



EMERGE

EMPOWERING civic Engagement and participation

Capacity Building Training Programme Lesson Plan | Module 1



Module Title	CSOs Fundamentals
Module Learning Objectives	<p>Upon completion of this module, learners should be able to:</p> <ol style="list-style-type: none"> 1. Define the term Civil Society Organisation (CSO) and distinguish the different categories and types (based on their activity, of their orientation or of their levels of operations). 2. Draft a vision, mission, purpose and values for their CSO, whilst identifying their functions and real-life activities. 3. Describe the fundamental principles and values of a CSO and build their capacity to monitor the accountability and transparency of a CSO.
Module Duration	≈4 hours/ 235 minutes
Materials/Equipment	<ul style="list-style-type: none"> ▪ Training venue with IT equipment, including laptop and projector ▪ Internet connection ▪ Flipchart and markers ▪ An electronic device (mobile or computer) for each learner (optional) ▪ A notebook and a pen for each learner
Resources/ References	<ul style="list-style-type: none"> ▪ Bosché, G. G. (2019, January 2). The 7 Best And 5 Worst Mission Statements Of America's Top Brands. LinkedIn. https://www.linkedin.com/pulse/7-best-5-worst-mission-statements-americas-top-brands-bosch%C3%A9/ ▪ Business News Daily. (Updated Feb 21, 2023). What Is a Vision Statement? https://www.businessnewsdaily.com/3882-vision-statement.html ▪ EUR-Lex. (n.d.). European Union Area 5.1 - Civil society organizations - ETF Open Space. Retrieved from https://eur-lex.europa.eu/EN/legal-content/glossary/civil-society-organisation.html ▪ Fundsforngos.org. (n.d.). Functions of an NGO. https://www2.fundsforngos.org/cat/functions-of-an-ngo/ ▪ Gabrielle Bosché, G. (2019, January 2). The 7 Best And 5 Worst Mission Statements Of America's Top Brands. LinkedIn. https://www.linkedin.com/pulse/7-best-5-worst-mission-statements-americas-top-brands-bosch%C3%A9/

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- Martins, J. (2022, July 26). Asana. How to write a vision statement: Steps and examples. Asana. <https://asana.com/resources/vision-statement>

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Unit 1:	Introduction: Common Terminologies, Categories & Types of CSOs				
	Learning Activities	Duration	Training methods	Materials	Handouts and Activity sheets
	<p>Icebreaking activity</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> ▪ Click on the link, and a Random Wheel will appear, or scan the QR code. 	10 min	<ul style="list-style-type: none"> ▪ Icebreaking activity ▪ Self-presentation 	<ul style="list-style-type: none"> ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 1_Unit 1)

	<ul style="list-style-type: none"> Participants should spin the wheel and answer the random question. After answering the question, learners should introduce themselves (name, organisation, and what their daily work entails [if applicable, education contexts can adapt questions]). Participants are generally encouraged to comment on others' responses or ask questions during this activity, within the time limit. 		<ul style="list-style-type: none"> Possibility of physical, online and hybrid versions based on the chosen online platform. 		
	<p>Introduction to the Module The facilitator begins this session with the presentation of Module 1: CSO Fundamentals. The facilitator will introduce the learners to the topics of the 3 units, the objectives of the module and the specific learning objectives of Unit 1</p>	10 minutes	<ul style="list-style-type: none"> Presentation 	<ul style="list-style-type: none"> Internet Connection Projector 	PPT Presentation (PPT_Module 1_Unit 1)
	<p>Defining a Civil Society Organisation The facilitator asks the learners to think about the following questions, when watching the video.</p> <ul style="list-style-type: none"> What is a Civil Society Organisation? What types of CSOs were mentioned? What specific examples of CSOs were provided? <p>The facilitator then opens the floor for discussion.</p>	10 min	<ul style="list-style-type: none"> Discussion Reflection Team Discussion 	<ul style="list-style-type: none"> Internet Connection Projector 	PPT Presentation (PPT_Module 1_Unit 1)

	<p>Activity 1: Role play</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> ▪ The facilitator distributes the handouts and asks two learners to volunteer for the activity and gives them the role play scenario handouts. ▪ They have 1 minute to go through, whilst the facilitator engages the rest of the group in an open dialogue. ▪ Once the two volunteers are ready, they begin reading the mini scenario. ▪ Following the role play, the facilitator gives the floor to the rest of the group to ask questions and comment out. 	10 min	<ul style="list-style-type: none"> ▪ Role play ▪ Discussion 	<ul style="list-style-type: none"> ▪ Flipchart ▪ Notepads ▪ Worksheet 	Worksheet 1 (Module 1_ Worksheet 1_ Unit 1)
	<p>Definitions and categories of CSOs</p> <p>Go over the slides outlining the definition and different categories of CSOs</p>	15 min	<ul style="list-style-type: none"> ▪ Presentation 	<ul style="list-style-type: none"> ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 1_ Unit 1)
	<p>Activity 2: Research and share</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> ▪ The facilitator distributes the handouts and splits the learners into groups and ask them to <i>individually</i> identify and list three CSOs in Cyprus and classify them according to their category (operational or advocacy) and type (either based on orientation or level of operations). ▪ Learners should then discuss with their groups their classifications and give a brief explanation. 	10 min	<ul style="list-style-type: none"> ▪ Group work 	<ul style="list-style-type: none"> ▪ Internet Connection ▪ Electronic device with access to the internet for each learner ▪ Handout 	Worksheet 2 (Module 1_ Worksheet 2_ Unit 1)

Unit 2:	Vision, Mission, Purpose, Values and Functions of a CSO				
	Learning Activities	Duration	Training methods	Materials	Handouts and Activity sheets
	<p>Icebreaking activity: Two truths and a lie</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> Ask learners to get into groups of 3. Once in groups, everyone should take a few minutes to think of 3 sentences; two of these must reflect something true about themselves and one sentence must be a lie. After everyone is done, everyone will take turns saying the three sentences to each other in group, ensuring not to reveal which is the truth or lie. The rest of the group must then identify which is the lie. 	10 min	<ul style="list-style-type: none"> Icebreaker Self-presentation 	<ul style="list-style-type: none"> Internet Connection Projector 	PPT Presentation (PPT_Module 1_Unit 2)
	<p>Introduction to Unit 2:</p> <p>The facilitator introduces the specific unit and the approach to the session.</p>	5 min	<ul style="list-style-type: none"> Presentation 	<ul style="list-style-type: none"> Internet Connection Projector 	PPT Presentation (PPT_Module 1_Unit 2)
	<p>Vision Mission and Purpose</p> <ul style="list-style-type: none"> Watch the video until 5:04 minutes. Ask the learners to engage in a group discussion on defining vision, mission and purpose statements and identify their differences. 	15 min	<ul style="list-style-type: none"> Video Reflection Team Discussion 	<ul style="list-style-type: none"> Internet Connection Projector 	PPT Presentation (PPT_Module 1_Unit 2)

	<p>Worksheet 1: Role play</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> ▪ Distribute Worksheet 1 to learners. Ask for two volunteers to play the two parts for the role play. ▪ Volunteers play out the scenario to the whole group. You may spend a few minutes reviewing what the conversation was about. ▪ Following the role play, learners should complete the final exercise in the worksheet. 	15 min	<ul style="list-style-type: none"> ▪ Role play ▪ Reflection 	<ul style="list-style-type: none"> ▪ Internet Connection ▪ Projector ▪ Worksheet Handouts ▪ Pen/pencil 	Worksheet 1 (Module 1_ Worksheet 1_Unit 2)
	<p>Vision Mission and Purpose Continued</p> <p>Continue going over the slides that go into more detail on vision, mission and purpose statements.</p>	15 min	<ul style="list-style-type: none"> ▪ Presentation 	<ul style="list-style-type: none"> ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 1_Unit 2)
	<p>Worksheet 2: Think and write</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> ▪ The facilitator distributes the handouts and divides the learners into groups to complete the worksheet. ▪ The groups present their ideas to the rest of the groups and feedback may be shared by other groups and the facilitator. 	15 min	<ul style="list-style-type: none"> ▪ Group work 	<ul style="list-style-type: none"> ▪ Internet Connection ▪ Electronic device with access to the internet for each learner ▪ Worksheet Handout ▪ Pen/Pencil 	Worksheet 2 (Module 1_ Worksheet 2_Unit 2)

Unit 3	The fundamental principles of a CSO				
	Learning Activities	Duration	Training methods	Materials	Handouts and Activity sheets
	<p>Icebreaking activity Would you rather: <i>Steps</i></p> <ul style="list-style-type: none"> ▪ Ask learners to sit around in a circle. ▪ Then go around the circle and ask each person one of the following would you rather questions? <ul style="list-style-type: none"> ▪ Would you rather only have summer or winter for the rest of your life? ▪ Would you rather go on a hike or see a movie? ▪ Would you rather never use social media sites and apps again, or never watch another movie or TV show? ▪ Would you rather have a horrible short-term memory or a horrible long-term memory? 	10 min	<ul style="list-style-type: none"> ▪ Icebreaker 	<ul style="list-style-type: none"> ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 1_Unit 3)
	<p>Introduction to Unit 3: The facilitator introduces the specific unit and the approach to the session.</p>	5 min	<ul style="list-style-type: none"> ▪ Presentation 	<ul style="list-style-type: none"> ▪ Internet Connection ▪ Projector ▪ 	PPT Presentation (PPT_Module 1_Unit 3)
	<p>The fundamental principles of a CSO</p> <ul style="list-style-type: none"> ▪ Watch the three videos on fundamental principles of a CSO. <ul style="list-style-type: none"> ▪ For the third video on Transparency, Accountability and Communications play only 19:27-23:38 	30 min	<ul style="list-style-type: none"> ▪ Video ▪ Discussion 	<ul style="list-style-type: none"> ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 1_Unit 3)

	<ul style="list-style-type: none"> Ask learners to consider the concepts presented in the videos and you may engage in a short discussion. Go over the remaining slides. 				
	<p>Worksheet 1: WE Charity Scandal</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> Begin the activity by watching the brief video of the We Charity Scandal. Split learners into groups and ask groups to: <ul style="list-style-type: none"> Research online for the “WE Charity Scandal” Note down key points identified from their research Discuss the wrong doings within their groups. Pass out the worksheet handouts and invite learners to note the key points they identified from their research. When all groups are done, go over the slides on the WE Charity scandal and initiate a discussion with the groups on their identification of the key points. 	25 min	<ul style="list-style-type: none"> Video Group work Worksheet 	<ul style="list-style-type: none"> Internet Connection Electronic device with access to the internet for each learner Worksheet Handout 	Worksheet 1 (Module 1_ Worksheet 1_Unit 3)
	<p>Worksheet 2: Role play</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> Begin the activity by asking for four volunteers to play the roles in the role playing scenario. Give volunteers a minute to go through the scenario and present the scenario. 	15 min	<ul style="list-style-type: none"> Role play Discussion 	<ul style="list-style-type: none"> Internet Connection Electronic device with access to the 	Worksheet 2 (Module 1_ Worksheet 2_Unit 3)

	<ul style="list-style-type: none"> Following the role play invite learners to ask questions and discuss the scenario. 			<p>internet for each learner</p> <ul style="list-style-type: none"> Worksheet Handout 	
<p>Module Assessment Exercise</p>					
<p>Assessment duration: 10 minutes</p>					



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