

My success is my organization...

“so it’s time to think about organizational development”

A five day workshop on

ORGANIZATIONAL DEVELOPMENT

JUNE 26-30, 2011



CHURCH WORLD SERVICE
Pakistan / Afghanistan



Organizational Development

Most of the time, a large number of civil society organizations have less than ten employees and majority of them do not have specialized systems and procedures to ensure efficiency and quality. These organizations have a tendency to work in a casual system of governance and management. Due to this factor, many face serious troubles as they grow. In order to address this major issue, CWS-P/A intends to conduct a training workshop on various components of organization development for its partners. The course will be a five day workshop divided into eight half day sessions each dedicated to one area of governance.

Objectives

The aim of the workshop is to train executive management on improving the organizational development side of their governance structure and systems they need to have in place. The workshop will concentrate on various components of organizational development. It will provide orientation to various aspects of organizational development and how to assure clear roles & responsibilities between board & management and develop decentralized organizations and decision making structures in participants' particular organizations.

Approach and Methodology

The course is divided into two parts. First is a five day residential workshop and second is online support for the participants for a period of five weeks following the workshop. **The workshop will be held at O'Spring Murree.** The workshop will be practical and participatory in order to meet the objectives. The participants will be encouraged to share their experiences and the challenges they face so that they can be helped in specific areas of organizational development. The participants will receive an opportunity to practice various tools and techniques for use in their workplaces.

Throughout the workshop, English will remain the language of communication, that it does not become a hurting barrier.

The workshop environment will be frank and friendly. Since the resource persons and the participants will be staying at the same premise, they will have opportunities to engage and interact with each other even after the planned sessions.

Back to their office after the workshop, the participants will put their new knowledge to practice. They are expected to come up with more practical questions; therefore, the lead resource person will remain available to them online to provide answers to those questions. The participants will be provided the opportunity to email their questions to lead resource persons for a period of five weeks after the workshop.

Course Content

The course outline will focus on the Organizational Development Framework and the participants will be briefed on the following aspects of organizational development.

- Organizational development principles & challenges
- Managing internal and external environment - relationship with stakeholders
- Power relationship
- Looking inside organizational life cycle
- Organizational culture
- Support functions v/s linkage with programs
- Organization's Strategy – Strategic Plan
- Roles & responsibilities- board & management
- Managing human & financial resources
- Sustainability
- Measuring impact of OD intervention
- Quality & Accountability.

The focus of the course remains on the governance side of organizational development. Participants will also be taught about the systems and procedures which need to be in place for stronger governance structures related to organizational development.

Who Can attend?

The Course is designed for managers, executives, HR personnel, and program and project heads of medium level civil society organizations. It can, however, be equally effective for executives and heads of the organizations as well. An organization can nominate more than one of its staff members.



Resource Persons



Mr. Ali Raza Khan is the main resource person for the workshop. He has completed his degrees, diplomas, and certificates in Political Science, Social Work, Strategic Communication, and Social Media from

highly reputed institutions in Pakistan, Canada, USA, and UK, providing a solid foundation for work in the development field. He has more than thirteen years of extensive experience focusing on Capacity Building, Organizational Development, Planning, Program Development, and Social Action Initiatives.

Mr. Ali Raza Khan played a pioneer role in introducing and institutionalizing the concept of youth-led development in the public and private sector organizations of Pakistan. He is a founder and Chief Executive Officer of Youth Engagement Services (YES) Network Pakistan. He has developed publications and has a vast experience in research work. He provides consultancies and training for I/NGOs.



Kulsoom A. Meraj is a Training Specialist at International Foundation for Electoral Systems. Kulsoom has done her MSc (Honors) from University of Agriculture, Faisalabad. She has almost ten years of experience as program manager, coordinator, and training specialist in organizational development,

education, health, community development, elections, and capacity building. She has conducted trainings on organizational development, communication and presentation, supervision skills, basic health education, reproductive health and CCB rules, election process and procedures, etc.

Her expertise is in material development, designing, and implementation of training programs according to the need of the target group. She has worked in various prestigious national and international organizations.

Schedule

Residential Training Workshop

June 26-30, 2011

Venue: O' Spring Estate, Murree

Online Support

From **July 1 to August 7, 2011**

Cost Sharing by Participants

The participant's share in cost (or Course Fee) is Pak Rupees 20,000/- (Twenty Thousand Pak Rupee Only)

It covers the cost of boarding, lodging, and meals during the four days workshop. It, however, does not cover the travelling expenses of the participants to and from the workshop venue (Murree).

However, the overall cost of the course is Rs, 40,000 per participant. CWS-P/A contributes half of his amount in lieu of its Capacity Building Program (Promoting Good Governance Project).

Admission Process

Any eligible person can apply by downloading the application form

www.cwspa.org

The filled in application form (hard copies) shall reach the following address:

Church World Service-Pakistan/Afghanistan

P.O Box 5126

Lahore

By June 10, 2011

The form shall be accompanied by a cross cheque / demand draft drawn in the name of

"Capacity Building Program-CWS"

In case an application is not accepted by CWS-P/A for lack of seats or for any other reason, the applicant will be informed within two weeks and the money will be returned in full.



Promoting Good Governance

Capacity Building Program (CBP) is one of the three main programs of Church World Service - Pakistan/Afghanistan. Within CBP, Promoting Good Governance (PGG) has been a long standing and mature project that has found its niche in the humanitarian sector, especially in Pakistan. Now, in its twelfth year, PGG has been successful in earning a positive image, and is known for its high quality service delivery using systems and procedures that are ISO and USAID certified. Its visibility is due to its high credibility.

PGG revised and revamped its training approach in its tenth year. The change followed the realization that capacity building should equate with human resource development and that it should entail more than classroom trainings. One important consideration has been that the target participants are working persons that cannot take long breaks from their work.

The project has been quite innovative in extending training through less time demanding means like online support. The project also adopted a more comprehensive approach and bundled a number of inter-related skills and sets of knowledge into longer courses.

Action Research Course offered under this project in 2010 was so well received that CWS-P/A had to run two parallel batches. The project is now announcing a Communication Strategies Course and is working on a comprehensive office management course titled - Smart Office Initiative.

Cancellation/postponement

CWS-P/A reserves the right to cancel or postpone the training if circumstances require. Registered participants will be informed with 100% fee refund. However, if the participant wishes to cancel the registration, he/she must inform CWS-P/A office at least one week in advance or else the fee will not be refunded.

Disclaimer

CWS-P/A shall not be made liable for any damage, loss, illness, injuries, or death that may occur to the participants during the course of training or travel to and from the training venue

For more Information

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&

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ABOUT CHURCH WORLD SERVICE-PAKISTAN/AFGHANISTAN

Church World Service-Pakistan/Afghanistan is an international non-governmental organization which implements humanitarian and development activities across Pakistan and Afghanistan.

Since 1954, CWS-P/A has worked for the development and relief of marginalized communities on the basis that all individuals irrespective of race, faith, color, sex, economic status, or political opinion have the right to choose how to live. The organization assists communities to achieve economic prosperity and improve human and social capital through participatory endeavors, which liberate families and enhance their capacities to take control over their lives. Committed to quality performance, human rights, right to access information, and right to complain, CWS-P/A ensures that its humanitarian and development initiatives provide communities with their pertinent right and authority over resources

Currently, CWS-P/A operates from its head office in Karachi and additional offices in Islamabad, Lahore, Mansehra, and Swat in Pakistan and Jalalabad and Kabul in Afghanistan. It also runs a training center in Murree, Pakistan. Projects are organized out of its three programs: Capacity Building Program, Disaster Management Program, and Social Development Program. CWS-P/A's thematic priorities include: disaster management; water, sanitation, and the environment; health; education; livelihoods; peace and governance; and accountability to beneficiaries.

With a network of close to four hundred partners, CWS-P/A adopts various approaches to project implementation. The organization can either be fully or semi-operational or work directly with an implementing partner depending on the type of project. This versatility enables CWS-P/A to cater every initiative to the needs of the communities, thus, preserving their dignity, self-reliance, and ownership.

Globally, CWS-P/A is part of CWS, Inc. and is registered with both the governments of Pakistan and Afghanistan. In 2005, CWS-P/A received ISO 9001:2000 (revised to ISO 9001:2008) accreditation and the following year was awarded USAID management standards certification. CWS-P/A is a member of the ACT Alliance. In 2008, CWS-P/A became a full member of the Humanitarian Accountability Partnership. CWS-P/A is also a signatory to the Red Cross/Red Crescent Code of Conduct for NGOs in Disaster Relief.