


Milestone Programmes

Milestone Programmes offer a systematic and progressive approach to equipping community leaders with the necessary skills and capabilities to support the PA's mission. At the induction stage and fundamental level, community leaders will be orientated on the expectations of their roles and equipped with the essentials of community development. The grassroots appointment holders will also be required to attend a certificate programme within the first year of their appointment to equip them to undertake their grassroots responsibilities. Higher and advanced certificate programmes will be offered progressively to office-bearers for higher-level leadership skills development.

Course Title	Duration	Programme Description	Nomination Criteria	Apr 04	May 04	Jun 04	Jul 04	Aug 04	Sep 04
Fundamentals of Community Development: Partners in Harmony	Three days	Programme is designed to equip all community leaders with the fundamental skills that are necessary to fulfil the unique mission of the PA to promote active citizenry and racial harmony. This programme aims to promote understanding of the different races, their traditions and practices.	<ul style="list-style-type: none"> Community leaders in second year of appointment 	24,25,9/5			3,4,18		
Fundamentals of Community Development: The Singapore Journey 	Two days	This National Education experiential course aims to instil in community leaders a sense of national identity and rootedness. Participants will gain a better understanding of the tribulations that Singapore had to overcome, its challenges and fragilities through visits to historical landmarks and monuments.	<ul style="list-style-type: none"> Community leaders in second year of appointment 	17,18			10,11		18,19
Certificate in Grassroots Leadership for Chairman/Vice-Chairman	Two days	Programme covers the essential principles on leadership, team effectiveness, and operational excellence. Topics include effective leadership qualities and styles, succession planning, motivating volunteers, managing expectations, quality communications and prudent financial management.	<ul style="list-style-type: none"> Chairmen/Vice-Chairmen with one to two terms of service (<i>Those who have attended LEAD Practice Series need not attend</i>) 		29,30		10,11		
Certificate in Grassroots Leadership for Secretary/Assistant Secretary	One day	Programme is designed to equip Secretaries and Assistant Secretaries of grassroots organisations the basic skills in organising meetings, facilitating effective discussions and capturing key ideas and follow-up actions in minutes of meetings.	<ul style="list-style-type: none"> New Secretaries (priority) and Asst Secretaries with less than one term of service (<i>Those who have attended Writing Notes of Meeting need not attend</i>) Other office bearers 		16	27			12

1. To attend the above courses, please complete the nomination form available from the Constituency Offices or download it from NACLI's website @ www.nacli.org.sg.
2. All nomination forms should be faxed to NACLI at 6474 4912 at least 3 weeks before the commencement date of the course.

Course Title	Duration	Programme Description	Nomination Criteria	Apr 04	May 04	Jun 04	Jul 04	Aug 04	Sep 04
Certificate in Grassroots Leadership for Treasurer/Assistant Treasurer/Auditor	One day	The programme aims to equip participants with the understanding and appreciation of good financial principles and practices in handling public funds. Contents covered include basic accounting concepts, financial procedures, common audit observations, hands-on exercises on proper recording and reporting formats, including analysis of audit cases.	<ul style="list-style-type: none"> ▪ Treasurers, Assistant Treasurers and Auditors (<i>except CCMC</i>) with little or no accounting knowledge ▪ Other office bearers 			13 (Treasurer/ Asst Treasurer)	18 (Auditor)		12 (Treasurer/ Asst Treasurer)

1. To attend the above courses, please complete the nomination form available from the Constituency Offices or download it from NACLI's website @ www.nacli.org.sg.
2. All nomination forms should be faxed to NACLI at 6474 4912 at least 3 weeks before the commencement date of the course.