

Capacity Building Programme

for Project Promoters

of the Active citizens fund in Greece



April 2020

For the Project Promoters funded through the open calls

“Vulnerable groups empowered”

&

“Strengthened civil society advocacy and watchdog role”

Introduction

All Project Promoters of the Active citizens fund in Greece have free access to the programme's special Capacity Building Programme organized by the Fund Operator, through [Social Dynamo](#), the civil society capacity building hub of Bodossaki Foundation.

Capacity building is understood as “*the process of strengthening an organisation in order to increase its effectiveness and social impact and achieve its goals and sustainability over time.*”

Social Dynamo is a leading initiative for capacity building in Greece, which has supported more than 500 different civil society groups and organisations through training and professional support during its three years of operation.

The special programme offered to the Project Promoters of the Active citizens fund in Greece includes **training, consulting, mentoring** and **coaching** opportunities. More information about the specific events offered each month is available on the [events calendar](#) of the website of the ACF programme in Greece.

Training workshops

Project Promoters are offered a wide range of training workshops, regarding various aspects of organisational development. All workshops are delivered by experienced trainers from the wide partners' network of Social Dynamo. Project Promoters can choose to attend any workshop corresponding to their needs and priorities. The Fund Operator may also recommend that Project Promoters attend specific workshops depending on their needs.

Where possible, the workshops will be video recorded, and the relevant videos as well as the training material will be available on the [e-learning platform](#) of Social Dynamo.

The workshops will take place in Athens. Project Promoters based outside Athens can be reimbursed for transportation and accommodation expenses concerning their attendance in the workshops by the Fund Operator, following the relevant guidelines which will be shared with the respective organisations.

In case of social distancing measures to prevent the spread of COVID-19, the workshops will be conducted as webinars (possibly of shorter length) and will be repeated at a future date.

Training workshops schedule

Training Unit	Workshops	Level	Schedule
Basic training (2 days, addressing small/newly-founded NGO)	Introduction to Setting the Vision, Mission, Goals and Values of our NGO	Beginners	June 2020
	Introduction to Strategic Planning		
	Introduction to NGO Management		
	Introduction to NGO Financial Sustainability		
Strategic Design (2 days)	Setting the Vision, Mission, Goals and the Values of our NGO	Intermediate	June 2020
	Developing a Business Plan		
NGO Management and Human Resources Management (2 days)	NGO Management (including transparency and risk management issues)	Intermediate	July 2020
	Human Resources and Volunteers Management		
Communication (2 days)	Developing a Communication Plan	Intermediate	September 2020
	Online Communication		
Financial sustainability and diversed funding sources	Developing a Sustainability Plan	Intermediate	October 2020
	Crowdfunding and Digital Fundraising		
	CSR & Private Sector Partnerships		
	Establishing a Social Enterprise		
Project Management (1 day)	Project Management	Intermediate	November 2020
Project Evaluation and Impact Measurement (1 day)	Project Evaluation and Impact Measurement	Intermediate	December 2020
Research, Coalition Building & Advocacy (2 days)	Research Skills & Social Needs Assessment	Beginners	January 2021
	Coalition Building		
	Advocacy Skills		

Consultancy Service

The Project Promoters of the Active citizens fund programme in Greece have priority access to the consultancy services of Social Dynamo. Among other things, they can make use of the consultancy sessions in order to receive advice regarding the Capacity Building Component of their project (applicable only to medium and large projects).

Social Dynamo provides consultancy on a wide range of topics. Experts are available at specific days and times to hold scheduled sessions with groups and organisations that want to ask specific questions related to the consultants' area of expertise. Consultancy services can cover, inter alia:

- Legal issues
- Accounting and tax issues
- Tax and communication issues
- Financial administration issues
- Communication strategy issues
- Human resources/ volunteer management issues
- Marketing issues
- Fundraising issues

In case of demand for consultancy in any other field, an attempt will be made to add relevant sessions to the schedule of sessions available.

More specifically, the consultants are available for 30-minute sessions both online and via telephone.

The schedule of the consultancy sessions available each month and the link to the respective application form are available on the events calendar of the website of the Active citizens programme in Greece and is also publicized through Social Dynamo's monthly newsletter.

Mentoring Service

The mentoring service provides one-to-one support to civil society organisations and groups by giving them the opportunity to gain new professional knowledge and skills from expert professionals specialised in various fields. The mentoring process lasts 4-6 months and consists of a series of sessions with a specific mentor from Social Dynamo mentor network, who is selected based on the specific needs of the organisation.

The mentors commit to conducting at least four sessions (either in person or online) with the organization/group assigned to them.

Examples of successful support through the mentoring programme concern topics such as:

- the development of a strategic plan
- the development of a communications plan
- developing an approach to addressing the “burn out” of employees/volunteers
- the development of a personnel training plan
- the development of a fundraising strategy

Project Promoters who are interested in benefiting from the mentoring service should fill in the relevant application form. The mentoring will start in June 2020.

Coaching Service

The Hellenic Coaching Association, as a member of the Social Dynamo partners’ network, provides pro bono coaching to executives of the Project Promoters of the Active citizens fund in Greece.

Coaching focuses on maximising the potential of people that hold responsible positions in organisations, in order to have the best possible performance in their role. Indicatively, the coaching sessions may be associated with the following areas:

- Enhancement of personal performance
- Development of leadership skills
- Transition/promotion to a higher position
- Enhancement of personal skills i.e. communications or negotiation skills,
- Management of interpersonal issues in the working environment

The coaching programme consists of approximately 8 sessions conducted over a period of 4 months.

Project Promoter representatives who are interested in participating in the coaching service, are asked to attend the special information session held by the Hellenic Coaching Association, as well as to fill in the relevant application form which will be sent after the session. The coaching will begin in June 2020.

For more information:

The Social Dynamo team of the Bodossaki Foundation, is available to answer any questions and offer any clarifications needed to the Project Promoters of the Active citizens fund in Greece:

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Telephone: 210 322 1287



Fund operated by:

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