



## PRACTICAL SHEET

# MATAKAI 10 DON KAFA WANI TSARIN KAR'BAR RA'AYOYI MAI TASIRI

TAFIYA DAGA ZANCE ZUWA AIWATARWA - DON CIKE GURBIN MAYAR DA MARTANI - WANI KALU'BALE NE, MUSAMMAN A YANAYI NA GAGGAWA. YAYA KUKE SAURARON AL'UMMOMI? MENENE RA'AYOYIN SU? BADA AMSOSHI KUMA, IDAN YA ZAMA DOLE, GYARA KO SAUYA AYYUKAN MU? GA WASU MUHIMMAN MATAKAI GUDA GOMA DON KAFA WANI TSARI MAI TASIRI.



## 1. BAYYANA KALU'BALEN

Tattauna tare da al'ummomi da kungiyoyin agaji don gano waƙansu matsaloli ne suke hana a saurari ra'ayoyi da ƙaukan mataki akai. Wannan matakin aiki nada matuƙar amfani.

SHAWARWARI: Gano asali inda matsalolin suke – waƙannan zai iya hada da rashin ma'aikata, rashin ko karancin hanyoyin sadarwa, fasahar da basa aiki, rashin gudanar da bayanai yadda ya kamata da rikitaccen tsarin tura bayanai.



## 2. KADA A MAIMAITA AIKIN DA WANI YA RIGA YANA YI

Gina akan ƙarfin ma'aikatan da akwai kuma yi aiki da tsarurrukan da an riga an kafa don tabbatar da dorewa.

SHAWARWARI: Nema waƙansu ayyuka an riga an shirya kuma gina akan waƙannan, gano waƙansu mambobin al'umma, abokan aiki da ma'aikata zaka iya aiki dasu.



## 3. YI AMFANI DA HANYOYIN SADARWA DA AL'UMMAR SUKA FI SO

Yi aiki dasu ta hanyoyin da suke so wanda sun amince dasu.

SHAWARWARI:

Yi wani Binciken Bukatun Bayani da Sadarwa – gungun daban-daban da dai-ƙaukun mutanen sun fi son hanyoyin daban-daban.



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### 4. DAIDAITA

Samar da alƙawari da yarjejeniya a bayyane akan rawar da za'a taka da alhaki, duk na cikin gida da tsakanin kungiyoyi.

#### SHAWARWARI:

Shirya Tsayayyen Hanyoyin Aiki (SOPs) wanda suka nuna a bayyane alƙawuran da aka amince dasu, lokaci don bibiya, hadda rawar da kungiyoyi/ƙai-ƙaikun mutane zasu taka daban-daban.



### 5. YI GYARA

Shirya tsarin ka don tattara bayanai mai tsari wanda zai bari ka yanke shawara da kuma ƙaukan mataki a lokacin da ya kamata.

#### SHAWARWARI:

Tattara bayanai da waya nasa a tattara bayanai da wuri, babu bata lokaci kuma yana rage kurakurai - kuma yana taimakawa da karɓar bayanai mai inganci ta jerin tambayoyi masu tsari. Tsara jerin tambayoyin ka tare da masu yanke shawarwari saboda su bayyana wani irin bayanai za'a tattara.

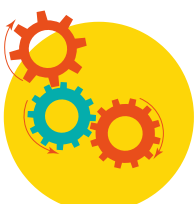


### 6. SHIRYAWAMATSALOLI NA SIRRI:

Tabbatar kuna da kayayyakin da hanyoyin da suka dace don samar da wani filin bada rahoto inda akwai aminci da sirri.

#### SHAWARWARI:

Bada wuraren sirri da/ko hanyoyin tattaunawa kuma karfafa akan sirrin bayanai da aka bada. Koyaushe yi la'akari canje-canjen jinsi da shekarun ma'aikata kuma tabbatar sun san yadda zasu tura gaba matsalolin sirri da suka samu.



### 7. GWADA KUMA SAKE GYARA:

Yi magana da waƙanda suke amfani da tsarin kuma maimaita tsarin ka don tabbatar da ingancin.

#### SHAWARWARI:

Tattauna tare da al'ummomi don fahimtar meyasa suke/meyasa basa amfani da tsarin.



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### 8. BADA DAMAR SAUYI:

Sauya tsarin ka bisa ga canjin yanayin tallafi – koma zuwa fari in ya zama dole.

**SHAWARWARI:**

Idan ana kara kafa hanyoyi haɗarin zai ragu na rasa mu'amala da al'umma gabadaya idan wani hanya bai yi aiki ba.



### 9. KA SA SHI DA SAUKIA FAHIMCI BAYANAI KA:

Fitar da bayanai ka a hoto, nuna yanayin tafiyar abubuwa kuma nema dandamalin da ya dace don wallafa don a samu.

**SHAWARWARI:**

Kayan aikin tattara bayanai na waya na taimaka maka da fitar da bayanai ka ta zane cikin sauki – nuna yanayin tafiyar abubuwa ma gungun daban-daban da haska damuwa masu mahimmanci don bibiya.



### 10. NUNA CEWA KA SAURARA:

Bayyana canje-canjen da kayi da wuri da kuma meyasa ba za'a iya daukan wasu mata kai.

**SHAWARWARI:**

Kar a jira sai al'umma sun fara bata rai saboda rashin amsa tabbatar wani muhimman alhakin tsarin shine 'maida amsa'. Ya kamata ayi hakan ta hanyoyin da aka fi so kuma wanda aka amince dasu.

#### SHaidu Masu Amfani

Cikkaken bayanin misalin fYR Macedonia, shawarwari wanda za'a iya aiwatarwa da wani 'yadda za'a' ana iya samu anan. Tsarin can da aka amfani dashi Akwatin kayan aiki na Kobo – wani kayan aiki na tattara bayanai ta yanar gizo– don taimakawa da tattara bayanai, zana shi, da nazari.

**Ana maka fatan alkhairi a lokacin aiwatar da naka hanyoyin karɓar ra'ayoyi. Da fatan za'a bada kowane bayanin abubuwan da ka fuskanta a lokacin aiwatar da waɗannan mata kai – cikin naka aikin, kungiyar ko a matakin kungiya mai jagoranta. Ana marabtar shawara ko wani bayani a koyaushe!**