaluation | Mr. Gitu Lago & Peter Michael |
| 5 | 3: 15 – 3:30pm | Closing Remarks & Issue of Certificates | Mr. Carey |
| | 3:30pm | The End! | |

Participants List







Papua New Guinea Centre for Judicial Excellence
Supreme & National Courts of Justice



FINANCIAL LITERACY TRAINING: 23 FEB. 2021

Participants List

| No | Name | Gender | Designation | Division | Signature |
|----|-------------------------------|--------|-------------------------|------------------|-----------|
| 1 | Ruth Samuel | F | Court reporting officer | CRS | |
| 2 | Theodorah Tikot | | Court reporting officer | CRS | |
| 3 | Arua Rarua | | Court reporting officer | CRS | |
| 4 | Natasha Egan | F | | CRS | |
| 5 | Nanadai Gwaibo SOPHIE KANA | | | CRS | |
| 6 | Theresa Kaisa Kaiser | F | | CRS | |
| 7 | Philip Wapu | M | Chief Judgment Editor | Judgment Editing | |
| 8 | Timothy Katu | M | | ICCSD | |
| 9 | Georgina Parina | F | | ICCSD | |
| 10 | Raga Loto | M | | Achieves | |
| 11 | Faith Pogla | F | | Achieves | |
| 12 | Sanny Gabor | M | | Achieves | |
| 13 | Mala Tulia | | | Achieves | |
| 14 | Josette Makeu | F | Director, ITD | ITD | |
| 15 | Maina Kevin | | IT Support Officer | ITD | |
| 16 | Jacklyn Lapa | F | IT Support Officer | ITD | |
| 17 | Caribbean Pakop | F | Executive Officer - ED | PngCJE | |

| | | | | | | |
|---|-------------------|---|------------------------------|-----------|-------------------|---|
| 18 | Velin Okole | | Court Officer | Reporting | CRS | |
| 19 | Eric Kwarkla | M | Court Officer | Reporting | CRS |  |
| 20 | Philipson Yanamba | M | Court Officer | Reporting | CRS | |
| 21 | Glenda Kumbiye | F | Court Officer | Reporting | CRS | |
| 22 | James Kenosi | M | Chief Security Officer (CSO) | | Security Sherriff | & |
| 23 | Kelly Smokey | M | Security Officer | | Security Sherriff | & |
| 24 | Aaron Johnson | M | Security Officer | | Security Sherriff | &  |
| 25 | Kagi Bomu | | ADR Officer | | ADR | |
| 26 | Stella Tadies | F | Finance Officer | | PngCJE |  |
| 27 | Olivia Paru | F | Admin. Secretary | | PngCJE |  |
| Facilitator (s) and support team | | | | | | |
| 28 | Mr. Gitu Lago | | Finance Manage – PngCJE | | | |
| 29 | Mr. Peter Michael | | Program Officer – PngCJE | | | |
| 30 | Jennifer Thomas | | Admin. Sec. – PngCJE | | | |