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CEMP CAPACITY BUILDING PROJECT PLAN  
FROM AUGUST 2012 TO MARCH 2013

<p><b>Introduction</b></p> <p>CEMP has identified that there are gaps in organisational skills and there is a need for continued support at grassroots level. This project plan is based on number of key steps that will be followed up to ensure that project is delivered from planning to completion stage and each step in monitored.</p>	
<p><b>[1] Project Goals</b></p>	<p>Project goals are to identify nine BME community organisations which require continued grassroots development support thus enabling them to build capacity of their organisations building stronger organisational skills to meet the needs of their members and services users. This will be achieved by developing focus groups from the organisation building their sustainability and stronger foundations.</p>
<p><b>[2] Project Deliverables</b></p>	<p>1) Having identified key beneficiaries, the project will plan: Develop relevant capacity building training sessions for nine BME Organisations.</p> <p>2) Training focus groups will increase skills in the organisations thus not relying on attendance of one person in the organisation</p> <p>3) Market and promote of this training programme for the focus groups will take place in August and September 20212</p> <p>4) Nine focus groups will be engaged during planning and promotional period where 3 -4 focus groups will attend each training session.</p> <p>5) Training session will be delivered by external training consultant which CEMP has experience of working with.</p>
<p><b>[3] Project Schedule</b></p>	<p>(I) Training programme will consist of tree training sessions in Team building and three training sessions of distributed and functional leadership.</p> <p>(II) Both team building and distributed and functional leadership will have specific topics relating to organisational skills needs.</p> <p>(III) Names , Email and mobile telephone numbers will be acquired for each member of the focus group to market and promote training programme that will be delivered</p> <p>(IV) Training consultant will be asked to write up the training contents of each session which will be incorporated into training pack for the session.</p>

<b>(V) Training Programme Schedule:</b>	
<b>(I) August :</b>	Planning of six training sessions and collecting information on the nine focus groups
<b>(II) September:</b>	Marketing and Promoting training session within the BME community organisations
<b>(III) October:</b>	Team Building in organisations Session-1 with 3 focus groups
<b>(IV) November:</b>	Team Building in Organisations Session-2 With next 3 focus groups
<b>(V) December:</b>	Team building in organisations session-3 with next 3 focus groups
<b>(VI) January:</b>	Building distributed and functional leadership in organisations session-4 with 3 focus groups
<b>(VII) February:</b>	Building distributed and functional leadership in organisations session-5 with next 3 focus Groups
<b>(VIII) March:</b>	Building distributed and functional leadership in organisations session-6 with next 3 focus groups
<b>[4] Monitoring and Reviewing</b>	<p>(I) Participants attendance will be recorded for each session to ensure that required numbers of focus groups and minimum of 3 members of the focus groups are attending training sessions.</p> <p>(II) Evaluation will take place firstly between participants and the training consultant to establish learning outcomes from the sessions and discuss and identify if there were any barriers. These will be written up for any review that might be needed. Additionally written evaluation of the session will also be recorded which will be used to monitor delivery and performance of the training and also if there is need to review the training and any additional support that can be required.</p> <p>(III) Having conducted monitoring and evaluation for each training session a review will take place bi-monthly to assess if there are needed changes in both focus groups members' attendance and contents of the training sessions that are more relevant to identified needs as per evaluation.</p>
<b>Sharafat Hussain – CEMP'S Partnership Manager</b> <b>27<sup>th</sup> July 2012</b>	