

## AAPAM-ODI COLLABORATION

### OD LEADERSHIP AND CONSULTANCY TRAINING PROGRAMME

This is a 5-day intensive programme.

#### Aims and Objectives:

The programme is highly interactive and aims to train participants to undertake basic OD consultancy tasks including but not limited to proposal writing organisational effectiveness assessment, organisational culture assessment, facilitation and dynamic team building.

**Date:** 5<sup>th</sup> to 10<sup>th</sup> August 2019

**Venue:** OD Institute, Accra, Ghana

#### Time Table

| Description  | Objectives   | Date                        | Time           |
|--|--|-----------------------------|----------------|
| Arrival  | All participants and Facilitators arrive and settle in their respective rooms                            | 4 <sup>th</sup> August 2019 |                |
| <b>MONDAY DAY ONE: 5<sup>TH</sup> AUGUST, 2019</b> |  |                             |                |
| Welcome address                                    |  |                             |                |
| Introductions                                      | Get participants and facilitators to know each other   | 5 <sup>th</sup> August 2019 | 08:30 to 09:00 |
|  | Get participants to know the programme   |                             |                |
|  | Inform participants of relevant administrative arrangements  |                             |                |
| The nature of organisations                        | Deepen participants knowledge of organisations and their span of growth                                  | 5 <sup>th</sup> August 2019 | 09:00 to 10:00 |
| Organisational culture                             | Introduce participants to organisational culture and how to use the Weisbord Six-Box Model to assess it. | 5 <sup>th</sup> August 2019 | 10:00 to 13:30 |
| Cocoa / Health Break                               |  |                             | 11:00 to 11:30 |
| Organisational culture                             | Introduce participants to organisational culture and how   | 5 <sup>th</sup> August 2019 | 10:00 to 13:30 |

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| (cont'd)   | to use the Weisbord Six-Box Model to assess it. (Cont'd)  |                             |                   |
| Lunch Break  |   |                             | 1:30 to 2:30pm    |
| What is OD?  | Deepen participants' understanding of OD, its characteristics and competencies for the practitioner, the significance of the OD Cycle and How it is used                    | 5 <sup>th</sup> August 2019 | 2:30 to 5pm       |
| <b>TUESDAY DAY TWO: 6<sup>TH</sup> AUGUST 2019</b>     |   |                             |                   |
| Reflections exercise                                   | Recap the previous day's learning   | 6 <sup>th</sup> August 2019 | 08:00 to 08:30    |
| Self as a Vehicle for Change                           | Examine the importance of "the participant being what the client gets";<br>Introduce participants to emotional intelligence (EI), assess their EI and how to grow their EI. | 6 <sup>th</sup> August 2019 | 08:30 to 10:00    |
| Learning to facilitate                                 | Introduce participants to facilitation as a major tool in the practice of OD  | 6 <sup>th</sup> August 2019 | 10:00 to 1:30pm   |
| Cocoa / Health Break                                   |   |                             | 11am to 11:30am   |
| Learning to facilitate (cont'd)                        | Introduce participants to facilitation as a major tool in the practice of OD  | 6 <sup>th</sup> August 2019 | 11:30am to 1:30pm |
| Lunch Break  |   | 6 <sup>th</sup> August 2019 | 1:30pm to 2:30pm  |
| Learning to facilitate (cont'd)                        | Introduce participants to facilitation as a major tool in the practice of OD  | 6 <sup>th</sup> August 2019 | 1:30pm to 5pm     |
| <b>WEDNESDAY DAY THREE: 7<sup>TH</sup> AUGUST 2019</b> |   |                             |                   |
| Reflections exercise                                   | Recap the previous day's learning   | 7 <sup>th</sup> August 2019 | 08:00 to 08:30    |
| Consultancy  | Learn how to write consultancy  | 7 <sup>th</sup> August      | 08:30 to          |

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| Proposal Writing                                     | proposal   | 2019                         | 11:00            |
| Cocoa / Health Break                                 |  | 7 <sup>th</sup> August 2019  | 11:00 to 11:30   |
| Consultancy Proposal Writing (Cont'd)                | Learn how to write consultancy proposal  | 7 <sup>th</sup> August 2019  | 11:30 to 1:30    |
| Lunch Break  |  | 7 <sup>th</sup> August 2019  | 1:30pm to 2:30pm |
| Consultancy Proposal Writing (Cont'd)                | Learn how to write consultancy proposal; Undertake OEA exercise (preparations) | 7 <sup>th</sup> August 2019  | 2:30 to 5pm      |
| <b>THURSDAY DAY FOUR: 8<sup>TH</sup> AUGUST 2019</b> |  |                              |                  |
| Educational tour                                     | Undertake organisational assessment exercise in local organisations            | 8 <sup>th</sup> August 2019  | 07:00 to 1pm     |
|  | Write Organisational Assessment report   |                              |                  |
| Lunch  |  |                              | 1pm-2pm          |
| Reflections exercise                                 | Recap the previous day's learning  | 8 <sup>th</sup> August 2019  | 2:15 to 3:30     |
| Dynamic Teambuilding (cont'd)                        | Learn how to use Bruce Tuckman's model of team development                     | 10 <sup>th</sup> August 2019 | 08:30 to 11:00   |
| Cocoa / Health Break                                 |  | 10 <sup>th</sup> August 2019 | 11:00 to 11:30   |
| Dynamic Teambuilding (cont'd)                        | Learn how to use Bruce Tuckman's model of team development                     | 10 <sup>th</sup> August 2019 | 11:30 to 1:30pm  |
| Lunch Break  |  | 10 <sup>th</sup> August 2019 | 1:30pm to 2:30pm |
| Dynamic Teambuilding (cont'd)                        | Learn how to use Bruce Tuckman's model of team development                     | 10 <sup>th</sup> August 2019 | 2:30pm to 5pm    |
| <b>FRIDAY DAY FIVE: 9<sup>TH</sup> AUGUST 2019</b>   |  |                              |                  |
| Reflections  | Recap the previous day's   | 9 <sup>th</sup> August       | 08:00 to         |

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| exercise                                      | learning   | 2019                         | 08:30            |
| Dynamic Teambuilding                          | Learn how to use Bruce Tuckman's model of team development | 9 <sup>th</sup> August 2019  | 08:30 to 11:00   |
| Cocoa / Health Break                          |  | 9 <sup>th</sup> August 2019  | 11:00 to 11:30   |
| Dynamic Teambuilding                          | Learn how to use Bruce Tuckman's model of team development | 9 <sup>th</sup> August 2019  | 11:30 to 1:30pm  |
| Lunch Break                                   |  | 9 <sup>th</sup> August 2019  | 1:30pm to 2:30pm |
| Dynamic Teambuilding (cont'd)                 | Learn how to use Bruce Tuckman's model of team development | 9 <sup>th</sup> August 2019  | 2:30pm to 5pm    |
| <b>DAY SIX: 10<sup>TH</sup> AUGUST 2019</b>   |  |                              |                  |
| Reflections exercise                          | Recap the previous day's learning                          | 10 <sup>th</sup> August 2019 | 08:00 to 08:30   |
| Dynamic Teambuilding (cont'd)                 | Learn how to use Bruce Tuckman's model of team development | 10 <sup>th</sup> August 2019 | 08:30 to 11:00   |
| Cocoa / Health Break                          |  | 10 <sup>th</sup> August 2019 | 11:00 to 11:30   |
| Dynamic Teambuilding (cont'd)                 | Learn how to use Bruce Tuckman's model of team development | 10 <sup>th</sup> August 2019 | 11:30 to 1:30pm  |
| Lunch Break                                   |  | 10 <sup>th</sup> August 2019 | 1:30pm to 2:30pm |
| Dynamic Teambuilding (cont'd)                 | Learn how to use Bruce Tuckman's model of team development | 10 <sup>th</sup> August 2019 | 2:30pm to 5pm    |
| <b>Day SEVEN: 11<sup>TH</sup> AUGUST 2019</b> |  |                              |                  |
| <b>Departure</b>                              |  |                              |                  |