

## MANAGEMENT OF COMMUNITY-BASED GROUPS

**UNIT CODE:** COD/CU/SW/SR/12/6/A

### Relationship to Occupational Standards

This unit addresses the unit of competency: manage community-based groups

**Duration of Unit:** 120 Hours

### Unit Description

This unit describes the competencies required to manage community-based groups. It involves identifying target group, mobilizing target group, planning group meeting, organizing group leadership, developing group objectives, planning group activities, carrying out capacity assessment and carrying out group activities. It also entails monitoring, evaluating and documenting group activities.

### Summary of learning Outcomes

1. Identify target group
2. Mobilize target group
3. Plan group meetings
4. Organize group leadership
5. Develop group objectives
6. Plan group activities
7. Capacity assessment
8. Carryout group activities
9. Monitor group activities
10. Evaluate group activities.
11. Document group activities

### Learning Outcomes, Content and Methods of Assessment

Learning Outcomes	Content	Methods of Assessment
1. Identify target group	<ul style="list-style-type: none"><li>• Meaning and importance of community groups</li><li>• Social action models</li><li>• Types of group</li><li>• Group dynamics</li></ul>	<ul style="list-style-type: none"><li>• Case studies</li><li>• Observation</li><li>• Written tests</li><li>• Assignments</li><li>• Supervised exercise</li></ul>

	<ul style="list-style-type: none"> <li>• Introductory meetings with relevant stakeholders</li> <li>• Development of assessment plan and tools for target group identification including gender and inclusivity assessment</li> <li>• Administration of assessment tools</li> <li>• Preparation of an assessment report</li> <li>• Identification of target group</li> <li>• Identification of project area</li> </ul>	<ul style="list-style-type: none"> <li>• Simulations</li> </ul>
2. Mobilize target group	<ul style="list-style-type: none"> <li>• Engagement meetings with community influencers/leaders</li> <li>• Sensitization of community leadership</li> <li>• Formulation and implementation of a mobilization plan</li> <li>• Registration of group members</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
3. Plan group meetings	<ul style="list-style-type: none"> <li>• Importance and structure of group meetings</li> <li>• Logistical planning for community group meetings</li> <li>• Establishment of group guidelines</li> <li>• Conduct of group meetings</li> <li>• Group meeting minutes</li> <li>• Sharing of minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>

4. Organize group leadership	<ul style="list-style-type: none"> <li>• Leadership theories</li> <li>• Leadership styles</li> <li>• Participatory establishment of group leadership positions</li> <li>• Role specification for office bearers and tenure of office</li> <li>• Conduct of group elections</li> <li>• Orientation and capacity building of group leaders</li> <li>• Operationalization and coordination of the group</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
5. Develop group objectives	<ul style="list-style-type: none"> <li>• Importance of group objects</li> <li>• Problem analysis</li> <li>• Development and documentation of group objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
6. Plan group activities	<ul style="list-style-type: none"> <li>• Meaning and importance of planning</li> <li>• Types of plans</li> <li>• Identification of group activities</li> <li>• Mobilization of resources for the group activities</li> <li>• Implementation plan</li> <li>• Establishment of task force for the implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
7. Capacity assessment	<ul style="list-style-type: none"> <li>• Meaning and importance of capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> </ul>

	<p>assessment</p> <ul style="list-style-type: none"> <li>• Development of capacity assessment tools</li> <li>• Administration of the assessment tools</li> <li>• Data analysis and report writing</li> <li>• Process of providing feedback</li> <li>• Development and implementation of a capacity building plan</li> <li>• Monitoring and review of the capacity building plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
8. Carryout group activities	<ul style="list-style-type: none"> <li>• Resource mobilization and allocation for group activities</li> <li>• Implementation of the group activity plan</li> <li>• Progress management reports</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
9. Monitor group activities	<ul style="list-style-type: none"> <li>• Importance of monitoring group activities</li> <li>• Establishment of a monitoring team</li> <li>• Conduct of monitoring activities</li> <li>• Preparation and sharing of the monitoring</li> <li>• Review of the group activity implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
10. Evaluate group activities.	<ul style="list-style-type: none"> <li>• Importance of evaluating group</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> </ul>

	<p>activities</p> <ul style="list-style-type: none"> <li>• Establishment of an evaluation team</li> <li>• Development of an evaluation plan and tools</li> <li>• Administration of the evaluation tools</li> <li>• Preparation and sharing of the evaluation report</li> <li>• Review and implementation of the evaluation findings</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>
11. Document group activities	<ul style="list-style-type: none"> <li>• Documentation plan for group activities</li> <li>• Documentation tools</li> <li>• Documentation methods</li> <li>• Implementation of the documentation plan</li> <li>• Analysis of the documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Observation</li> <li>• Written tests</li> <li>• Assignments</li> <li>• Supervised exercise</li> <li>• Simulations</li> </ul>

### **Suggested Methods of Instruction**

- Group discussions and presentations
- Demonstration by trainer
- Practical work by trainer
- Exercise
- Field work
- Resource persons

### **Recommended resources**

- Video cameras
- Tablets
- Smart phones
- SD cards and card readers
- TFT screen
- Recorders