

## Building a Community Group - Level Two

A step-up programme for community or voluntary groups.

### ➤ Team Building

This will develop the working relationships between the participants and explore how they can develop as a team. The skills acquired here can be used by the participants in developing other teams in other programmes and projects.

- ❑ Team building exercises
- ❑ Recognising the difference between groups and teams
- ❑ Identify the stages of development of teams
- ❑ Recognise the current development of the team
- ❑ Recognise the range of team roles and apply this concept to build and effective team

### ➤ Building a Foundation

Providing an introduction to the idea of community development and exploring the group's role within the community. This will include a discussion on the following topics:

- ❑ Aims and objectives of the group, i.e. what is the group trying to achieve?
- ❑ Identifying the target section of the community to be supported by the group
- ❑ Identifying the supports and amenities already available to the target section of the community

### ➤ State Agencies

Introduce the participants to the relevant state agencies involved in the community/voluntary sector:

- ❑ Identify the agencies
- ❑ Provide points of contact
- ❑ Describe ethos and working parameters of the relevant agencies



## ➤ Working with the community

Exploring how community groups work within a community and establish a relationship with supporting agencies and local bodies, e.g.:

- Publicising the group within the community
- Consulting with the community
- Attracting new members
- Liaising with agencies

## ➤ Roles & Positions

Describing the various duties and responsibilities of the committee roles & positions within the group, e.g.:

- Chairperson
- Treasurer
- Secretary
- PRO
- General members

## ➤ Holding Effective Meetings

Providing tips and advice on how to hold an effective community group meeting, including:

- Setting an agenda
- Identifying attendees
- Publicising the meeting
- Roles of the chairperson, secretary, etc.
- Adapting to different types of meetings, e.g. information distribution, decision making, etc.
- Holding the meeting
- Identifying action points
- Concluding the meeting



➤ **Social inclusion, diversity and equality**

Introduce the participating groups to the principles of social inclusion, diversity and equality:

- ❑ Describe what is meant by the terms social inclusion, diversity and equality
- ❑ Explore the main issues arising and their relevance in local communities and with the RAPID programme
- ❑ Identify how marginalised groups can be encouraged to become involved in the community
- ❑ Explore how diversity and equality can be supported through community/voluntary work

➤ **Planning your Options**

Introduce the participating groups to the idea of project planning, based upon the following:

- ❑ Undertaking a community survey
- ❑ Identifying needs and resources of the target community
- ❑ Identifying options open to the group, based upon the needs and resources available

➤ **Pricing your Options**

Describe how to analyse the cost implications of various projects:

- ❑ Identify the general capital costs of the project, if appropriate
- ❑ Identify the operational costs required to keep the project in existence

➤ **Sources of Finance**

Explore the possible sources of funds and finances available to the group for their project(s):

- ❑ Identify possible sources of capital funding



- ❑ Identify possible sources of operational funding
- ❑ Explore other sources of finance, e.g. potential income from the project, fundraising, etc.

➤ **Analyse your Options**

Describe how to identify the most feasible and sustainable project options open to the groups:

- ❑ Cost analysis
- ❑ Benefit analysis
- ❑ SWOT analysis of the options open to the group
- ❑ Identify a project or group of projects for implementation

➤ **Action Planning**

Introduce the participating groups to the idea of action planning, based upon the following:

- ❑ Identify the people, groups or agencies responsible for implementing the project or sections of the project
- ❑ Provide a realistic time frame for implementation of the project
- ❑ Begin the process

➤ **Communication Skills**

Introduce the participating groups to the concept of the communication cycle:

- ❑ Describe the importance of effective communication and the effect of poor communication
- ❑ Stages of communication
- ❑ Different types of communication
- ❑ Techniques of face-to-face and indirect communication
- ❑ How to use feedback to check effectiveness of communication
- ❑ Applying communication techniques when dealing with the media

