

AFT Guide to Workstart Groups

RESOURCES FOR INCOME GENERATION



AID for **TRADE**

Tackling poverty through business opportunities

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AFT Workstart Groups are a distinct type of self-help group, having been designed by the Aid for Trade team, and therefore all material in this Guide is subject to intellectual property law

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Foreword

The **Aid for Trade Foundation** is a UK-based charity, which has since 2007, provided online resources to help support people in developing countries with income generating activity. One important way in which we do this is by enabling leaders in churches and communities to establish local **AFT Workstart Groups**. These are self-help savings and enterprise clubs focused on training people in micro trading and income generating activity. Every group will need a skilled and competent **Facilitator** who will bring together people from disadvantaged sections of their community. This **Guide** is a resource to help those Facilitators do this.



Women generally have limited ideas about income generation through self-employment, often due to lack of know-how and access to financial start up capital. They can benefit most from **Workstart Groups** as they will open up ways for women to save regularly, learn new skills and receive mutual support.

Our strategy is to seek and find professional people as **Facilitators** who will work with us and start new **Workstart Groups**. By drawing together men and women from their own communities, Facilitators will convene, organise, train and support their members towards income generating businesses. While **meeting regularly for training** each member will pay into a group savings scheme that will build a personal capital fund that individuals can later use when a business idea is formulated.

Section 1 gives guidance on how to **Launch a Workstart Group**, what it is, why it helps people, how to form a group and develop regulations. It explains how to recruit and train members and appoint representatives who will carry out tasks on behalf of the group. **Section 2** gives guidance on how to **Manage a Workstart Group** and set up a savings scheme, agree roles and responsibilities and keep records. **Section 3** covers underpinning **Know How Basics**, such as Literacy and Numeracy. **Section 4** is a training module in **Business** and **Section 5** covers **Success Basics** on how to develop your group further, grow enterprises to be successful and network with other groups and businesses.

The Aid for Trade team welcomes any **feedback from Facilitators** as to how this Guide is being used. If you feel there is any information not included that would be of help to others using the Guide, then please contact us and let us know.

*Mike Tyler
Founder & Chairman*

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