



Training Workshop: Design and Launch a Non-Profit Project

Preparation for the assessments and summarizing the results will be in a meeting room. The assessments, meetings with community members and the skill building workshop themselves will be conducted with members of a community that you hope to work with. Mr. Magee will oversee the assessment process—but you will lead it!

You will walk away from this hands-on workshop with a well-designed project specific to the context of your community's needs, complete with management documents and donor presentation materials.

SUNDAY. 2:00 – 5:00. afternoon coffee break.

SECTION 1. LOCAL CONTEXT.

Community: Local Need

- communities, challenges and sustainability
- developing a project based upon a participatory needs assessment
- introduction to the 10 seed technique
- developing an assessment workshop lesson plan

MONDAY. 9:00 – 5:00. 60 minute lunch. Morning and afternoon coffee breaks.

Community: Local Need (continued). Please note: we will be meeting with members of the community three times. Depending on your context we may meet with them at their location—or you may prefer to invite a focus group to the workshop in your offices.

- COMMUNITY WORKSHOP: facilitating a 10 seed technique participatory needs assessment (2 - 3 hours). Please note: this may not be necessary for some types of nonprofit organizations and we will work with you to modify this segment the best fit your organization's needs.
- creating a simple project outline based upon the assessment
- review the first two field assignments; this is a chance for workshop participants to share what their projects are looking like
- summarizing and correlating the results of the assessment

TUESDAY 9:00 – 5:00. 60 minute lunch. Morning and afternoon coffee breaks.

Solution: Project Activities

- researching solution-based activities
- the program and activity solution list
- verifying activity effectiveness through evidence: have your activities shown evidence that they will work to solve the problem?
- writing a project goal statement

Solution: Feedback

- COMMUNITY MEETING: community ownership: feedback, input, and engagement

WEDNESDAY 9:00 – 5:00. 60 minute lunch. Morning and afternoon coffee breaks.

SECTION 2. DESIGN

Solution: Feedback (continued)

- assessing your NGO's areas of expertise

Project: Management & Funding Tools

- developing a logical framework
- measuring your success: outcomes, long-term impact, monitoring and evaluation
- the detailed budget
- the project schedule

THURSDAY 9:00 – 5:00. 60 minute lunch. Morning and afternoon coffee breaks.

- project summary: writing a compelling two page fact sheet (LOI)
- how will you organize a donor presentation?
- Where will you find donors to present your project to?

SECTION 3. SUSTAINABLE IMPLEMENTATION

Launch: Partnering with the Community

- preparing for a teambuilding workshop: developing a workshop lesson plan

FRIDAY 9:00 – 5:00. 60 minute lunch. Morning and afternoon coffee breaks.

- COMMUNITY WORKSHOP: forming a community based project management committee

Sustainability: Capacity Building for Community Takeover

- engaging management committee members in project activities
- empowering committee members to co-manage the project

- preparing for a community capacity building: a skill set workshop
- two-way knowledge transfer: lesson plans

SATURDAY 9:00 – 5:00. 60 minute lunch. Morning and afternoon coffee breaks.

Impact: Capacity Building

- COMMUNITY WORKSHOP: the first community skill set workshop

Recap

- Discuss what we have learned