



# Organization for Responsible Governance

## Course Outline

### Environmental NPO Cluster Training Series

#### Overview

The Environmental NPO Cluster Training Series is a project targeted toward building capabilities; capacity; fundability; effectiveness; and efficiency, primarily among environmental and conservation organizations in The Bahamas. The Organization for Responsible Governance will run monthly training sessions for a 7-month period.

#### Session Listing

1. NPO Clusters, Collaboration & Leadership
2. Project Management & Strategic Planning
3. Fundraising 101
4. Grant Writing & Collaborative Fundraising
5. Financial Management & Reporting
6. Monitoring, Learning & Evaluation (MLE)
7. Strategic Communications & Advocacy

#### Mode of Delivery

Each session will:

- Feature hybrid delivery on location in New Providence at the American Corner, Harry C. Moore Library, University of The Bahamas, with virtual facilities for Family Island participants
- Run from 9:45am-3pm, on the following schedule
  - 9:45am-12:15pm - Morning Session
  - 12:15-1pm - Lunch
  - 1-3pm - Afternoon Session
- Morning sessions will primarily feature theory sessions
- Afternoon sessions will primarily feature practical application activities or guided utilization of templates to assist organizations with the integration of concepts into their organization's work or with partners
- Organizations will be assigned groups to foster collaboration
- Pre & Post Work will be assigned for sessions projected to need additional time for practical application

#### Other Course Notes

- A pre-training organizational assessment will be conducted with registrants to determine the individuals needs and interests of each participating organization and to guide presentation and activity development
- A post-training survey will be conducted to evaluate the relevance and applicability of course presentations and materials and to provide a space for suggestions for improvements on future training opportunities

### Training Plan Overview

Month	Session	Goal	Learning Objectives	Skill Objectives
1	NPO Clusters, Collaboration & Leadership	Participants will gain an understanding of formal models of NPO collaboration and the leadership and relationship building skills necessary to implement them.	<ul style="list-style-type: none"> <li>Define an NPO Cluster</li> <li>Define collaborations, partnerships</li> <li>Outline methods and mechanisms of formalizing partnerships between organizations</li> <li>Explore leadership styles for effective NPO governance and management</li> </ul>	<ul style="list-style-type: none"> <li>Create a cluster model</li> <li>Craft key partner listing</li> <li>Identify and utilize various leadership styles</li> </ul>
2	Project Management & Strategic Planning	Participants will understand the basics of strategic planning, project management and work planning in relation to NPO operations and professionalization	<ul style="list-style-type: none"> <li>Define strategic planning and its role in NPO professionalization</li> <li>Define project management and work planning</li> <li>Define project mgmt terms including goals, objectives, outputs, outcomes, report &amp; monitoring &amp; evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Identify the components of a strategy</li> <li>Create a SMART objective</li> <li>Demo suitable work planning and management software</li> </ul>
3	Fundraising 101	Participants will explore several fund development methods and determine which mechanism can be strengthened and/or utilized to improve fundraising success	<ul style="list-style-type: none"> <li>Define fund development</li> <li>Identify and explore channels and mechanisms for fundraising</li> <li>Explore data on fundraising success and dynamics in local and international NPOs</li> </ul>	<ul style="list-style-type: none"> <li>Identify which fundraising mechanisms are most appropriate for organization</li> <li>Create a draft fundraising strategy</li> </ul>
4	Grant Writing & Collaborative Fundraising	Participants will build skills related to effective grant writing and management and explore the potential for collaborative	<ul style="list-style-type: none"> <li>Learn the mechanics of grant writing and mechanism to create strong proposals</li> <li>Learn effective tactics and models</li> </ul>	<ul style="list-style-type: none"> <li>Identify and draft basic requirements for a strong grant application</li> </ul>

		fundraising ventures with like-missioned organizations	for collaborative fundraising and how to craft joint-proposals	<ul style="list-style-type: none"> <li>Identify strengths and deficits necessary to build relevant and effective fundraising partnerships</li> </ul>
5	Financial Management & Reporting	Participants will learn the financial management and reporting standards needed to ensure compliance with the NPO Act, 2019 and to satisfy various grant report requirements	<ul style="list-style-type: none"> <li>Explore financial and reporting standards required for compliance with local NPO regulations (NPO Act)</li> <li>Learn best practices for reporting and financial administration for NPO grants and projects</li> </ul>	<ul style="list-style-type: none"> <li>Utilize financial reporting templates</li> <li>Establish standard financial reporting mechanisms</li> </ul>
6	Monitoring, Learning & Evaluation (MLE)	Participants will gain a foundation needed to build technical skills needed to create and execute effective MLE strategies for NPO projects and operations	<ul style="list-style-type: none"> <li>Define monitoring, learning and evaluation</li> <li>Identify the role of data and information in MLE</li> <li>Identifying the role of MLE in fundraising, project management, strategic planning and operations</li> </ul>	<ul style="list-style-type: none"> <li>Create a draft MLE framework for a program or project</li> <li>Utilize an MLE plan</li> </ul>
7	Strategic Communications & Advocacy	Participants will learn how to craft communications strategies to aid in partnership building, fundraising, support building and public education to support the execution of other training sessions	<ul style="list-style-type: none"> <li>Learn the role of communications in NPO operations, fundraising and relationship management</li> <li>Explore communications tools across communication mediums and platforms</li> </ul>	<ul style="list-style-type: none"> <li>Create draft communication strategy including audience mapping, key messaging and implementation plans</li> </ul>