Organizational Capacity Development Program
Unlocking the Potential of Local Organizations and Leaders

Cohort Program

HDI Cohort Program is our core program that is designed to foster the growth, development, and performance of community-based organizations and leaders. At the center of our work, the Capacity Development program uses a Cohort Training model, which encompasses a screening, an assessment period, a technical training component, followed by a coaching phase. Participating groups complete the program together over a two-year period. The Cohort program makes use of a unique approach that includes the following components:

Selection - Due diligence and application review.

Assessment - Thorough assessment of the needs and assets of the organization and the community it serves.

Group Training – Training is expected to build capacity in the following five (5) organizational capacity areas:
- Governance and Leadership
- Financial Management
- Community Planning and Development
- Project/Program Management
- Human Resources Development

Coaching – On-site support to help organizations implement learnings and organizational systems.

Peer Learning – Groups are given opportunities for peer-to-peer networking, mentoring, information sharing, and relationship building. Groups may be required to travel for sessions at other participants' locations.

Our main objective is to build effective and efficient organizations. We equip them with the tools and technical skills to become efficient and effective and to live out their missions.

Tailored
Each community-based organization is unique, and training alone does extend capacity throughout an institution. We craft growth and improvement plans tailored to the needs and existing capacity of each community-based organization.

Continuous
Real capacity development takes time and must engage all actors; as such, follow through is all important. Our approach includes continuous coaching to help community-based organizations to internalize the useful learnings they may have gained.

Organizational Sustainability
Our work is closely monitored and based on developmental needs and sequencing to enable community-based organizations to achieve their own vision and objectives instead of merely satisfying reporting requirements.

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Participation Fee: $12,500/year.
Program lasts two years.

The program begins with a two-day retreat to help participants envision the process. Instructors are encouraged to emphasize skills transfer as well as the creation of environments in which people are comfortable enough to talk about values, assumptions, organizational weaknesses, etc. It is culturally important to start from a position of strength. We place equal importance on the need for instructors and students to agree at the beginning of the program on goals and strategies, have clear mutual expectations, share a commitment to making change, and dedicate adequate time to the effort to reach these objectives.

Benefits of the Cohort Program

During the 24-month program, cohort members are exposed to the key topics bellow; they participate in group and individual activities that are critical in helping them run their organizations effectively:

Nonprofit Governance/Structure
- Learn to create a culture that will help your organization thrive
- Consider how you deal with change at your organization
- Discover the resources critical to sustaining your organization
- Learn ways to effectively promote the good work your organization is doing
- Review monitoring and evaluation to discern whether your organization is being managed the most effective way

Nonprofit Accountability and Finance
- Learn about ways to plan and budget effectively for your organization
- Become familiar with the essentials of finance for nonprofit organizations
- Learn the universal principles of accounting policies and procedures

Project and Program Management
- Assistance in planning, designing, and implementing projects and programs for your organization
- Coaching on researching and applying for grants
- Assistance with developing revenue-generating ideas into comprehensive concept notes
- Try your hand at monitoring and evaluating your programs for the intended results

Communication and Infrastructure
- Harness the endless benefits of information technology
- Automate some of the administrative processes at your organization
- Learn to communicate with your audience via a well-designed newsletter
- Take advantage of social media tools: Facebook, Twitter, etc.
- Use the Microsoft Office Suite (Word, Excel, PowerPoint, Publisher) to your advantage

Leadership and Community Development
- Discuss the traits of effective leaders
- Learn effective ways to prevent disasters and manage crises
- Learn about existing assets in your community that can contribute to its progress
- Become familiar with the values and principles of effective community development