



Development Program for Domestic Assistants

	Biodata	
		Names
		Age
		Level of Education
		Religion
		No. of children
		NIN
		Next of Kin
		Resident area
		Health Record
I	Family History	
		Matrimonial home
		Single parent (father or mother)
		Raised by an Aunt / Uncle
		Grand parent
		Good Samaritan
II	Belonging	
	<i>You are blessed to be part of this family. Therefore;</i>	Be thankful to God and Pray for yourself and all the family members (This is your new family)
		Seek for opportunities, not faults
		Understand systems and follow them with loyalty
		Belong and fully be part of the family Avoid Gossip
		Share your life desires / objectives and seek guidance but be ↓
		Be patient in order to achieve; allow time.... Do not be in a hurry
		Understand them; they also work hard and face challenges that they cannot share with you
		Love; the parents of the home, are not careless or lazy;- they are working hard for the well-being of us all. In so doing, they don't have enough time to love their children. Part of your "quality work" is to Love
		Through Love; you are expected to teach the children good morals within your understanding i.e. teaching them riddles, songs, age appropriate house work, humility etc. (they learn a lot from you more than they do with their parents because you spend most of your time with them)
		Fatigue; - You and your Boss work hard and equally get tired and fatigued. Do not label them as lazy. Understand them. Brain work is equally tiring coupled with environmental related stress like heavy traffic jam, rain, road accidents etc...So do not misplace anger on the children when tired
		Desire to Progress; Do not end your life on this job. You need to have your own family, need to have a source of income through a skilled job or formal education.
		Network support – Do not break your family pattern because you are

		living in the City. Respect your family members and value their support and presence in your life. (They are your blood.... Your Joy is their Joy... Share it) but ensure you do not over burden your bosses with your family problems
		Identify models / trustees in your life. Trust them with your secrets and life plans. (You do not have the capacity to focus it alone and later on sustain it. Suitably within the new family
		Communicate:- You spend most of the time at home. You should report occurrences in the home (about children, neighborhoods etc) Do not keep quiet about incidents i.e. babies who fall off bed, get wounded, picking up mannerism, food dislike etc
		Resources - Do not be wasteful; Instead be mindful and economical ; the more you save for your Boss, the higher are your chances of getting salary increments and plans to better your life. (You win a position in their hearts)
		Knowledge about herbal medicine – share it out to the bosses in the house, educate them about your experience and seek permission to administer it on the children in the home
		Duty destructions – i.e. TV, Radio and Telephone use; Plan your time for this...otherwise, you will not finish your work on time. *instead sing to yourself or recite the Grace / Hail Mary while at work*
III	Hygiene	Personal cleanliness -
		House hold cleanliness
		Environmental cleanliness
		Food cleanliness
IV	How do we perceive you in this home	
		Family member – Belong
		Friend - Love
		Adult - Communicate well
		Possession of values so: i. Respect house rules and systems ii.Obedience to learn new ideas and styles of work quality iii.Talent; display your talent and you will be helped to develop it
V	What do we need in common	
		God's intervention and Grace
		Visitors - Let us know your preferred visitors
		Visiting – the bosses socialize and party etc. Similarly ask for permission with prior arrangement - Do not just abandon the home and visit
		Authorities/ Church / Community Elders - You should know where to find them. Report cases of anger, mistreatment, counsel etc..... Do not harm children in the home for revenge of any sort
		Focus; knowing where you came from and where you are heading to helps you to appreciate life and drive to work harder
		Tempers - Keep them as temporal as possible. Blame, should be perceived and interpreted positively
VI	What sorrows do we have in common	
		Sickness

		Death of a child / relative
		Theft
		Unemployment
		Hunger
VII	Have you been sensitized about health and related dangers in the home	
		Use of the cooker / Gas leakage
		Use of wet hands on electrical appliances /flat iron
		Sharing of razor blades
		Dangers of self medication
		Use of old toothbrush
		Walking on the wet floor or tiles
		Caution about hot stuff
		Relationships in the neighborhoods esp. with Boda-Boda men
		Children running after cars/hiding under cars or hiding inside cars
		Playing in the cars and locking up, Locking up in the Fridge.
		Playing with polythene bags, Balloons etc
VIII	Baby Care:	
		Age: Each age calls for a care package (How and Why)
		Feeding – special diet
		Babies and medication
		Children with special needs
		Understanding weather/ allergies about children and adults
IX	Spirituality & Christian Values	Romans: 13:1 – 2: Loyalty and Belonging Romans: 12:2 Life transformation and development
		You are not different in creation; your heart desires and admires <i>“It’s not late to fulfill your life desires”</i>
X	Kitchen Duties & Cooking Methods	Traditional foods Western foods Local snacks i.e. pan cake, roasting of G.nuts etc Baking Cakes Fuel Economics (oven, charcoal stove, fire wood, paraffin stove) Preparation of vegetables Preparation of juices Good food Storage Keeping food warm, Serving warm food Washing Groceries clean
XI	Security Issues and Vigilance	It cuts across: a) <i>Personal security</i> Do not expose yourself to strangers, travel or sneak out of the house at night Do not undertake travels without notifying your boss b) Home Security Do not open entrance to strangers however convincing,

		<p>Only consider a few like familiar neighbors, common guests and National Water service providers</p> <p>Do not open the gate for anybody who refuses to say their name Do not abandon the home in the absence of your boss</p> <p>Do not touch electric gadgets with wet hands or tamper with electric wires</p> <p>c) <i>Property Security</i> Do not give away property to strangers without prior instruction from your Boss</p> <p>d) <i>Children Security</i> Do not let children play outside the Gate If they move out to the neighbors, keep your mind on them and do not let them stay for long. Do not let children mix levels with other children in the surrounding that are much older than them Do not allow children on slippery floors Do not let children in the rain Do not allow children to play with sharp objects</p> <p>e) <i>Food Security</i> Do not cook food in the open Do not leave food unattended in the presence of seasonal casual laborer's in the home like painters, builders etc</p> <p>f) <i>Information Security (phone use)</i> Do not take instructions on phone calls for voices that are not familiar to you even if the number is familiar to you Do not share family issues with outsiders like Boda-boda</p> <p>g) <i>Sharp Security –</i> Do not keep sharp objects like needles, lazor blades, hoes, pangas, knives etc in the vicinity of children and or exposure within the house and compound</p>
	<p>Vigilance</p>	<p>Be vigilant about mob justice incidents in the area, Day thefts, Fire, prolonged rain pour, Falling trees due to rain etc</p> <p>You should be in possession of a fully charged phone + Airtime</p> <p>You should be able to use the phone and know all the important numbers for emergency calls</p> <p>Keep main entrance (Gate) closed all the time</p> <p>Do not be careless with keys or give them out to strangers</p>

		You should call your Bosses as often for clarity
XII	PERSONAL DEVELOPMENT ASSESSMENT	
a.	Life goals	
b.	Expectations from the job	
c.	Challenges faced on the job	
d.	Analysis of Report	