



TRAINING ON ORGANISATIONAL MANAGEMENT AND NETWORKING

Contents

1. Intro
2. Symptoms
3. Objectives
4. Contexts
5. Target group
6. Modules
7. How the PoT can support you
8. Resources

Intro

If your organisation has problems to:

- Get your members to respond to your e-mails,
- Make sure important stakeholders recognise your logo,
- Remember all important partners anniversaries,
- Make sure each and every member would quote your mission and vision in the very same way,
- Find this One-Very-Important-Report from last year event...

...this might be exactly the training module you are looking for!

Symptoms

- You get negative feedback from member organisations on communication and membership management practices;
- You notice a lack of knowledge transfer within the organisation;
- There is no coherence in understanding the organisational culture among membership and external stakeholders;
- The same questions are asked over and over again;
- You feel you miss strong alliances and partnerships;
- The organisation operates exactly the same way as several years ago, and any idea of change causes panic attacks.

Objectives

- Increase the organisational sustainability of Youth Organisations;
- Reinforce quality management among Youth Organisations;
- Increase potential synergies resulting from organisational networking;
- Contribute to a more relevant and effective youth work and its higher impact.

Contexts

- In strategy planning processes;
- In your daily work (administrative tasks, communication, operational tasks);
- When designing / redesigning processes in your organisation;
- When implementing major changes in organisation;
- When positioning your organisation in a broader environment;
- When establishing (participating in the establishment of) a network or a platform.

Target audience

The choice of your target audience will largely depend on the approach and area you choose. You might want to train:

- Board members (*for strategic decisions / major organisational changes*);
- Secretariats / managerial bodies (*for operational improvements*);
- Project teams (*for assuring project management coherent with organisational management practices*);

Modules

Given the complexity of the topic of Organisational Management and Networking, we propose several topics / areas for you to choose from. Naturally, many of them are interrelated and will require either a joint or a step-by-step intervention. The decision can be taken by you independently, or alternatively we can assist you with needs analysis.

For each of the topics, a training strategy as described below will apply.

Training strategy:

Working on organisational development requires an integrated approach, where training is based on in-depth needs analysis and followed by an implementation and evaluation. That is why working with this module will consist of three stages:

[STAGE 1] needs analysis with baseline study (ex-ante evaluation)

- an analysis phase, where the topic / area for the training is defined
- a baseline - study, where current state-of-arts in given area is researched and described

[STAGE 2] module on chosen topic(s) / area(s)

- a training phase, with case studies, exercises, discussion groups, simulations on the topic(s) / area(s) chosen, including continuous reflection on own organisational practice

Modules

[STAGE 3] implementing and monitoring changes

- a practical phase, where learnings from stage 2 are implemented and monitored
- an evaluation phase, where an ex-post evaluation against the baseline study is run

Topics / areas:

Strategic Planning

- Development of organizational strategy plan (based on vision and mission of your organization defining objectives, timeframe, etc.)

Organisational Structure and Decision-Making

- How to build effective administrative structure, expert/project groups
- How to apply different decision-making tools

Internal and External Communication

- How to build effective communication structures and tools within the organisation
- How to communicate with external institutions and approach partners, sponsors.

Organisational Culture

- Brainstorm and mapping of values
- Mission/vision of your organisation
- Building or analysing the organisational culture based on the traditions including contemporary approach to current trends/strategies/focus areas

Membership Management/Services

- How to keep supporting members within the organisation
- Methods and tools to involve members in activities
- Motivation techniques

Learning Organisation Approach

- Defining and analysing the organisational understanding under different circumstances /situations/topics
- Building up structured methods and tools to manage ordinary/crisis/unusual situations and defining sustainable systems

How can the PoT support you?

Members of the Pool of Trainers can support you in many different ways, depending on your needs. Those support measures can include:

- Preparing, implementing and recapitulating needs analysis,
- Delivering the entire training module,
- Supervising delivering of the module by your trainers and feedbacking it,
- Facilitating organisational change process,
- Monitoring your new management practices,
- Evaluating your organisation's situation ex-ante and ex-post the module implementation.

Resources

- **CoE - EC Youth Partnership** *T-Kit 1 on Organisational Management*
http://youth-partnership-eu.coe.int/youth-partnership/publications/T-kits/T_kits
- **OECD** *Successful partnerships - a guide*
www.oecd.org/cfe/leed/36279186.pdf
- **VSO Netherlands** *Capacity building in Network Organisations*
http://www.vsointernational.org/Images/capacity-building-in-network-organisations_tcm76-25405.pdf
- **Senge, Peter:** *The Fifth Discipline: The Art and Practice of the Learning Organization*

POOL OF
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MORE INFORMATION

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