

Training on “NGO basics” for Chinese grass root NGOs

China Association for NGO Cooperation (CANGO)

1. Description of the course

This training is mainly shaped, inputted and facilitated by Chinese NGO experts and volunteers. It's a unique skill sharing between Chinese NGOs and NGO researchers aimed to build up capacities of yet not mature NGOs. 2/3 of the training will be reserved for practical exercises, group discussion and information exchange. Most of the handouts are developed out of the practical experiences of the facilitators and adapted to the needs of grass root volunteers.

Voluntary engagement plays an increasing role in China. Committed volunteers gather in organizations such as social welfare groups, environmental organizations, support groups and many others. The efforts of those groups are aimed to alleviate poverty in the country, support the disadvantaged, call for gender equity and thus contribute to the sustainable development of the country. While NGOs use different ways of action in lobbying best for the interest of their beneficiaries depending on cultural backgrounds, history and development, there are basic principles and practices which are transferable from one type of organization to another, from region to region, and from one culture to another.

The 6-days training covers a range of basic skills and knowledge essentially to the sound organizational development of a NGO and its public outreach. Participants will be made familiar with the meaning of having a vision and mission. Based on that trainees will understand and practise to set clear and manageable goals. The issue of internal management and leadership is focused on teambuilding and cooperation skills of NGO leaders. The training will highlight basic principles of successful fundraising, such as knowing who you are, uniqueness, and ethical principles. Participants will understand that fundraising is not only about money or mobilizing resources but about people.

External presenters – all of them leaders or senior officials in their organizations – will give further inputs through case studies. A considerable part of the training is reserved for group work and discussion enabling all participants to practice what is transferred in theoretical sessions. In the course of the training participants will practise team building by designing and implementing a project in project groups.

At the end of the training, it is expected that participants will have gained an understanding of:

- The role of the nonprofit sector in the society
- The specific situation of the Chinese NGOs and trends of the development
- The importance and role of having a vision and a mission and basic skills in setting the “right” goals

- The specific governance requirements in NGO to secure transparency, accountability and responsibility
- How to develop a team and key factors for cooperation
- Ethical principles for fundraising and key factors for successful fundraising

2. Course Format

The course is presented in a seminar format. Participants will be given many occasions to actively participate in the training activities and discussions. Participant handouts will be distributed at the workshop. Results of workgroup activities such as flipchart copies will be given to participants after the workshop. External presenters assist the participants in presenting case studies and facilitating discussions with the participants.

Instructors will be able to manage the agenda of the Workshop with some flexibility focusing on needs the majority of participants will express in the course of the training.

Pre-Assessment: Participants are ask to come to the training with:

- Organization's vision and mission statement
- Copies of brochures, newsletters, annual report...
- A filled-in participants questionnaire introducing the organizations profile

3. Trainings Outline

Day-0 (half a day)

Part 1 - Introduction

1. Introduction to the workshop
2. Introduction to the training facility
3. getting known to each other

Day-01

Part 2 – rules, procedures and tasks

1. setting workshop rules
2. about adult learning
3. introducing project tasks
4. participant's expectations

Part 3 – about NGOs in general and in special – the China case

1. the role of the civil society in the world
2. role of NGOs in China – presented through a case study
3. challenges and chances for Chinese NGOs – input and discussion with NGO research Center at Tsinghua University

Day-02

Part 4 – Do you know where you are and what you want to achieve?

1. about vision and mission
2. how to develop a vision and a mission statement
3. Case Study CANGO – presenting and discussing the vision and mission
4. how to set the “right” goals
5. what donors want from NGOs – donor presentation

Day-03 (half a day)

Part 5 – about team building and cooperation

1. stages of team-building
2. key aspects of cooperation
3. leadership basic skills and qualities

Day-04

Part 6 - what means good governance?

1. how is your NGO organized
2. the principles of good governance
3. the role of the Board of Directors and the Secretary
4. CANGO’s governance system – case study and discussion

Day-05

Part 7 – ingredients for successful fundraising and resource mobilization

1. reasons for giving – presenting a case
2. the rule of the rare – where are we special and why is this important?
3. how to present our case – develop a case statement
4. saying good bye