



PROVINCIAL FINANCIAL LITERACY TRAINING PROGRAM

Province ENGA – Wabag

Venue: Ribito Hotel

Region: Highlands

Date 16-17 Aug. 2021

Training Code: FLT0121

REPORT



17 September 2021

*Peter Michael
Program Officer, NJSS*

INTRODUCTION/OVERVIEW

Establishing a feeling of control over the available scarce financial resources at disposal is the genesis to alleviating poverty and financial freedom. Financial literacy gives the benefit of making choice that builds greater life satisfaction and ease of financial stress. It is a tool that can empower the local economy if financial literacy concepts are well grasped and seriously executed

The PNG Centre for Judicial Excellence Board under the leadership of Chief Justice has approved this Financial Literacy Training (FLT) to be delivered in all 22 provinces of Papua New Guinea within a 12 months period commencing in late July 2021.

The Financial Literacy Training is designed to assist NJSS Officers and officers from Magisterial Services (MS) and Department of Justice and Attorney General (DJAG) who are the stakeholders of PNGCJE. This short training is designed and intended to help officers of especially the stakeholders of PNGCJE to better manage their financial resource (fortnight) and to reduce the habit of living on borrowed (loan) money year in year out. The program was developed upon observations on the lack of proper financial management skills exhibited by officers. Personal testimonies received from officers and the HRD records on staff loans with financial lenders/institutions had prompted the design and delivery of this training.

It is anticipated this training will relief staff from yearly routines on embarking financial institutions for loans and over a period of time will produce and build financial capability of staff in the organization (s) through tapping into investment and SMEs.

ABOUT THE COURSE

The Financial Literacy Training (FLT) delivered through the centre is entirely a PNGCJE product developed and delivered by the Finance Manager, Mr. Gitu Lago. A course book/material for this training has been developed and in the process of editing and printing to go along with the delivery of this program. The program is currently developed to be delivered in one whole day, but this approach of delivery may change to include additional days as demand and desire to

TRAINING OBJECTIVES

The overarching aim of the FLT training is to assist the NJSS, MS and DJAG Officers to carefully and confidently manage scarce financial resources at their disposal and loans for maximum benefit without financial stress.

Identifying the different types of loans and techniques of using debt/loan to generate income were emotion stimulating objectives participants highly valued and appreciated. Tips for proper budgeting of fortnightly salary was a focus and emphasized as the basis and road to financial freedom.

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

OUTCOME (s)

The participants are expected to appreciate the content and delivery of the training in the following manners:

- a) Do proper budget of their fortnight salary
- b) Save up money from salaries for tuition fees, traditional obligations, etc. instead of running to the financial institutions for loans during such events year in year out.
- c) Proper management of existing (if any) small SMEs like trade store and other sales
- d) Venture into mini-SME opportunities to earn extra money
- e) Make investments/buy shares in already existing companies
- f) Get more loans to fund economic activities without it affecting the fortnight salary

DESIGN & DELIVERY

The program is designed to accommodate 3 series into one day which previously had been delivered in phases. Series one covers the financial education and awareness component. It deliberates into the personal financial budgeting techniques and types of loans offered by financial institutions and calculations methods for each loan type.

The second phase explores the different types of legal income that officers can consider to enrich their financial obligations whilst still working as employees of their organization - an overview of transcending into business owner, self-employer or how to make investments.

The third series comprises of a practical group project to ensure the covered theoretically concepts are implemented and materialized at based on their available financial capacity.

Education and awareness on the prudent financial management either for personal or corporate is vital for a sound economy.

BACKGROUND INFORMATION

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. Upon realizing the need for staff financial management skills within the organization (NJSS), the PNGCJE Finance Manager developed the course and called for interested officers to attend a one-day FLT training. The impressive feedback received indicated the continuity of the training, but was all done in Waigani, until the PNGCJE Board in July 2021 approved and directed this training be delivered in all 22 provinces of PNG and has to be done within 12 months from the time approval was given.

The PNGCJE Board noted the inclusion of Magisterial Services and DJAG staff located in the provincial centres where NJSS was located to be considered for this training where necessary. Hence, first FLT training commenced in August 2021 covering Wabag followed by Mt. Hagen.

DATES AND VENUE

The Wabag FLT training was delivered in two days (16-17 Aug. 2021) with participants divided into two groups. One group attended on the first day (16/08/21) and the other group on the second day (17/08/21). Each morning the training was scheduled to start at 8: 30am and finished at 4:00pm. The training in Wabag was delivered at the conference room at Ribito Hotel

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 range from NJSS and District Court Officers of Wabag, Enga Province. A total of 23 NJSS Officers and 11 MS Officers attended Wabag FLT training

The table below highlights details of participants.

WABAG FLT TRAINING: 16 – 17 AUGUST 2021			
NJSS	Male	Female	Total
	14	9	23
MS	7	4	11
21			13
Total			34

TRAINING COSTS

The FLT is a program entirely funded by PNGCJE with exception to the cost of two MS training officers that accompanied the trainers to Wabag and Mt. Hagen were met by Magisterial Services. Apart from cost of MS training officers, below is the break down of the budget for Wabag FLT training

No	Particulars	Amount	Supplier
1	Airfares (for 1 person)	K1, 022. 80 <i>(est.)</i>	Air Niugini
2	Venue hire & catering	K11, 800. 00	Ribito Hotel
3	Accommodation	K2, 400. 00	Ribito Hotel
4	Vehicle hire	K9, 344. 50	Island Mobil H/Car
5	TA	K2, 916. 00	Gitu & Peter
Total		K27, 483. 30	

HIGHLIGHTS OF SESSIONS

A. Types of Loans and methods of calculations

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 at the earliest time possible then to complete the entire loan package at an extended timeframe 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.

Two commonly used methods of loan interest and repayment calculation namely '*simple interest*' and '*compounded interest*' were provided with examples.

B. Budgeting Fortnightly Income

Fortnightly salary has to be carefully managed as most of the employees may not have additional income generating activities. Listing and budgeting for needs is vital but wants equally play an important role in the economy. Additionally, some wants turn out to be needs at times – *careful consideration is paramount*

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.

Investments in economic areas comes at a lengthy period through proper budget and does not have to be a one-off payment unless enough funds available

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 obtained and use 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 (sales)*
- 3) Interest Income: *Lending money (treasury bill & bonds for government)*
- 4) Dividend Income: *Buying Stock (become shareholder)*
- 5) Rental Income: *Rent from properties*
- 6) Residual and Royalty Income: *Sales of books, videos on youtube, etc.*
- 7) Capital Gain Income: *Real Estate (sales of vehicle purchased through internet)*

The facilitator indicated that his intention was to take the participants through to become self-employed, business owners and investors upon completion of the one-day intensive training. It is obvious that at least handful of the training participants have been motivated to venture into mini-SMEs with available resources at their disposal. It is anticipated that some good news will follow suit on the success of their mini-SMEs.

LESSONS LEARNT

1) Duration of training

Time frame for the training seemed very short to grasp the valuable information shared. If the course book drafted is being approved and printed, it would be desirable to run a second series of training with use of the financial resource book.

2) Medium of communication

It was also noted that a handful of participants could not read and write well, especially security officers and groundsmen. Tok Pisin was used as medium of communication for explanation in the training. The turn out of completed training evaluations were not impressive due to this reason (*some cannot write*) but we assumed that similar thoughts would have been expressed in those feedbacks received. It is wiser to be considerate and accept the commonly used medium of communication.

3) Late payment

Obviously, the payment to service providers (*for vehicle and hotel – accom. Venue hire/catering*) were delayed. However, we were allowed to run our trainings in Wabag without the payment upon trust basis and payments were done during training week. It would be better to submit the requisition to finance a week or two in advance to ease the stress we've been through.

CERTIFICATE

Certificates signed by the Executive Director and the facilitator were issued to participants after successful completion of the training at the end of each day. Participants were informed of the importance of the certificate as a bank requirement for SME loans.

TRAINING EVALUATIONS

Training evaluation questionnaires were prepared and distributed to gauge participants' views on the concept and method of delivery. The feedbacks received have been analyzed and used as rectifying tools to improve future trainings (*refer to analysis in the next few pages*).

CONCLUSION

As they say *'time is money and money is life,'* proper use and management of available finance is a life skill one has to master. Offering this much needed knowledge and skills free is a bonus for the participants and the organization at large. It is a matter of discipline and commitment towards the financial plan/budget that can live up to one's desire for financial freedom.

A Chinese proverb states, *'teach him how to fish instead of giving him the fish to eat,'* the FLT training has the motivational instinct force able to convert aspiring entrepreneurs to realize their potentials and can become millionaires in the near future if they can put their minds to it - only time will tell.

The completed training evaluation analysis indicates training information disseminated was highly commendable with strong motivation to grasp the details of training a bit deeper and in-depth only if more time was allowed.

RECOMMENDATIONS

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

Comments and suggestions raised were analyzed and commonalities in the recommendations were noted. This FLT training in Wabag recommended that;

- 1. A refresher FLT be considered to check on the participants achievements and progress and to clarify on areas of struggle***
- 2. Training time be increased to at least two days to cover everything in detail***
- 3. A financial lending division in the form of judicial social welfare fund or so be considered by the organization if possible.***
- 4. FLT be considered for all provinces to cover all staff and should be factored in the induction program too.***

ATTACHMENTS

A) EVALUATION ANALYSIS

Of the 34 total participants from Wabag FLT training, only 27 had completed and submitted their evaluations forms. The workshop evaluations and results have been collected and analysed in the following table.

Response to Questions

Question 2: Was the information presented useful and practical?		
Rating	Point /18	%
Not useful		
Limited usefulness		
Quite useful	4	14.8%
Extremely useful	23	85.2%
	27	100

Question 1: Having completed the Training, how confident do you feel in managing your financial resources?		
Rating	Point /27	%
Less Confident		
Some Confident	1	3.7%
More Confident	15	55.6%
Much more Confident	11	40.7%
	27	100%

Question 3: Were the aims of the training clear and were they achieved?		
Rating	Point /27	%
Not achieved		
Reasonably achieved	2	7.4%
Substantially achieved	5	18.5%
Fully achieved	20	74.1%
	27	100%

Question 4: Did you find that the presentation was effective and allowed adequate participation, discussion and practical presentation and interaction?		
Rating	Point /27	%
Not effective		
Limited effectiveness	2	7.4%
Quite effective	7	25.9%
Extremely effective	18	66.7%
	27	100%

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

Rating	Point /27	%
Not satisfied		
Reasonably satisfied	2	7.4%
Quite satisfied	5	18.5%
Extremely satisfied	20	74.4%
	27	100%

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

Rating	Point /27	%
No understanding		
Good understanding	4	14.8%
Strong understanding	8	29.6%
Excellent understanding	15	55.6%
	27	100%

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

Rating	Point /27	%
No understanding		
Good understanding	9	33.3%
Strong understanding	5	18.5%
Excellent understanding	13	48.1%
	27	100%

Question 8: Your understanding on types (7) of income

Rating	Point /27	%
No understanding		
Good understanding	9	33.3%
Strong understanding	6	22.2%
Excellent understanding	12	44.4%
	27	99.9%

Question 11: Your understanding on the processes involved to register a business with IPA

Rating	Point /27	%
No understanding	4	14.8%
Good understanding	5	18.5%
Strong understanding	12	44.4%
Excellent understanding	6	22.2%
	27	99%

Question 9: Your understanding when and how to get loans to fund investments or incubate business idea		
Rating	Point /27	%
No understanding		
Good understanding	5	18.5%
Strong understanding	11	40.7%
Excellent understanding	11	40.7%
	27	99.9%

Question 10: Your understanding on developing simple cash flow, cash book and reconciling accounts		
Rating	Point /27	%
No understanding	2	7.4%
Good understanding	5	18.5%
Strong understanding	8	29.6%
Excellent understanding	12	44.4%
	27	99.9%

Question 11: Your understanding on the processes involved to register a business with IPA		
Rating	Point /27	%
No understanding	4	14.8%
Good understanding	5	18.5%
Strong understanding	12	44.4%
Excellent understanding	6	22.2%
	27	99%

Comments on questions 12 – 14 were summarized here

Question 12. List two interesting things you learned out of this training and explain why	
<ul style="list-style-type: none"> • <i>Quadrant and business ownership</i> • <i>Rental</i> • <i>Personal budget – It helps how to manage my salary x13</i> • <i>Ways of making money apart from common salary x10</i> • <i>Unemployment on retirement sustainability</i> • <i>Self-sustainability whilst having been employed</i> • <i>Prioritizing needs from wants</i> • <i>Create pool of funds</i> 	<ul style="list-style-type: none"> • <i>Profit income – use of salary to create more business</i> • <i>Bank loan – I will now stop getting loan</i> • <i>Borrowing money from others will stop now</i> • <i>7 types of income x2</i> • <i>Types of loans x3</i> • <i>Dividend income</i> • <i>Compounded interest</i> • <i>Life cover insurance x3</i> • <i>Investment – make more money legally x3</i> • <i>Use loan to acquire assets</i>

Question 13. List two <u>least</u> interesting things you learned out of this training and explain why	
<ul style="list-style-type: none"> • <i>Interest income – lending money can be a fail business</i> 	<ul style="list-style-type: none"> • <i>Liabilities – assets can be liabilities</i> • <i>Keeping appropriate record to assist in small business</i>
Question 14. Do you wish to offer any other comments or suggestions for improvements of this training?	
<ul style="list-style-type: none"> ▪ <i>First training I have ever had with years of working with the department x 3</i> ▪ <i>I wish to keep in touch with Mr. Gitu Lago for further advice before 2022</i> ▪ <i>It's encouraging and motivates me to be one of the successful persons x2</i> ▪ <i>It would be good if this training continues on into the future x4</i> ▪ <i>Please consider this Judicial Social Welfare Fund as emphasized x4</i> ▪ <i>Very informative and highly appreciated x8</i> ▪ <i>Financial institutions be considered by department to assist employees set up business after retirement</i> ▪ <i>The training is sufficient to start a business x2</i> ▪ <i>I feel I am lucky to have attended this training unlike other public servants who lack such information</i> ▪ <i>Continue this training to other centres</i> 	

B) WORKSHOPS IN PICTURES



Team B group photo



- 1. Participant's introduction*
- 2. Group activity discussions*



GROUP C
NTSS FUEL SUPPLY

+ CAPITAL - K2000.00
 (2000) - Fuel tank

+ 2x DIESEL DRUM - K800.00

+ 2x DIESEL DRUMS - K1600.00

+ TRANSPORTATION FEE - K100.00

+ LUNCH - K50.00

EXP. K1750.00

BAL: K250.00 - 1000

(2000)

450 1200 x 400 - K1800.00 = 3000

- 800 = 2200 - 1000

1200

Sample of group work and presentation



Presentations of Certificates

C) Program – FLT Wabag



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



FINANCIAL LITERACY TRAINING for PROVINCIAL MS and NJSS OFFICERS

Location: **Wabag**

Venue: **Ribito Hotel**

Date: **16 – 17 August 2021**

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	Opening remarks	Peter Michael A/R Wabag National Court
1	8:45 – 10:30	FINANCIAL LITERACY SERIES ONE <ul style="list-style-type: none"> - Financial Liabilities - Types of loans - Interest calculation methods - Needs & Wants 	Mr. Gitu Lago
	10:30 – 10:45am	Morning Tea	All
2	10:45 – 12:30am	FINANCIAL LITERACY SERIES TWO <ul style="list-style-type: none"> - Quadrants - Financial Intelligent & how 6 words of financial intelligent work - 7 types of supplement income you can generation - Regulatory & appropriate records 	Mr. Gitu Lago
	12:30 – 1:30pm	Lunch	All
3	1: 30 – 2:45pm	FINANCIAL LITERACY SERIES THREE 1) Developing Strategic Business Plan <ul style="list-style-type: none"> - Creating pool of assets - Investing in opportunities - Create Business (<i>Business Owner</i>) - Create wealth (<i>investment</i>) - Leverage Business (<i>loans</i>) 	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	A/R Wabag National Court and Clerk of District Court
	3:30pm	The End!	

D) Participants Attendance Checklist

 			
Papua New Guinea Centre for Judicial Excellence Supreme & National Courts of Justice			
FINANCIAL LITERACY TRAINING: NJSS & MS STAFF WABAG			
Participants List			
VENUE: RIBITO HOTEL		DATE: 16 - 17 AUG 2021	
No	Name	Designation	Dept/Division
Sign: 16 Aug			
TEAM A: 16 AUGUST 2021			
1	Peter Nend	Assisant Registrar	Wabag Nat. Court
2	Anna Owa	Crimes Officer	Wabag Nat. Court
3	Judy Lai	Electronic Filing Officer	Wabag Nat. Court
4	Chris None	Sherriff Officer	Wabag Nat. Court
5	Smith Michael	Security Officer	Wabag Nat. Court
6	David Tombe	Security Officer	Wabag Nat. Court
7	Doapokali Poko	Building & Grounds	Wabag Nat. Court
8	Linda Kolo	Building & Grounds	Wabag Nat. Court
9	Thomas Yakole	Admin Driver	Wabag Nat. Court
10	Jennifer James	Cleaner	Wabag Nat. Court
11	Samuel Benson	Security Officer	Wabag Nat. Court
12	Lynn Ignote	Clerk of Court	MS - Wabag
13	Nerolyn Pindapae	D/Clerk of Court	MS - Wabag
14	Simon Lapet	Registry Clerk	MS - Wabag
15	Lea Leme	Driver/Office Assistant	MS - Wabag
Facilitating Team			
16	Gitu Logo	Finance Manager	PNGCJE
17	Peter Michael	Program Officer	PNGCJE
18	Elling Namean		MS
19	Emily Igo		MS

20. PAUL LANGA - COURT ATTENDANT
21. PRISCILLA PILEMBO - PRIVATE SECRETARY TO JUDGE
22. GIBSON GOLI - ASSOCIATE TO JUDGE
23. OTTO NEPAO - DRIVER TO JUDGE
24. KORAKEN EPEA - TOCRO
25. MITCHEL JIM - REGISTRY CLERK - Mitchel
- ~~26. LYNN IGNOTE - CLERK OF COURT - Lynn Igo~~
- ~~27. POKO DUAPAKA~~
26. ENGIN MINAPAS - CLERK OF COURT 17/8



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



FINANCIAL LITERACY TRAINING: NJSS & MS STAFF WABAG

Participants List

VENUE: RIBITO HOTEL

DATE: 16 - 17 AUG 2021

No	Name	Designation	Dept/Division	Sign: 17 Aug
TEAM B: 17 AUGUST 2021				
16	Susan Nalinge	Acting Admin Officer	Wabag Nat. Court	
17	Pricilla Pilembo	Private Sec - Judge	Wabag Nat. Court	attended: 16/8/21
18	Munguwas Pake	Civil Officer	Wabag Nat. Court	
19	Margaret Kore	Electronic Filing Officer	Wabag Nat. Court	
20	Andrea Casper	Admin Assist/KBO	Wabag Nat. Court	
21	Yowen Tengen	Security Officer	Wabag Nat. Court	
22	Iki Pakao	Security Supervisor	Wabag Nat. Court	17/08/21
23	Jim Pir	Security Officer	Wabag Nat. Court	not available
24	Soro Wasen	Security Officer	Wabag Nat. Court	not available
25	Genie Liu	Building & Grounds	Wabag Nat. Court	Open 16/08/21
26	Daniel Maliso	Security Officer	Wabag Nat. Court	
27	Mitchel Jim	Registry Clerk	MS - Wabag	16/8/21
28	John Tumu	Security Officer	MS - Wabag	17/08/21
29	Johny Talipao		MS - Wabag	17/08/21
30	Ene Kimbune	Security Officer	MS - Wabag	
Facilitating Team				
31	Gitu Logo	Finance Manager	PNGCJE	
32	Peter Michael	Program Officer	PNGCJE	
33	Elling Namean		MS	
34	Emily Iqa		MS	

35. KITL KATUOL SECURITY MS
 36. COABSTAL MAX SECURITY MS
 37. ENGILIN MINADAS - CLERK of COURT
 38. WAINGI YANGIAKALI

