A Guidance Document

to those SIYB ToT Participants (Prospective Trainers)
to Reactivate and get the SIYB License

Steps	Description of the Steps
Step 01	Ensure you have successfully graduated from a SIYB ToT Seminar with a ToT Seminar Participation Certificate.
Step 02	Contact your Lead Master Trainer (MT) (or the other MT when you find it difficult to discuss with your Lead MT) to get advice and guidance for the field organizing and field-level implementation of the SIYB Training of Entrepreneurs (ToEs) Seminars (namely GYB, SYB, and IYB).
Step 03	You must complete a GYB, an SYB, and an IYB ToE as a Lead SIYB Trainer and submit the individual ToE Activity Report (to each ToE separately) within five working days after the completion of the ToE activity to the SIYB Secretariat to be considered for the Certification of a Licensed SIYB Trainer.
Step 04	Study your Trainer Guide thoroughly and ensure you have plans to follow each step of the SIYB Training Cycle completely. If you don't have Your SIYB Trainer Guide, please get in touch with the SIYB Secretariat to obtain an additional copy by paying a fee.
Step 05	Identify your Co-SIYB Trainer (who can be a ToT Participant like you or can be a Certified SIYB Trainer) and get his/her engagement for the rest of your plans.
Step 06	Use your organizational structure, social contacts, network, and other means to attract potential donors and participants for your ToE seminars.
Step 07	Approach the SIYB Secretariat if you need support and participation for any promotional event/meeting with prospective donors and organizations to implement the ToEs.
Step 08	Prepare an attractive and practical budget for your ToE programs and submit it to the intended donors, if you plan to attract funds from the donors. You can get in touch with the SIYB Secretariat to obtain a template for SIYB ToE Budgeting and for additional information on budget lines.
Step 09	Set dates for the ToE program and inform your stakeholders.
Step 10	Either obtain a list of the participants from your stakeholders/donors or generate it yourself and start communicating with the intended ToE participants.
Step 11	Follow the Seminar Logistics guidance in your SIYB Trainer Guide and make further necessary preparations and arrangements accordingly.
Step 12	Fix a date and time for the Selection and Training Needs Analysis of the identified ToE participants using the SIYB Entry Form.
Step 13	Finalize the list of ToE participants based on the Selection using the SIYB Entry Form and inform them of their selection for the forthcoming SIYB Activity.
Step 14	Notify the SIYB Secretariat about your planned ToE activity (using the format shared on the SIYB Website).

Step 15	Submit the filled **'Order Forms'** to obtain the required SIYB Manuals. Order Forms must be submitted 15 days before the scheduled start date so that the SIYB Secretariat will be able to Courier the manuals to the Lead SIYB Trainer. Order forms can be downloaded from the SIYB Website (webpage on 'ORDER').
Step 16	Submit your Session Plans to your Master Trainer and obtain the necessary guidance to deliver effective SIYB Sessions.
Step 17	Obtain the **SIYB ToE Activity Banner** (the SIYB Master Trainer or SIYB Trainer who is the Banner Holder will be notified) and make sure to display it in the SIYB ToE Seminar venue with due necessary prominence and visibility.
Step 18	Make sure to conduct the SIYB ToE Training Activity as per the scheduled plan and as per the time fixed for the event.
Step 19	Expect the visit of an SIYB Master Trainer on any of the ToE days and extend your fullest support for his/her task of SIYB ToE Activity Supervision.
Step 20	Make sure to use the SIYB Daily Reaction Form at the end of each ToE day, refer to it, and understand the reflections of the ToE participants. Eventually, make necessary responses/modifications to the ToE, if required.
Step 21	Use the 'End of Training Evaluation' form relevant to the ToE, get them filled, and collect them for analysis. If there is any participant who wants to leave the training earlier on the final day, make sure that he/she fills out one End of the Training Evaluation form and leaves the training.
Step 22	Make sure to take appropriate photos of the ToE (to show the training actions and group photos with SIYB Manuals) and share them with the SIYB Secretariat.
Step 23	Complete the SIYB ToE Activity Report and submit it to the SIYB Secretariat within 05 working days. The Lead Trainer must submit (through Registered Post) the Activity Report along with the filled SIYB Entry Forms. Please remember to keep a photocopy set of all the submitted SIYB Entry Forms and the SIYB Activity Reports. It will help both the SIYB Secretariat and the Lead Trainer to keep a backup in case of loss of documents during the postal delivery.
Step 24	Each Trainer has to plan for the tracking of the ToE participant. Hence, use the SIYB Performance Card, complete them with the relevant ToE Participant, and generate the SIYB Performance Report.
Step 25	When you complete the SIYB Trainer Cycle, as per the above instructions, you will be eligible to apply for the SIYB Trainer Certificate. WISH YOU ALL THE BEST.