**Student Title: Magee, Tim OL 203 Assignment 2**

**Student Date: Date of Student Assignment Here**

**Magee Example Project OL 203 Assignment 2**

**Online Learning: OL 203 Designing and Funding Non Profit Projects. The Community Focus**

**Center for Sustainable Development:** <https://nonprofit.csd-i.org/ol-203-designing-and-funding-non-profit-programs-3/>

**Use this document as your template for your assignment.**

**Assignment Two. Leading a Participatory Workshop to Assess Strengths and Weaknesses: Capacity, Assets and Vulnerabilities.**

**Part 1**

I started preparing for the workshop a week in advance because I realize that I didn't have all the materials that I needed (like paper and markers and a stand to hold the paper) and that I needed to develop some materials like a how-to card to give to the participants, and also I wanted to make a few simple posters to illustrate some of the ideas that were going to discuss in a workshop.

I also needed to find four colleagues that would be willing to help me facilitate the split workshop, support me during the workshop, and to prepare some snacks and a luncheon.

**Part 2**

I've given a lot of workshops but I'm really glad that I had my lesson plan. It helped me to get started and when little things came up that threw me off track it helped get me back on track.

I tried to be as inclusive as I could in order to make the community part of the process and also so that I could collect new bits and pieces of information that I hadn't known before.

My main concern at the beginning of the workshop was that the information that I was presenting would be too complex. But it worked out fine, the participants were receptive, they contributed wonderful ideas and useful information, and seemed to understand the information that we exchanged. They're looking forward in a few weeks to seeing what the information looks like when I have compiled it for them.

I feel like I have a good baseline (I’ll compile this information from the charts we developed during the 4 exercises) of where the community is now—that we can use for a comparison when the project finishes in 2 years.

We did the entire 4 exercises of the workshop in about 4 hours – a 1/2 hour less than I estimated. We then had a delicious and nutritious lunch.

My colleagues and I took photographs and in the process of taking them we looked at them on the back of the camera to make sure that they were of good quality, they were in focus, and that we had a variety of different kinds of photographs.

I took notes on my lesson plan of things that were going well -- and the things that I could improve the next time -- and I also kept track of how long each of the exercises took for future reference.

The next day (Monday actually) the team and I got together and reviewed the workshop and made notes that would help us to a better job the next time we give it.

We all felt that the lesson plans from the handbook were very well done and we didn't really have too many improvements that we would recommend. Two things that we came up with were:

1. I wish that we would have had a few more staff members in the workshops to be able to walk around and answer questions and encourage people.

2. I wish that we would have had time to have done this in two morning workshops -- I think people began getting a little bit tired towards the end.

We all agreed that the workshop was a success.

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