

SOUTHERN AFRICA AIDS TRUST REGIONAL WORKSHOP ON MANAGEMENT SKILLS FOR NGOs, 21ST TO 25TH JUNE 2010, SUNBIRD CAPITAL HOTEL, LILONGWE MALAWI

BACKGROUND AND INTRODUCTION

The training came in the limelight as a need by SAT country partners who recognized that management is integral for any organization and the understanding that proper management leads to the achievement of policy's objectives. The training comprised mainly of the interlocking functions of financial management, Human management and Resource mobilization in order to achieve organizational policy objectives.

Objectives:-

This workshop was designed as a skills training and the specific objectives were to:-

1. Introduce participants to the basic principles and concepts of leadership and management.
2. Explore organizational development approaches and processes.
3. Expose participants to skills and knowledge of management change in CBOs/NGOs.
4. Provide a platform for sharing of different management approaches.
5. Enable participants to appreciate various approaches of managing people in their organizations for improved performance.

WELCOME REMARKS

Dr. Tionge Longa the Executive Director for SATMALAWI, had nothing much to say but to welcome the participants and the Facilitators. She further introduced the participants by country representation.

OPENING REMARKS

The representative from National AIDS Commission (NAC) Mr. Yohane Kamgwira, in his opening remarks stressed on the following points:-

- ✚ The workshop would bring out the pertinent issues in the work of the NGOs represented by just looking at the richness in the contents of the terms of reference.
- ✚ The workshop will bring out change to the approach of our work back home.
- ✚ NAC recognizes the work of NGOs and CBOs that the work of HIV and AIDS implementation is at the level it because of them.
- ✚ The workshop to scale up the responses.
- ✚ The NGOs and CBOs are the hub of work to the grassroots.
- ✚ But despite the good work the NGOs /CBOs are doing, still more there is a gap in human and financial resources.
- ✚ HIV and AIDS responses could be strengthened by increasing skills and competencies, in this time of decreased resources and increased work.
- ✚ To the participants, to come out from the workshop with new ideas for change.
- ✚ Finally, vote of thanks to the funder of the workshop -SAT Regional Office, the coordinators of the workshop – SATMALAWI, the Facilitators and the Participants.

In his official opening remarks, the Chairperson for Council for Non-Governmental Organizations (CONGOMA), Mr. Voice Mhone had the following points:-

- CONGOMA role is to see competency in NGOs.
- Capacity building is core for every NGO and CBO in Malawi and indeed in the Region.
- NGOs/CBOs cannot achieve good results with short cuts.
- Poor leaders lead to poor performance.
- Heads who overshadows the board of trustees and others does not carry out their mandates as per their laws.
- Participants not on holiday but to achieve.
- Knowledge will increase strength to the fight against HIV

- He finished with vote of thanks to the funders, coordinators, the facilitators and the participants.

PROGRESS

The proceedings of the workshop were participatory and the techniques followed were:- pre-test, presentations, group works, individual exercises, power point, visual aids, plenary discussions, sharing ideas and experiences, and examples in the Bible and aircrafts.

1. Topics

- Capacity Building
- Organizational Capacity Assessment
- Problem Solving
- Priority Management
- Management Change
- Resource Mobilization
- Community Mobilization Approaches
- Introduction to Public Relations
- Effective Communication
- Managing Meetings
- Leadership and Team Building
- Conflict Resolution
- Recruitment, Selection and Induction

2. Achievements

- 1) Found new collaborating partners
- 2) Strengthen old working partnerships
- 3) Advocated for accessibility at Sunbird Capital Hotel

3. Lessons Learned

1. Having a good idea is not good enough if you can not manage it.
2. Capacity building is doing thorough assessment at where we are.
3. Process sometimes can kill an organization.
4. When the rate of change outside exceeds the rate of change inside, the end is insight.

5. Change management is a process.
6. Top five contributors of change management are sponsorship, approach, frequent and open communication, dedicated resources and employee participation.
7. The biggest obstacles of change are ineffective change sponsorship from senior leaders and resistance to change from employees.
8. Effective communication brings productive relationships.
9. When communicating always think of positive impact.
10. Meeting is one of the effective tools for communication.
11. Meetings should be legally binding.
12. Leadership is about vision, spirit and character.
13. In an organization every individual should understand their core/contribution.
14. We should have the ability to define our problems; we should not be looking at the symptoms but the roots, etc.

4. Results

As a result of this training I have a new understanding of management and performance for the maturity of an organization.

5. Challenges

The main challenge during my time of stay at Sunbird Capital Hotel was the built environment of the hotel which gave me limited independent living due to its inaccessible pathways.

6. Recommendations

We recommend inclusive planning for programs and activities to make sure the needs of persons with disabilities are taken on board from the designing stage, to avoid out-of-budget expenses during implementations.

7. Conclusion

We thank the DHAT/SAT partnership which is giving us new learnings and innovations in order to improve our organizational management for effective service delivery to our members.

THANK YOU!!! ZIKOMO KWAMBIRI!!!

