



·CULTIVATING LEADERS OF TOMORROW·

Be || THE CHANGE

· LEADERSHIP INSTITUTE
PROFESSIONAL DEVELOPMENT FOR
TRANSGENDER WOMEN IN HIV PREVENTION
AND CARE ·



Be The Change It Presents

IT TAKES A VILLAGE:

Project Management



“

When I dare to be powerful -
to use my strength in the
service of my vision, then it
becomes less and less
important whether I am
afraid.

AUDRE LORDE



Intendment

Goal: Support Transgender HIV/AIDS workforce in effective Implementation of high impact prevention projects



Objectives:

- Define Project Management
- Discuss MNGT Skills for HIP Implementation
- Explore strategies for professional development



Facilitator Introductions

Tatyana Moaton, MBA

- Howard Brown



Chris Wilson-Smith

- ETR Associates



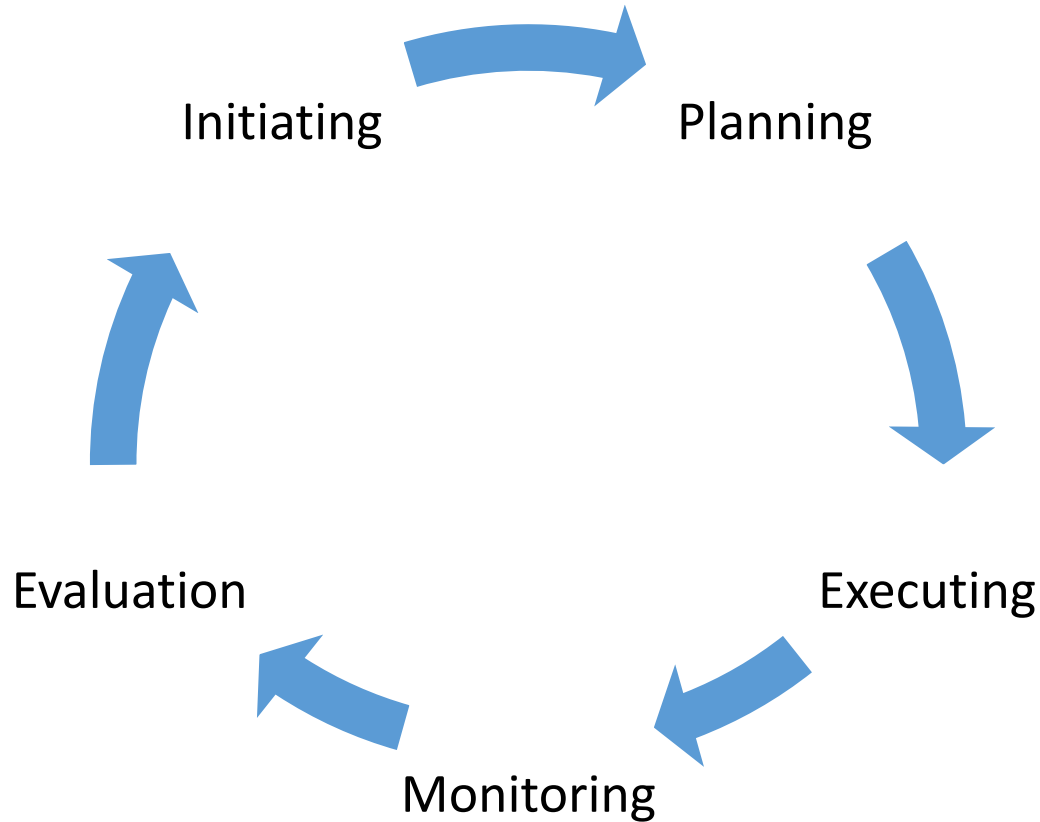
Ice breaker: SWOT Analysis



What skills are necessary when managing a HIP Project?



Project Management is the practice of



*This model is from project management is the actual definition, but has been adapted by ETR Associates



Initiating

Determines the nature and scope of the project. This process is more commonly called pre-implementation.

We must identify the:

- What
- What
- Who
- When



Planning

Determines the time, cost, and resources needed to have a successful project.

We must create the:

- Scope of work
- Workplan
- Recruitment Strategy
- Outreach
- Space



Executing

The execution/implementation phase ensures that the project management plan's deliverables are executed accordingly

We must:

- Promote
- Recruit
- Educate
- Outreach
- Retain



Monitoring & Evaluation

Consists of those processes performed to observe project execution so that potential problems can be identified in a timely manner and corrective action can be taken, when necessary, to control the execution of the project.

Includes :

- Measuring
- Monitoring
- Address
- Strategize
- Update



Closing

Closing of the project will normally happen when funding has ended. Organizations may continue to support successful programs after funding has ended, when the happens the program is considered still open.

Includes :

- Contract Closure
- Review
- Reporting
- Restructuring
- Analyzing
- Ongoing



Project Management is NOT the practice of

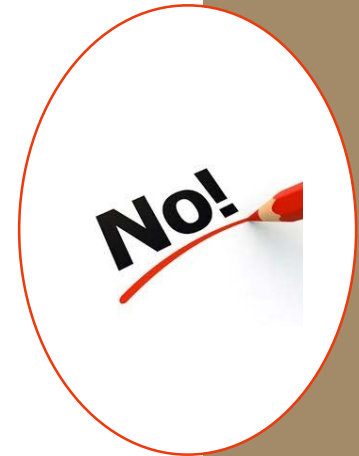
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Scheduling

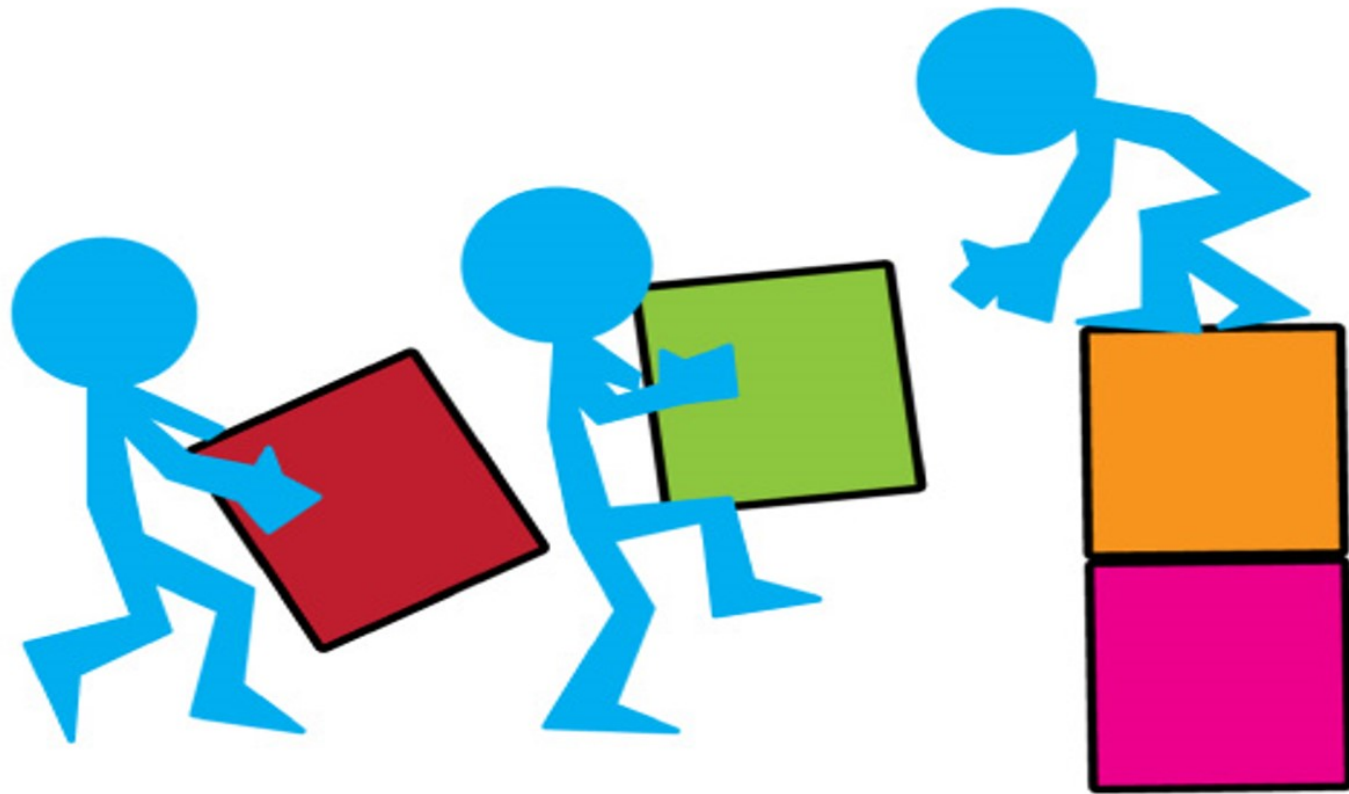
Demanding

Spectator Sport

Tracking



Time Management/ Titans of Task



Titans of Task

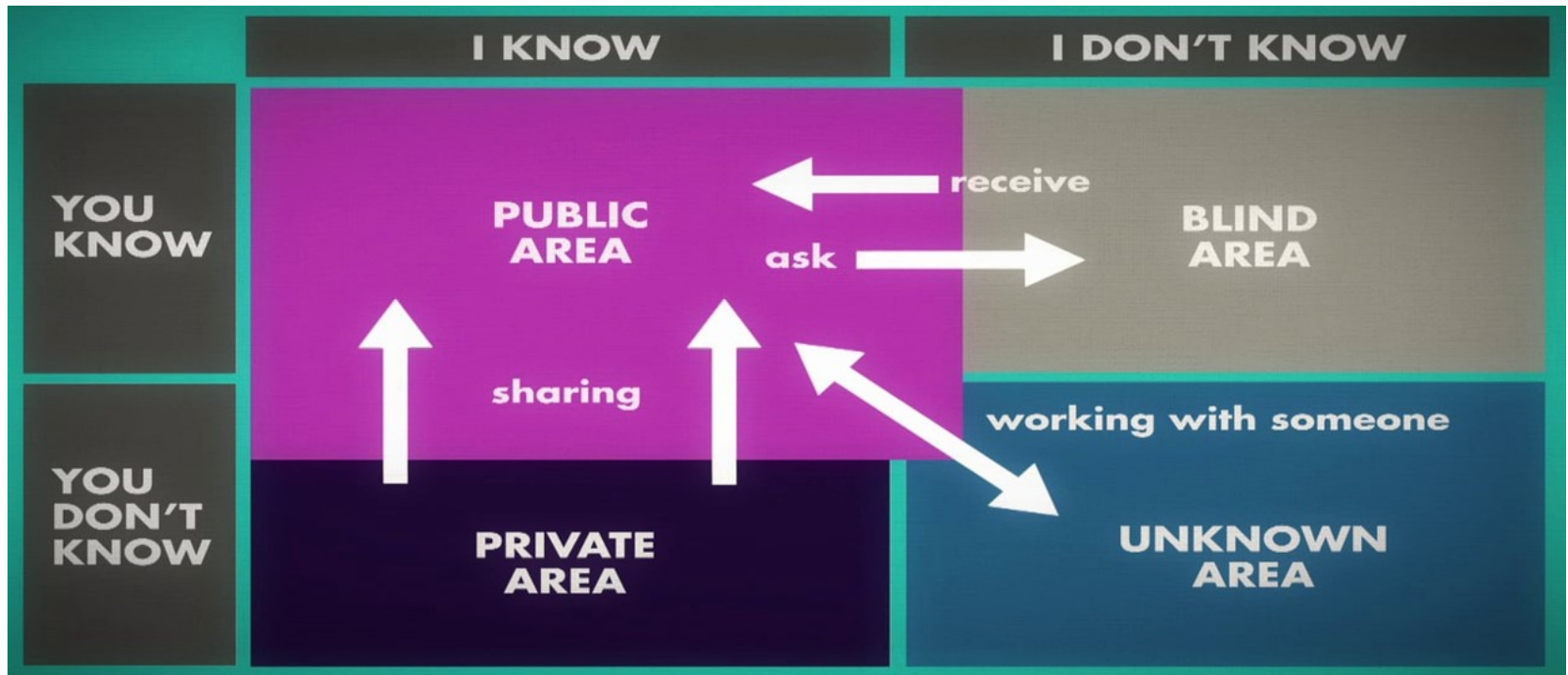
1. Do a lap around the room (5 points)	1. Create name cards for each team member
2. Count the number of chairs in the room	2. Make a tower out of the materials owned by your group
3. Create something for the trainer to wear, such as a hat or tie	3. Flip a coin to see who the team spokesperson will be
4. Find out something unique about each person on the team	4. Convince a member of another team to join you
5. Sing a song together	5. Name your team and come up with a slogan
6. Make a paper airplane and throw it from one end of the room to another	6. Re-create the sounds of the Amazon rainforest with the sounds of your voices
7. Recite the alphabet backwards together	7. Conduct all tasks on this list while standing on one foot
8. Get everyone in the room to sign a single piece of paper	8. Make a list of what your team wants out of the workshop
9. Count the number of pets owned by your group	9. Form a conga line and conga from one end of the room to another
10. Assign a nickname to each member of the team	
11. Add up the years of experience in the field of the team	



Exercise- Animals



Activity- JOHARI's Window



“

Enlightened leadership is spiritual if we understand spirituality not as some kind of religious dogma or ideology but as the domain of awareness where we experience values like truth, goodness, beauty, love and compassion, and also intuition, creativity, insight and focused attention.

DEEPAK CHOPRA



Professional Development

Start with the personal

- What activities in your job have you enjoyed the most and found most interesting? Which have you disliked?
- Which projects from the past year are you most proud of?
- What are your most valuable talents and skills?
- What are your career goals for the next year or two? What about 10 years from now?
- What are you already doing to reach those short- and long-term goals?



Professional Development

Connect the personal to the organization

- Do you know the organization's goals for the year?
- What projects, committees or other responsibilities would you like to be a part of to help develop your career? Is there another department you'd like to learn more about?
- Would you like a mentor? Is there anyone in the company that you feel would be a good mentor? If not, can I recommend someone

Connect the personal to the organization?

- Which development activity can you start on now that would be most beneficial to achieving your short-term goals? Your long-term goals?
- Can you report back with your progress in three to six months?



What Can ETR Capacity Building Assistance (CBA) Do for You?

Organizational Development & Management

- Strategic Planning
- Board Development
- Grant Readiness
- Program Collaboration & Service Integration

HIP & Persons at High-risk

- EBIs and Public Health Strategies
- HIP Program Adaptation
- Recruitment & Retention
- Social Marketing

HIP & Persons Living with HIV

- EBIs & Public Health Strategies
- HIP Program Adaptation
- Recruitment & Retention
- Social Marketing

Process and Outcome Monitoring and Evaluation



For Additional Information

Michael Terry Everett, Project Co-Director

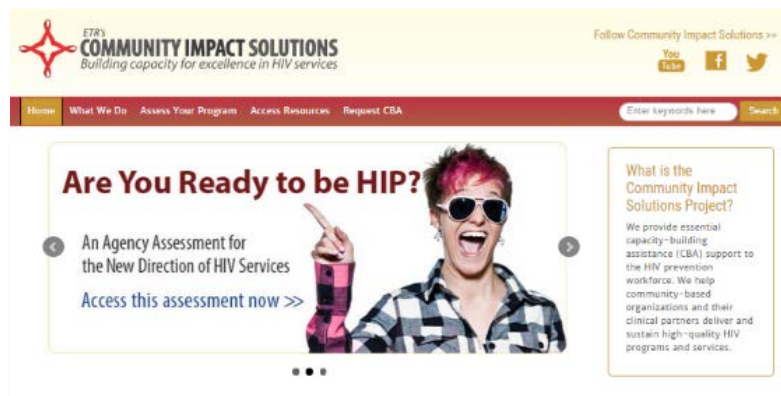
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You can find this webinar recording on the CISP Website 24 hours after this presentation!

<http://www.etr.org/CISP/webinars/>





thank
you