

CENTER FOR SUSTAINABLE DEVELOPMENT

Impact Short Courses

Four Steps to Organizational Impact. All organizations are busy. Many workshops are academic rather than practical in nature. CSD workshops are designed to provide organizational tools that yield rapid results, are easy to understand and utilize, and quick to implement. This series of four, three-day workshops are designed to be held at your headquarters or in-country office. They are organized into two thematic modules and are shortened versions of our eight-day intensive field courses. Courses can be taken one-at-a-time, or paired for more comprehensive programs. The cost of each of the four courses is \$750.00 which includes 4 nights' accommodation, 3 days' ground transportation, meals and training materials.

Module 1: Creating a World Class Organization

1:1. Getting the Job Done: Your Organization's Vision, Expertise, & Performance

Organizing your office for effective community development: 3 Day retreat.

Would you like your projects to be achieving greater impact? Participate with the Center in developing a strategic action plan for your organization, and discover new information about your organizational vision, your organizational structure, your programming, and your project performance. This workshop is fun and motivational.

Get specialized staff out of their silos and let them explore the organization's bigger picture. We launch the workshop by letting staff members draw (literally) their picture of how they see the organization's vision, objectives, strategies and activities. These exercises will improve their understanding of how their different departments work together to create impact and where they fit in as members of a team. The workshop output will be a Strategic Action Plan ([sample outline](#)) that will paint a good picture of where you are now, where you want to go and what practical actions you can take today for getting there. The retreat will cover:

Where do you want to go?

Do you have a vision about what you want your organization to be doing?

Do your director, board and staff share the same vision?

Calibrate your compass: Recast your vision into one that clearly represents where you want to go and is also compelling for staff, donors, and partners.

Where are you now?

Does your staff realize the important role they play in the organization?

Are staff members properly trained for their positions?

What support, tools and training are available to them?

What strategies are you currently using to fulfill your vision?

How efficient are your operations in supporting your strategies?

Do your beneficiaries adopt your programming activities over the long-term?

Does your organization have a long-term sustainability plan?

How do you get to where you want to go?

You will identify organizational gaps that separate where you are today and getting to where you want to go.

We will develop a doable set of actions that will bridge those gaps—and create a step-by-step Strategic Action Plan.

You'll prioritize the actions both by their weighted importance in creating impact, but also by what your organization has the time and resources to accomplish today.

1:2. From Local Actor to International Professional

Aligning your organizational programming to the world of impact: 3 Days.

In this workshop we will focus on getting your programming aligned to standards practiced by the international development community. The workshop is designed to improve your understanding of the complexities of community development and how your organization is positioned in the development world.

We will define impact—and learn why it is important. We will investigate what is working in development and under what circumstances. You will discover the value of using global resources that can provide you with impact-oriented programming models and evidence-based field interventions. You will learn how your organization can embrace professional standards of practice utilized within the development community, and how collaborating with colleagues can increase impact.

The world of development.

Internationally Agreed Development Goals—IADGs, and Millennium Development Goals—MDGs. What are they and where did they come from?

Aligning mission and programming to international standards.

Source materials for programming and operational best practices.

What is impact?

Definitions of outcomes and impact. Why is impact important? Why is it important now?

Clearly define the outcomes and the impact you hope to achieve through your organizational programming.

Aligning your goals and outcomes with international goals so that you are in support of and contributing to a larger cause.

What works in development?

Common wisdom vs. scientific evidence.

Randomized control trials; explore the logic behind what works, under what circumstances, and at what cost.

Why is it important to use evidence-based project activities?

How can partnering increase regional impact?

Collaborating with other INGOs in order to support and complement each other's work rather than duplicating efforts and competing for resources.

Learning to present your project concepts to the beneficiary community for feedback and for continuing the process of developing community ownership.

Forging Partnerships: share your concepts with donors for their input and for fostering their sense of ownership in the project concept.

Module 2: Creating a World Class Project

2:1. Research for Development: Answering Community Need with Long-term Solutions

Researching your project concept can ensure needs-based impact: 3 Days.

In this course we will design an outcome-driven development project. Participants will develop a range of skills, including how to facilitate participatory needs assessments, how to develop a project concept, and how to incorporate interventions and community workshops into the project.

You will learn to incorporate community-identified need into the design of your project. We will identify, research and combine activities to use in the project that have shown evidence of having worked—and clarify under what circumstances and at what cost. In the workshop we will learn how to:

Assess Need

Overview of community centered, impact oriented rural development.

What is a Participatory Needs Assessment, why are they important?

Conducting a Participatory Needs Assessment: A half-day activity that we will do together.

Develop a Project Concept

How do we create a project concept based upon community voiced need?

Mission drift: does this needs-based project fit within our organizational vision—or should we partner with a specialized colleague?

Are you complementing your development colleagues—or duplicating efforts and competing for resources?

Choosing workshops and activities for the project

Where to find workshop ideas, lesson plans, and workshop materials.

Improving project effectiveness by finding, researching, combining and utilizing evidence-based best practices garnered from impact evaluations.

Discover the importance of including impact evaluation plans into the project planning phase.

The importance of presenting the project concept to the community: Ownership and sustainability.

2:2. Project Architecture: Managing for Impact

Imbed impact into your project design with a powerful set of management tools: 3 Days.

In this workshop we will look at management tools that will increase your projects' impact. The LogFrame is a powerful tool that aids in project planning, budgeting, management, and in M&E design for assessing impact. Your LogFrame will communicate to donors and stakeholders exactly what you are trying to accomplish.

Logical Framework

This workshop will take your needs assessment, project concept, and your plan for implementation activities, and build a simplified LogFrame matrix. This LogFrame will provide the basis for a detailed budget, a timeline and a compelling project fact sheet—which can be presented to donors. We will define:

- project outcomes and impact
- the project goal
- outputs, activities, and inputs

Monitoring for Impact

What question will you need to ask and answer to understand if your project had impact?

Keeping your Monitoring and Evaluation plans clear and focused.

How to assign measureable indicators to short-term, medium-term and long-term outcomes.

Detailed Budgets

Using the activities detailed in the LogFrame as the basis for a budget, we will fill in quantities and unit costs to derive the total cost of each activity.

Project Scheduling

You will transform the budget into a calendar bar chart and see that it can be a quick way for all stakeholders to quickly grasp the scope of the project.

Project Fact Sheet

Donors are trying to accomplish their missions and goals. Encouraging donor input forges partnerships and ownership, and a well crafted project fosters confidence.

We will draft a compelling fact sheet that is no longer than two pages. This concise, quick-to-read document can present a focused message to a donor:

- description of the challenges
- introduction to the community
- description of the proposed project and expected outcomes
- the impact the donor's investment will have
- how the activities you have chosen have worked effectively in other projects and how they will be monitored in this one
- a short paragraph about your organization and its mission

You will leave the workshop with the practical tools that you need both for approaching donors and for managing the project after receiving funding.

Related Pages:

[Upcoming Workshops](#)

[Bridging the Gap](#)

[Positive Outcomes](#)

[Strategic Action Planning Retreat](#)

[Impact Short Courses](#)

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