Proposed Themes and Goals

Proposed Themes

- Building Teams for the Sustainable Development of the Grenadines
- Teamwork for a Sustainable Grenadines
- Capacity Building for NGOs, CBOs and Governmental Organisations in the Grenadines

Goals

- To improve intra-group communication, cooperation, efficiency and effectiveness in selected NGOs, CBOs and governmental organisations, so as to encourage sustainable growth
Objectives

- Explain why teamwork and intra-group cooperation are essential to effective institutions and sustainable development
- Introduce basic management models, leadership styles, motivational techniques and the concept of participatory decision making
- Provide tools for decreasing group conflict, including conflict resolution methods and mediation techniques
- Provide sources of information on the above team building, group management, leadership styles and decision making, including online sources, governmental resources and peer organisations
- The philosophical underpinning of these objectives is that key members of the participating organisations will transfer the skills they acquire during the two-day workshop to their peers and colleagues in their respective organisations
Methodology and Training Aids

**Methodology**

- The two-day workshops will utilise the following methods:
  - Presentations
  - Facilitation
  - Small group sessions
  - Large group discussions
  - Mental games and exercises
  - Physical games and exercises

**Training Aids**

- Flipchart and flip stand
- Markers
- Overhead projector and screen
- Laptop computer
- A4 writing paper
- Tape
- Training notes
Day One: Proposed Agenda

- Welcome and Workshop Review (15 minutes)
- Opening Exercise (15 minutes)
- Team Building (60 minutes)
  - Elements of a successful team
  - Teams in the development context
  - Small group session (Exercise 1)
  - Large group discussion
- Teamwork and Group Dynamics (90 minutes)
  - Elements of a team vs. elements of a group
  - Group dynamics
  - Small group session (Exercise 2)
  - Large group discussion
Day One: Proposed Agenda

Cont’d

- **Motivation (30 minutes)**
  - Motivating people
  - Small group session
  - Large group discussion

- **Communication (30 minutes)**
  - Basic communication skills
  - Small group (Exercise 3)
  - Large group discussion

- **Delegation (30 minutes)**
  - Delegation of responsibilities
  - Small group session (Exercise 4)
  - Large group discussion/report

- **Day one summary and evaluation (20 minutes)**
Day Two: Proposed Agenda

- Introduction to Day 2 (10 minutes)
- Opening Exercise (15 minutes)
- Leadership Styles (90 minutes)
  - Types of leaders
  - Leadership in NGO setting
  - Roles of leaders in teams
  - Individual exercise (What Kind of Leader am I? questionnaire)
- Conflicts and Conflict Resolution (90 minutes)
  - Why conflicts arise
  - How to resolve conflicts internally
  - When to seek external assistance in resolving conflicts
- Small Group Session (Exercise 5)
- Large group reports and discussion
Day Two: Proposed Agenda

Mentorship (45 minutes)
- What is mentorship
- How to create a mentorship programme and identify mentors
- Mentorship in the SVG and Caribbean context
- Resources on team building and NGOs
- Virtual help in the global village

Large Group Discussion

Taking Action: Developing an Action Plan for NGOs in the Grenadines
- Participants will review notes from earlier discussions
- Participants will be afforded the opportunity to identify specific strengths, weaknesses and barriers to teamwork within their group
- Exchanges will be made on possible solutions
- Possible mentors within the group will be identified
- The possibility of a network to offer support, including a listserv

Closing Remarks and Evaluation of Workshop
The purpose of this two-day workshop is not merely to transfer skills and lessons to its participants, but to their organisations and colleagues, so that effective teamwork will become a hallmark of the area’s institutions.

The following are specific outcomes:

1. Provide information, knowledge, skills and resources on team building and demonstrate the importance of teamwork in sustainable development.
2. Inculcate skills on leadership and decision making.
3. Explain methods of dealing with organisational conflicts, including resolution and third-party mediation.
4. Lay out a plan of action to address identified development capacity weaknesses the Grenadines’ NGOs.
5. A report on the two-day workshop and recommendations for future action.
Given the timeframe for this project completion, and other logistical and preparation costs, USD $1,800 will be required.