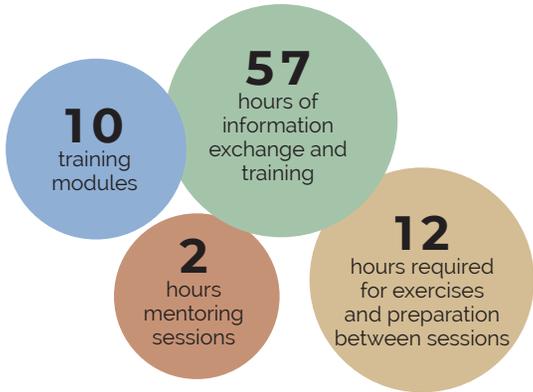




MODULES

ESSENTIALS OF NGO MANAGEMENT

Asian Species Action Partnership, Synchronicity Earth and Stone Soup Consulting are launching a training and mentoring programme on **essential elements of NGO Management**, adjusted to the nature conservation and Southeast Asia context. The programme runs from **February 2023 to March 2024 with co-design engagement in February to March 2023 and the training phase from April onwards**. This opportunity is open to ASAP and/ or Synchronicity Earth Partners with a focus on local/national organisations in Southeast Asia.



Stone Soup has been carefully chosen due to their breadth and depth of expertise, and access to trainers with highly tailored and differing skill sets to deliver this pioneering programme. The programme will consider the different needs and interests of participants, and will use a variety of tools to ensure the learning is engaging and interactive. A pre-training programme assessment through a survey and workshop, requiring around 4 hours for direct participation, will guide the final content, design, and timing of the programme.



2 sessions of 3 hours

Strategic Planning

Strategic Planning is the capacity of an organisation to look ahead in the future and create a bridge between the present moment and the desired future. In this module, we will present classic methodologies, as well as introduce how the fast pace changing world requires greater flexibility and agility when it comes to strategic planning. The sessions will allow participants to master the main steps and tools for strategic planning. We will learn how to use tools such as SWOT analysis, PESTLE analysis, Future Scenarios, Futurescoping, systems change and trends analysis.



Cláudia Pedra

Stone Soup Consulting's Managing and Founding Partner Project supervisor.

Will co-lead Strategic Planning, and lead Governance, Fundraising and Scaling up modules.

Cláudia Pedra has a degree in International Relations and a Masters in Strategy. Cláudia has 25 years of experience on human rights and migration issues and more than 15 years of experience in strategic management and evaluation.



2 sessions of 3 hours

Governance and Leadership

To design this module Stone Soup will begin with researching regional legal and governance frameworks. In this module we will highlight good practices and processes to achieve them, in line with the countries' legal framework. In Governance and Leadership training the most important aspects include ethics, conflicts of interest, regulation, the difference between governance and management, as well as exploring alternative and transitional models.



3 sessions of 3 hours

Fundraising and Financial Sustainability

There are over 100 ways of fundraising, but the majority of organisations focus on 4 or 5 techniques. Stone Soup will give an overview of the main fundraising techniques and discuss the criteria on how to decide if a technique works for your organisation. In the assessment stage Stone Soup can also see if the organisations want to deep dive into particular issues such as funding applications, individual donors, crowdfunding, etc. Based on that, the module can be tailored. When training on these issues, we also introduce innovation e.g. the perspective of the funder, tips based on case studies, etc.



1 session of 3 hours

Scaling Up

Organisations may have projects and businesses/ products ready for replication and/ to develop further. They may also be ready to develop the organisation as a whole and to see it grow and expand. In this scaling module you will learn how to be prepared to scale deep and scale up, and even scale out if so needed. This will include looking at the challenges and strategies for growth, expansion, product or department/ area development or downsizing and which methodologies can be used – organic growth, licensing, social franchising.



2 sessions of 3 hours

Strategic Alliances

Building purpose-driven alliances can be a powerful strategy in our path towards building more resilient organisations and generating more social value for society. These alliances can have powerful results. You can boost the impact and sustainability of your organisation by building dialogue between people, and with other organisations. Benefits can be countless, but the challenges along the way can also be very discouraging. To build a strong vision and common goal for everyone involved, you need to map stakeholders, resources and skills. You can also analyse the risks, benchmark best practices, and build processes to work smoothly together.



Rosa Matos

Stone Soup Consulting's Managing and Founding Partner.

Will lead the Strategic Alliance and Monitoring and Evaluation modules.

Background in Economic and Organizational Sociology (PhD), Development Management, Applied Ecology and Biology, Rosa has 26 years of international experience in leadership positions in civil society and philanthropic organizations working in the field of sustainable development and biodiversity.



2 sessions of 3 hours

Monitoring and Evaluation

Monitoring and evaluation are complementary but not the same, as one is used for checking milestones and fulfillment of goals and another for strategic decision making. Stone Soup distinguishes between both and explains main methodologies that can be used, including impact evaluation methodologies. Focus is on simple and easy to implement systems, to be feasible for small organisations, but always highlighting the importance of MEL (monitoring, evaluation and learning) for organisational sustainability.



2 sessions of 3 hours

Strategic Communication

Communication is a two-way process we need to navigate on a day-to-day basis. The world has turned into an open and online community that, through a wide array of communication channels, gives us access to many opportunities regarding visibility, fundraising, transparency or advocacy. However, opportunities need to be identified, prioritised and managed. Being strategic in our communication is not only key to improve our access to these opportunities, but also to boost the social and environmental impact that your organisation is creating. During this module we will learn about content, communication plans, digital tools and – most important – how to adjust our strategy to the resources available.



Pilar Balet

Communication consultant specialised in projects with a social impact. Will lead the Strategic Communication module.



2 sessions of 3 hours

Human Resources Management

The challenges related to people management are more prevalent than ever in social organisations (e.g., talent retention, motivation, performance management, talent development, new work culture, flexibility and diversity and inclusion). Strengthening people management skills and competences are key for the sustainability of organisations. This highly collaborative and participative learning experience will build concrete outputs concerning policy and practice to increase human capital resilience and agility in the organisation to face current but also future challenges.



Liliana Dias

Senior consultant in the fields of Human Resources Management and Corporate Social Responsibility (CSR). Will lead the Human Resource Management module.



2 sessions of 3 hours

Financial Management

Entities put a lot of effort in generating funds for their activities and beneficiaries, but sometimes less so in managing their financial assets or liabilities, which can drain resources. Managing budgets and expenses is also necessary for the financial sustainability of the entities. This module will allow the participants to: (i) have a global vision of the economic dimension of their organisations and to be able to introduce improvements, if necessary; (ii) reinforce the dynamics of planning, organisation and control and (iii) provide tools to carry out a self-diagnosis of their organisations. It is not an accounting class, and the course is recommended for (i) directors and managers and (ii) financial and/ or administrative managers.



Julio Alonso Gil

Focused on organisational development, strategic planning, governance and training. Will lead the Financial Management module.



1 session of 3 hours

Social innovation/ Agile thinking

OECD defines social innovation as the design and implementation of new solutions that imply conceptual, process, product, or organisational change, which ultimately aim to improve the welfare and wellbeing of individuals and communities. This module will be an opportunity for participants to firstly look at the broader topic of innovation, analysing what the main types and forms that exist, and then explore practical examples of social innovation initiatives. We will use tools such as the Open Innovation, Business Model Canvas, Prototyping, Brainstorming and Design Thinking (Human Centered design).



Daniel Mendes

Biologist with specialisation in Sustainability and Corporate Responsibility Management. Will co-lead Strategic Planning, and lead the Social Innovation module.



For further information and to apply visit:

<https://www.speciesonthebrink.org/training/essentials-of-ngo-management/>

For any questions or clarifications, please contact: training@asapspecies.org