

Community Expansion Module



*The complete training module for new communities joining
Rags2Riches*

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How to Use the Community Expansion Module

This module serves as an extensive training manual to teach new communities of Rags2Riches everything they need to know about becoming artisans of the social enterprise. The community supervisor will visit the community-in-training on a weekly basis in order to instruct them on this manual as well as check their on-going progress. Since there is a tremendous amount of material to be taught during this process, it is important for the community supervisor to be knowledgeable on every subject covered.

The first step of the module begins with the preliminary training. The community supervisor is responsible for teaching the community's artisans the basic skills of weaving, the importance of attendance to weekly meetings, and how to monitor production. Also, a community leader is chosen in this process whose responsibilities are further covered in this section of the module. The community supervisor's main duty is to ensure that every bullet point is taught and understood by the artisans. This section has no set time qualifications to it, as in the past some communities have retained this information in a matter of weeks while others have required months. Once the checklists of what both artisans and community leaders is fulfilled, the supervisor will explain the schedule for the next twelve months.

The twelve-month training period teaches the various business skills and values that each artisan needs to comprehend. The supervisor will start each month with an activity listed in the module, and then explain the importance of that activity in relation to that month's skills. After this, both the business module and value formation module will be explained. These are a set of questions that serve to gauge the community's knowledge of that month's business skills and values. They are administered at the beginning of the month to bring awareness to the month's training and then reevaluated at the end of the month. Between the business module and value formation module is the training on certain skills and things to know

about Rags2Riches. Each weekly meeting ends with the checking of job orders and quality control, which is followed by the issuance of a new job order.

The halfway review is administered as a checkpoint in the middle of training. This serves as an opportunity to receive feedback from the artisan's and to measure their progress. The objective of this meeting is to create an open dialogue in which artisans can voice their questions or concerns and to have their needs be adhered to. Following this, there is a change in job orders from one week to two, which is explained in further detail in the module.

Following the twelve-month training, there is a final evaluation form, which is to be given to each artisan including the community leader. It is an open-ended questionnaire that seeks to measure the readiness of each artisan in how well they retained the information from their training. The community supervisor is responsible for grading these questionnaires, using their own discretion to decide whether or not each artisan is ready to become a member of Rags2Riches. If the entire community passes, they have graduated the training process and their community becomes an independent member of Rags2Riches.

Preliminary Training Period

- Checklist of what *Artisans* need to know so they can pass Rags2Riches' basic requirements
 - Basic skills of correct weaving and trouble shooting learned
 - Commitment to attend required weekly meetings of Rags2Riches
 - Monitor of their capacity in terms of production
 - Monitor membership level
 - How to fill up the forms that Rags2Riches has (done by community leaders)
 - Understanding of the importance of their works/outputs
- Checklist of what *Community Leaders* need to know so they can pass Rags2Riches' requirements
 - How to monitor members
 - Learn the positive words, say the positive before the negative in assisting members of the community
 - Learn how to use the words please and thank you
 - Comment on their works with positive words
 - Use constructive criticism/address their problems and challenges with positive words
 - Check up on members
 - Ask community members if they have any questions, concerns or challenges
 - Find out why members left the community (drop outs)
 - Regular community meeting
 - House to house visit if members avoid meetings
 - Monitoring of production
 - Members bring their products to every meeting (finished or not)
 - Up-to-date tracking of all finished and on process products
 - Quality and Quantity check:
 - How many pieces were they able to make?
 - How many actually pass quality control?

- What are the common quality control issues? How can these be addressed?
 - Follow up every session about their production and materials, if they already made it or not, and why?
 - Establish the importance of computations/finance and accounting
 - Importance of tracking of income and expenses, Quality of Life
 - Review questions to keep track of (6 months, 1 yr.)
 - Financial status changes from Rags2Riches income (ex. 1 kilo of rice, sugar or coffee)
 - Personal status changes from Rags2Riches involvement
- Issuance of scrap
 - Who got x kilos?
 - What cloth was distributed?
 - How many panels should be made?
 - What date was it issued?
- Production
 - Who made the panels? How many?
 - How many kilos of scrap were returned?
 - What date was it delivered?
 - How many panels passed quality control?
- Payroll Disbursement
 - How much was paid to whom?
 - What date was it paid upon?
 - Verification of receipt of payment (preferably with corresponding pay slip to the artisan)
- Membership Tracking (strictly for leaders)
 - Every month, what is the status of every member? (Active, not active, unreliable, etc.)
 - If there are fall-outs or uncommitted members, what are the reasons?
- Other Finances
 - Transportation Expenses for meetings and/or delivery (if applicable)

- Photocopying Expenses etc.
- How to teach members what they need to know
 - Teach the step by step weaving process
 - Teach how to redo their work (this is a review, already taught on the last day of training)
 - Teach how to fill out community monitoring form
 - This is necessary because:
 - It tracks the production of work
 - Members will know how much should be completed
 - Have a record so that in case there are questions and discrepancies, we have something to refer to
 - Artisans record their production in their own notebook
- How to monitor their progress/ensure they understand?
 - For the community leaders: Workshop/Actual, let them do the forms
 - Week by week training of community leaders to becoming independent progress monitors
 - First week: teaching phase, can be observing the facilitator while she is doing it and allowing the trainee to write the details about the last few artisans
 - Second week: allowing the trainee to do it on his/her own but with facilitator looking over the shoulder
 - Third week: allowing trainee to do it before facilitator goes to community then facilitator to check it upon arrival.
 - Fourth week: trainee will do it independently (if recommended after third week visit)
 - Lowered Rejection Rate
 - Products are being made in timely manner
- Last day of training:
 - Roles and responsibilities of R2Rtisan
 - Evaluation metrics for graduation
 - On-time fulfillment rate of 75%

- Quality control rate of 85%
- Must understand Rags2Riches mission in the following contexts of business, entrepreneurial, community
- Relationships with Rags2Riches and communities:
 - Partnership: supplier-client
 - Community-based enterprise that is legally recognized and independent
- Must understand the business module of Rags2Riches
- Values of Rags2Riches must be upheld
- Announce the weekly schedule that will last the entire year- establish that this is going to be the mandatory weekly community meeting
- Remind to bring the panel for the week- make a habit of making one panel per day to work on

Twelve-Month Training Period

Month 1:

- This month's value: United in one goal
- Activity: Ask everyone to take off one of their shoes and have them throw that shoe in a big pile in the center of a room. Once everyone has done this, have everyone go in and grab a shoe that is not his or hers. After this, have them go around and mingle with each other with the final objective of finding out whose shoe they have.
 - The points of this activity are to get people to interact with one another in order to break the ice, but also to show that each person is united in trying to attain the same goal. Everybody here may have their different reasons for joining Rags2Riches, however all of you are assigned to complete the task of training and becoming members of the enterprise. Since everybody is trying to do this, it would be wise to come together and work in unity to achieve this goal.
- Sharing session
- Make a weekly output form for the community (submitted/accepted)
 - Remind each person to document their production
- Introduce Business Module and Value Formation Module
- Value Formation Module
 - Artisans establish goals for themselves
 - Personal
 - Community
 - Goals are very important as they drive you to be the best person you can be
 - Big goals are reached through small ones. In other words, you cannot accomplish big goals just at once, they take time and determination
 - Goals cannot be reached by doing nothing, you must work very hard to accomplish them

- Business Module
 - Rags2Riches has goals in its business as well which include creating fashionable products to sell on the global market and to assist those living in poverty
 - Rags2Riches has the goal of lifting Filipinos out of poverty through empowerment
 - These goals, as well as artisans' goals, take much time and effort and are continually being improved and completed
 - Remind the Artisans that their goals are related to the communal goals, which is related to the Rags2Riches' mission. Thus, everything done contributes to the overall good of the enterprise.
- Connection between value, business, and personal goal: Goals are hard to achieve, especially if you take on more responsibility than you can actually handle. Fortunately, in this situation you have a community to rely on. It is important to know that the goals set for yourself will require you to seek help from one another.
- Remind how important it is to monitor the production of yourself and the community
- Remind why we need to report on the product that was already made or not made/still in the process?
 - Important because of job orders as well as knowing ability of artisans
- Weekly output form
- Production monitoring/reporting
 - Submitted/accepted, finished/not finished and why
 - This is important because it is the fundamental aspect of completing a job order
 - Products will be accepted only if they meet quality control, because if they do not, they will not be desirable on the global market
 - If works are rejected, do not be upset, this is not intended to offend the person, but rather to improve their works. As time goes on, you will notice less works will be rejected due to your accelerated skills

- Check job order/quality control of products, then issue new job order

Month 2

- This month's value: Spirituality
- Activity: Think of a time when you felt most in touch with your spirituality, what caused this feeling? How did you respond to it? Think of how you can use this guiding spirit in your journey with Rags2Riches, do you think that this will be an important source of inspiration?
 - The point of this activity is to show the importance of finding your source of inspiration through spirituality. This will serve as a strengthening guide throughout your journey of becoming an artisan of Rags2Riches. This training will be difficult at times and will require a lot of you, but as long as you have faith you will be able to come out of it as a proud member of the enterprise.
- Value formation module
 - How will each artisan accomplish their small goals/what does each artisan need to do to achieve this? Does he/she need help from Rags2Riches?
 - How will each artisan accomplish their large goals/what does each artisan need to do to achieve this? Does he/she need help from Rags2Riches?
 - Ensure that goals are reasonable and relevant to Rags2Riches mission
- Business Module
 - This month's skill: time and motion concept
 - Has each job order this past month been completed? If not, why?
 - What is the rejection rate of each artisan?
 - Is the commitment to quality control met?
 - After being taught the time and motion concept of production, is there a greater understanding of why you should aim to meet the average time for each piece? Do you think that this contributes to greater production levels?
- Connection of value, business, and personal goal: Spirituality, or some sense of a guiding force, is very important in completing goals. Working to meet the quality control of products can be difficult at times, that is why you must have faith in

- yourself to meet these needs and eventually become a full time member of Rags2Riches. Products will be rejected, yet it is up to you whether or not to accept this as a chance to improve and to look towards your spirituality to find the strength to fight on.
- Rejection rate
 - The percentage of panels rejected out of the total numbers of panel submitted
 - This percentage may be high at first, but is intended to measure the progress of each artisan and should not serve as a hindrance towards artisan's improvement
 - Establish the importance of creating your own product
 - Formation of thoughts
 - Positive outlook
 - To quality and adhering to advice on products
 - Teach how to meet quality control
 - Review both small/large goals of each artisan
 - What steps have they taken to work towards these goals, what questions/assistance do they have/need to accomplish these?
 - Have their goals changed at all since the beginning?
 - Time and Motion Study
 - This is a study done throughout Rags2Riches communities that computes the average time per piece rate for every product
 - The importance of this is to give an estimate of the ideal time an artisan should aim to complete their respective products in
 - Time and motion study is important because:
 - Price should be standard when presented to the market
 - A price can be set for a product if the labor required to make it is standard
 - A standard price encourages weavers to make more in a particular time period in order to earn more
 - The importance of creating your own product

- Check job order/quality control, then issue new job order

Month 3

- This month's value: Trust in the ability of others
- Activity: Partner up with somebody else in the community, preferably somebody you do not know particularly well. One person closes their eyes and/or puts on a blindfold and puts their arms on the shoulder of the other person from behind. The not blindfolded person will lead the other person through an obstacle course made by the people who are not currently participating in the activity, leading them to safety. Each person should take turns doing both parts of this exercise.
- The point of this activity is to make sure that the person is led to safety and can trust the person leading them. Being in the community as long as you have, you must by now realize that the people surrounding you are talented and really do want to work hard. Since you will be with this community for a long time, it is imperative that you learn to trust each other and know that their abilities will not let you down. This is a two-part process as you must be able to trust your community, but they too must be able to trust in you.
- Value Formation Module
 - What are the long-term objectives of your dreams and goals?
 - Completing your training with Rags2Riches will take very hard work, how do you plan on implementing the tools of using criticism positively, exercising time management, and practice makes perfect into your work?
 - How do you intend on using these topics to improve your work with Rags2Riches as well as achieving your goals?
- Business Module
 - This month's skill: Pricing and costs
 - Has each job order this past month been completed? If not, why?
 - Has your rejection rate lowered since last month?
 - Are you committing more time to your products/adhering more to the quality control?
 - Has the motivational seminar served your business skills as an artisan?

- After self-monitoring of your own work, what else do you find to be necessary towards part of the community enterprise you are trying to build? (ex. Better time management, seeking help from other artisans/Rags2Riches)
- Connection for value, business, and personal goal: Many different objectives were taught during the motivational seminar, which include time management, sustainable work, turning criticism into positivity, etc. These are all somewhat difficult things to grasp individually. However, if you trust that your community supports you and is capable of doing great things, then the journey towards graduation will be much more achievable. Furthermore, having a greater understanding of the pricing and costs of materials for the enterprise, it is essential that each community member greatly value the work they do. Since this work can be difficult and bring about many challenges, remember that the end goal is truly amazing.
- Cash flow
 - Cash in from customers
 - Cash out for materials, salaries, etc.
- Business expenses
 - Certain expenses/costs face any given business, including Rags2Riches
- Pricing and costing
- Show the artisan the price of production
 - The Suggested Retail Price is ph 59.00

Materials:	
Scrap Cloth ----- 12.50	
Label ----- .80	Total: 13.30
<hr/>	
Labor:	
Sorting ----- .80	
Weaving ----- 9.33	
QLP Savings ----- 2.33	
Labelling ----- .50	12.96
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Logistic:	
Scrap cloth ----- .50	1.79
Retailer ----- 1.29	
Other Cost:	
Coordinator Margin ---- 1.00	11.55
Community Margin ---- 2.60	
Contribution Margin --- 7.95	
Selling Price to Market (Net of Vat)	39.60
Mark up of Retailer (38%)	22.39
Suggested Retail Price	59.00

- Motivational seminar
- Business skills review:
 - On time fulfillment rate: 50%
 - Quality control rate: 60%
- Check job order/quality control, then issue new job order

Month 4

- This month's value: Commitment and dedication
- Activity: Ask the artisans to think of the greatest things in their lives or their greatest achievements. Ask them why they chose what they did and to explain this thoroughly. Now, ask them if this achievement came easily, or if it took a lot of effort to obtain (ex. Raising their child, completing school, etc.)
 - The point of this activity is to explain how most great things in life take time and dedication. As they have seen in their greatest achievements of the past, hard work and commitment were essential to their success. In fact, it could almost be said that it was not a great achievement if you did not have to earn it. Becoming a community member of Rags2Riches is no

easy objective, but the final reward will be worth all of the effort put towards it.

- Value Formation Module
 - How are goals coming along? What steps have you made towards their advancement?
 - How are you using time management (work life balance) to better achieve these goals? Have you had to give up on certain things in order to better achieve these goals?
- Business Module
 - This month's skill: time management
 - Has time management helped you better meet your business requirements of Rags2Riches? (ex. job order, quality control, time commitment, etc.)
- Connection between value, business, and personal goal: Time management and commitment of time are essential to success. One can lead to the other, and vice versa. If you are able to manage your time better, you can leave more time to commit to your goals. If you commit more time to your goals, inevitably you will need to manage your time to balance both completing your goals and doing other necessary tasks in your life. Achieving anything worthwhile takes dedication, and the end result will be worth it if you give it everything you've got.
- Artisan time management
 - Time management is important because it helps artisans arrange their schedules in order to work most efficiently
 - There are many commitments each individual must make, one must understand how to handle each
 - Family commitment vs. group/community commitment
- What are the things you find most important? What do you commit most of your time to?
- Artisan time management (continued)
 - What are the things you do on a regular weekday?
 - What are the things you do in a week?
 - What are the things you do that are most important?

- What are the things that I might postpone or do first?
- Notes on determining priorities:
 - What are the most important things that I need to complete?
 - What are the things I have to do today which are the most time consuming? When should I plan on doing these things?
 - What are things that I could maybe handle at another time?
- Fill out the following for time management:
 - Things to do now
 - Think about when you will do them
 - Let others do
 - Forget to do
- Time spent being productive
 - Work
 - Number of hours used
- Time spent being not productive
 - Work
 - Number of hours used
- Quality control of Products
 - Ask for exact measurements of quality control
 - Since problems will be different for each community, hold a review session and then try to zero in on the problems prohibiting members from obtaining quality level products
- Pick up of products
- Time management
- Quality control
- Check job order/quality control, then issue new job order

Month 5

- This months value: Communication
- Activity: Have artisans get in a circle; the leader will whisper a sentence consisting of at least 10 words to the person next to them. That person will be responsible for doing the same thing to the next person and this will continue until

the sentence gets to the last person. Once it reaches them, they will say it out loud. Compare what they say to what was initially said by the leader. Try the activity until the last person correctly says the initial message.

- The point of this activity is to show how strong communication is important to get the necessary message across. Sometimes it is hard to get your point across, or you struggle to articulate it in the way you are attempting to. Practicing this and becoming more comfortable with your community will improve your communication skills to the point that it produces rewarding cohesion.
- Values Formation Module
 - How are your goals coming along?
 - Have your goals helped you individually? Helped the community?
 - Any questions on how to achieve these goals? Any setbacks?
- Business module
 - This month's skill: troubleshooting and redoing techniques
 - Have the troubleshooting and redoing techniques taught to you helped you make the quota for job orders and lowering your rejection rate?
- Connection between value, business, and personal goal: Weekly meetings are important because it gives the community the chance to teach skills valuable to the enterprise. However, it also serves as a time for artisans to ask questions and seek help if they need it. If artisans don't share what is on their mind, then their problems may never be addressed. That is why communication is important because it allows the community to adhere to everyone's needs and come up with a strategy to resolve problems and avoid them in the future.
- Teach different techniques of troubleshooting
- How to properly redo a product
- Teach how to monitor production for community leaders
 - Weekly meetings
 - If necessary, house to house visit
 - Check if:
 - There is extra scrap, how much

- Encountered challenges (ex. problems making job order, weaving issues, etc.)
 - Gathered suggestions about the group and production
- Check job order/quality control, then issue new job order

Month 6

- This month's value: Positive outlook
- Activity: Have one artisan bring up a negative event, such as losing a job, and start off saying something like, "I've just lost my job and am trying not to panic." Other artisans provoke the first artisan to think positively by starting off a phrase, such as, "But now that I've lost my job, I'll have more time to--blank." The first artisan fills in the blank with a positive word or phrase, like "take a walk every morning," or "start the novel I've wanted to write." Searching for the silver lining in even a relatively disastrous event is the optimistic basis for this activity.
 - The point of this activity is to show that it is important to understand that life has its unavoidable hardships. However, having either a positive or negative outlook on the issue has the potential to either solve the problem or make it even worse. It is important to have a positive outlook because it allows you to take the experience as something to learn from and move forward optimistically.
- Values Formation Module
 - What new steps have you taken in completing your goals?
 - Do your community responsibilities relate to your goals?
 - Do you feel a new responsibility to your community?
- Business Module
 - This month's skill: Giving criticism appropriately and responding to it positively
 - Have you made each job order this past month? If not, why?
 - Has your rejection rate lowered since this past month?
 - Is the importance of meeting the requirements of Rags2Riches (ex. Job order, quality control, weekly meetings) understood beyond the

responsibilities of you as an individual and instead as a responsibility to the community?

- Have you taken advice given from an individual or your leader in a positive way and focused on the points he or she was trying to make in order to learn from them?
- When giving criticism, have you focused on addressing the issue instead of attacking the person?
- Connection between value, business, and personal goal: A positive outlook is necessary in going through the rigorous training of Rags2Riches. The requirements of this training can be difficult, but can only be met with a confident attitude. If you believe in yourself and your community, you will be able to achieve unimaginable goals. A negative outlook on life can only bring you down, that is why it is important to stay positive so you may achieve whatever you have set out to achieve!
- Establish that as a part of a community, business and second family, each artisan has their own responsibilities to the group
 - Making every weekly meeting
 - Meeting each job order
 - Making products that meet quality control
 - Helping others in the group when they need it
- The entire community is responsible for meeting certain requirements of Rags2Riches, so if one person fails the entire community does too
- Ask what each of these responsibilities entail
- Ask if they have been successfully meeting these responsibilities? In what ways have they? In what ways have they not?
- If they have not, what ways could they improve in order to take on these responsibilities?
- Check if there are any members that have stopped coming to Rags2Riches and find out why
 - Is there any way to reach out to these members who left?
- Ask why these members have committed to Rags2Riches

- Do they see the value in attending each meeting?
- Has R2R made improvements in their lives? (ex. financial literacy, greater income, more expenses met)
- Check job order/quality control, then issue new job order

Halfway Review

- Open dialogue with members
 - What are the things you like most about Rags2Riches? Any suggested changes?
 - How has Rags2Riches improved your overall livelihood?
 - Have you seen improvements in your weaving abilities? Are you satisfied with your production levels?
 - How have your relationships with your community members improved?
- Values Formation Module
 - Looking back at when you first made your personal goals, are you proud of how far you have come thus far?
 - Has how you have thought to go about reaching these goals changed in any way?
 - Do your goals seem any more attainable? Any less attainable?
 - How has your understanding of Rags2Riches' mission improved?
 - Do you see yourself as a stronger partner of Rags2Riches than when you first joined?
 - What responsibilities do you see to be necessary in becoming a Rags2Riches partner?
- Business Module
 - Have you been meeting your job orders at least 60% of the time?
 - Has your rejection rate been lowered to roughly 25%?
 - Do you understand the following concepts:
 - Time management
 - Time commitment
 - Quality control
 - Importance of completing job orders

- Explain that job orders will now be switched from every one week to every two weeks
 - With this comes greater responsibility
 - Time management will be important because given more time, but also given a higher demand of products
 - Regular communities usually have job orders that cover longer periods of time, therefore this is useful for practice
- Review of business skills:
 - On-time fulfillment rate of 60%
 - Quality control rate of 70%

Month 7

- This month's value: Open mindedness
- Activity: Have artisans get in to groups of two, have each person state something they do that is unusual that they actually really enjoy (ex. Certain food they like, television show, etc.), and have the other artisan say something they do that is unusual back. After each group has done this have them find new partners. Do this a few times until most people have shared with one another.
 - The point of this activity is to show that being narrow-minded can actually close off many doors to your life. Of course, many of the discussed activities were probably small ones, but they did manage to bring joy to each person who did them. Imagine if there was something out there that you truly would love to do, but never did because you did not give it a chance. For example, imagine if you kept a closed mind to joining Rags2Riches, you would not be at the place you were today!
 - Being in month 7, are you where you expected to be when you first joined the enterprise? Do you think that you could be where you are if you did not join the enterprise with an open mind? Compare this to other new things you have tried in your life, could you have enjoyed these things if you approached them with a closed mind?
- Value Formation Module
 - How are your goals coming along?

- What new steps have you taken in completing your goals?
- What personal values do you seek to embody while working with the Rags2Riches enterprise?
- What value do you see in the idea of quality control for both yourself and customers of Rags2Riches?
- Business Module
 - This month's skill: brainstorming new ideas
 - Have you tried not to limit yourself in options when coming up with solutions that your community might be facing?
 - Have you heard and valued each person's ideas with an open mind?
 - Have you reached the new given job order? What challenges did you face in meeting the new job order demands?
 - Has your rejection rate lowered since this past month?
 - Do you understand the concepts of business expenses and cash flow?
- Connection between value, business, and personal goal: Job orders have increased in their expectations, and as training has gone on the overall expectations have increased in the community. However, this has been continually occurring since you entered the enterprise. By continuing to view your goals with an open mind, you will be able to take in whatever comes your way and fight through it.
- Cash flow
 - Cash in from customers
 - Cash out for materials, salaries, etc.
- Business expenses
 - Certain expenses/costs face any given business, including Rags2Riches
 - It is important to bear in mind that Rags2Riches is a self-reliant enterprise that relies on its revenue in order to sustain itself
- Partial Quality Control
- Check job order/quality control, then issue new job order

Month 8

- This month's value: responsibility

- Activity: Think of a car and all of its parts. Now, one by one, each person chose a part of the car to be. Join together and try to act this out by having each person act as their part of the car one by one. Once this is completed, one by one have each person leave the car group. As each person leaves, the rest of the group must now explain what all has been lost by that person's piece of the car being gone.
 - The point of this activity is to show that responsibility has its components both on an individual and communal level. However, when each person works together, the product is greater than what each person could achieve separately.
- Values formation module
 - How are your goals coming along?
 - What new steps have you taken in completing your goals?
 - How valuable do you see each product you make given that you are aware of the costs of them?
- Business module
 - This month's skill: Assuming responsibility
 - Have you taken each task assigned to you with initiative and actively made sure that you are keeping up to date with your responsibilities?
 - Does the new understanding of business costs help you understand the Rags2Riches business model? How so?
 - Now that the costs of each product are known, do you understand the importance of quality control?
- Connection between value, business, and personal goals: Responsibility is a fundamental aspect of achieving the goals of Rags2Riches. This entails understanding the enterprise and its requirements. Each individual has a certain responsibility as part of the Rags2Riches community, for artisans these responsibilities include making job orders and attending weekly meetings. If you fail to live up to your expectations, then you are not only hurting yourself but also your entire community. Therefore, stay responsible by using the skills taught in the past in order to achieve your goals.
- Check job order/quality control, then issue new job order

Month 9

- This month's value: Integrity
- Activity: Divide the community in to two groups, place a piece of paper on the floor next to each group, on your signal have each team try to fit everyone on their respective paper. The team who gets all of its members on it first is the winner. Explain that it was important for the teams to work together in order to win the game, and also that honesty was necessary because lying or cheating could not have won them the game.
 - The point of this activity was to show that having integrity is important in bringing about positive results in your work. Without displaying this characteristic, you could truly hurt others and also create a bad image of yourself to others. As a member of Rags2Riches, you must show that you have integrity because how you act reflects on the enterprise that you work for.
- Value formation module
 - How are your goals coming along?
 - What new steps have you taken in completing your goals?
 - Do you understand the importance of staying focused on your personal and community goals in order to become a more successful member of Rags2Riches?
- Business module
 - This month's skill: Punctuality
 - Have you made each job order this past month? If not, why?
 - Has your rejection rate lowered since this past month?
 - Is there an understanding that everyone is held accountable to the rules and standards set for the community?
 - Have you been responsibly using funds to what they were particularly allocated for?
 - Are the different prices of certain materials understood?
 - Is the vision mission comprehensible with the business values of Rags2Riches?

- Connection between value, business, and personal goal: Integrity is an important life skill in many regards. Being honest and trustworthy not only makes your work more genuine, but it also helps you gain respect amongst your community. If you lie or cheat, the only person you are hurting is yourself. That is why it is important to approach your work with Rags2Riches with integrity in order to be the best artisan you can be. For example, integrity is essential to creating products and understanding their pricing. If you lie about your products, then you will be hurting both the company and yourself. Also, the only way you can truly accomplish your goals is by earning them in an honest way, because if you don't then you fail to achieve your goals in a moral way.
- Community Vision Mission
- Check job order/quality control, then issue a new job order

Month 10

- This month's value: Reliability
- Activity: Have every person find a partner, have them hold hands facing each other and lean as far back as they can without falling back. Have them stay as far back as they can for as long as they can. Ensure that they are being very careful while doing this and that the point of this activity is not to have them go out of the limits of safety.
 - The point of this activity is to exemplify the meaning of reliability and trust. Trust is important because it can truly create the most optimal outcomes in working together. Not only should you trust your community to live up to its expectations and be there for you, but your community must be able to trust in you to do the same.
- Value formation module
 - How are your goals coming along?
 - What new steps have you taken in completing your goals?
 - Does the allocation of work in order to make a job order help create a better sense of community? Is it understood that this does not mean to place work on to others, but more that others can support you if needed?
 - Do you have confidence in your community members?

- Business module
 - This month's skill: Reliability
 - Have you made each job order this past month? If not, why?
 - Has your rejection rate lowered since this past month?
 - Does a sense of community make more sense to you now that you understand how important it is for the community to make the job order rather than the individual?
 - Is there an understanding that as an individual, you're community is depending on you to do your part?
 - Does the allocation of work promote the notion that you are not alone in Rags2Riches, and that support can help make the community much stronger?
- Connection between value, business, and personal goal: Reliability is important because most difficult tasks are hard to accomplish by yourself. That is why it is important to have others to rely upon to help you along the way of completing your goals. However, people will only be reliable to you if you yourself have been reliable to them. Reliability helps create a strong sense of community that is built on trust.
- Teach how to allocate work based on job order and commitment of hours (done by community leaders)
- Confidence in ability of others
- Practice allocating work
 - It is important to note that this does not simply mean giving your work to someone else to do for you, rather you should be able to seek help with your work if you absolutely need it and vice versa.
- Check job order/quality control, then issue new job order

Month 11

- This month's value: Keeping your eyes on the prize
- Activity: Have each member state their personal and community goals, then have them list the steps they have taken to achieve these goals, then have them state what they still have left to complete these goals.

- The point of this activity is to explain that the community has taken many steps in order to complete their goals, yet they are still not quite finished. However, they have accomplished a lot and should be proud, and they are almost near the end of completing their goals.
- Value formation module
 - How are your goals coming along?
 - What new steps have you taken in completing your goals?
 - Do you feel that your community has successfully met the goals it has initially sought out to achieve?
 - Does the revolving fund concept show the trust Rags2Riches has in its ability to sustain itself?
- Business module
 - This month's skill: Evaluation
 - Is creating a monthly report understood?
 - Do you understand how to conduct an evaluation on your own work?
 - Do you understand the importance of self-evaluation?
 - Have previous lessons in business helped ease making each job order?
 - Does it make sense that Rags2Riches pays for both the labor involved in making a product and the material required to make it?
- Connection between value, business, and personal goal: As the community is nearing graduation, it is important that they do not begin to give up on their goals as artisans. This means continuing to give the same effort, show the same enthusiasm, and displaying reliability to the community that they have always exemplified. Included in this is making monthly reports to track your efforts, even though this activity may get tiresome/old. Also, goals take a tremendous amount of commitment, not only when it is exciting to commit but also when times are hard. If you keep your eyes on the prize, you will succeed!
- What goals have the community reached?
 - Personal
 - Community
 - Business

- Skills in making monitoring forms
- Explain the idea of the revolving fund
 - Pay for materials
 - Make product
 - Get paid
 - Purchase more materials for future products
- Quality control
- 70% of products made/cleared
- Check job order/quality control, then issue new job order

Month 12

- This month's value: Counting your blessings
- Activity: List all of the things you have accomplished in your last year while in training with Rags2Riches, explain how you were able to accomplish these goals, and finally congratulate yourself and the rest of the community.
 - The point of this activity is to show that as the community is nearing graduation, it is important to remind them that what they have done is not easy. Therefore, they deserve to praise themselves for their hard work and effort!
- Value formation module
 - How are your goals coming along?
 - What new steps have you taken in completing your goals?
 - Do you feel that training has adequately prepared you to graduate and become an official community partner of Rags2Riches?
 - Are there any final questions/concerns about Rags2Riches and you/your community's involvement with it?
- Business module
 - Have you made each job order this past month? If not, why?
 - Has your rejection rate lowered since this past month?
 - Are you fully able to explain the concepts behind the Rags2Riches?
 - What aspects do you feel are most essential to the Rags2Riches mission and business success?

- Connection between value, business, and personal: This is the final month of training, and all of these artisans have displayed an astonishing amount of hard work, integrity, and commitment to themselves, their community and Rags2Riches. One aspect of achieving your goal is acknowledging the hard work put in to achieving it and being proud as well. However, you can only be proud of work that you completed with integrity. Since the work involved in working with Rags2Riches is demanding and requires honesty, they should feel accomplished in what they have done.
- Find out if they ever had skills using Rags2Riches such as:
 - Crochet
 - Macrame
 - Machine (high-speed)
 - Hand sewing
 - Pattern maker
 - Cutting
 - Assembly
 - This is important because it gives an understanding of how efficiently the community works on its tasks
- Leaders know their tasks
- 70% of products finished

Evaluation Form (Checklist)

- On-time fulfillment rate of 75%
 - Delivering of quality panels of delivery date
 - First month fulfillment rate
 - Sixth month fulfillment rate
 - Twelfth month fulfillment rate
- Quality control rate of 85%
 - Accepted panels
 - First month quality rate
 - Sixth month quality rate

- Twelfth month quality rate
- Fall out rate
 - Members dropped out/total to begin with
 - Discover why

Final Evaluation

1. Please explain what you believe is the main mission of Rags2Riches in the following contexts:
 - a. Business
 - b. Entrepreneurial
 - c. Community
 - d. Combatting poverty
2. What are the individual traits that you have gained from working with Rags2Riches that you believe are important to the enterprise?
3. How reliable do you feel your community is? How dependable do you think your community thinks you are?
4. Please explain the following concepts:
 - a. Job order
 - b. Quality control
 - c. Issuance of scrap
 - d. Price of production
 - e. Revolving fund
5. What changes do you foresee happening to the community now that they are finished with training? Do you feel a larger sense of responsibility now that your community has become more independent?
6. How have your personal and community goals developed since their inception at the beginning of training? Do you feel that you have done everything possible to achieve them?
7. For community leaders only, how do you plan to take over now that there is more responsibility upon yourself? What has Rags2Riches taught you about being a strong and respectful leader?