



## Capacity Building Training Programme

### Module 4 -Unit 4

### Worksheet



**Instructions:**

In groups, complete the activities and follow the instructions stated in each activity.

Activity	Description
<p><b>Activity 1. To-Do List</b></p>	<p>An Eisenhower Matrix can be used to organize a to-do list. Using a matrix, jobs are divided into four quadrants based on their urgency and importance. In order to plan actions for projects, it's critical to comprehend these two types of categories:</p> <p><b>Important:</b> These activities have a direct effect on the outcome and achievement of the project goals.  <b>Urgent:</b> These are activities that demand immediate attention before their consequences affect project goals.</p> <p>Based on the urgency and importance of activities, the Eisenhower Matrix categorises activities in the following four quadrants:</p> <ul style="list-style-type: none"> <li>▪ <i>Do Now:</i> Urgent, Important activities that are Critical Activities of the project.</li> <li>▪ <i>Schedule for later:</i> Not Urgent, Important activities that are Important Goals of the project.</li> <li>▪ <i>Delegate:</i> Urgent, Not Important activities that are Interruptions of the project.</li> <li>▪ <i>Do not do:</i> Not Urgent, Not Important activities that are Distractions of the project.</li> </ul> <p>Once the activities or tasks of a project are categorised, the Project Manager (PM) can easily organise a To-Do list and optimise his or her time.</p>

	<b>Important</b>	<b>Schedule for later</b>	<b>Do now</b>
	<b>Not Important</b>	<b>Do not do</b>	<b>Delegate</b>
		<b>Not Urgent</b>	<b>Urgent</b>

**Instructions:**

In small groups utilizing the Case study from the previous unit, complete a to do list using the Eisenhower matrix.

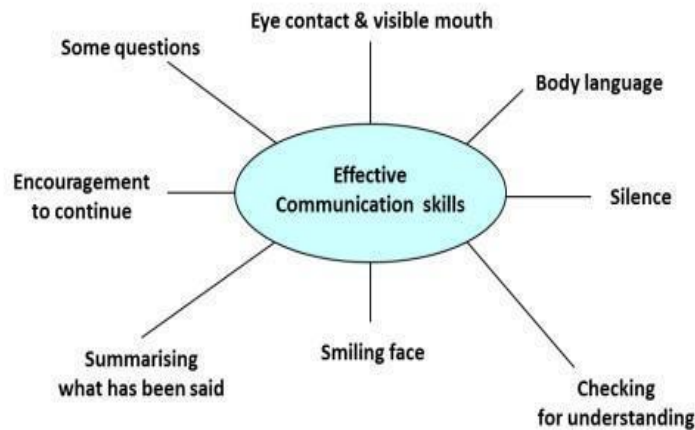

**Activity 2:  
Communication  
Strategies**

During communication, information and ideas are exchanged. It is an active process since messages are encoded, transmitted, and decoded.

First, the information will be transformed by the sender so that the recipient may interpret it. Second, he or she must devise a method for transmitting information to the receiver. The receiver must decode the message in order to understand it in the third stage.

Everybody goes through this procedure every day, and we scarcely give it a second thought while we do it. When the recipient understands the message as it was intended by the sender, communication is effective. As a result, the sender (in verbal communication) must take into account the following abilities:

**Effective Communications Skills**



*Some of the skills are briefly discussed hereafter:*

- Eye contact & visible mouth: look at your audience/person and do not hide your mouth.
- Body language: your body speaks to your audience so align the body language to your speaking language (do not say that the figures are excellent while looking sad).
- Silence: when asking questions or feedback give the audience the time to react/reflect.

Also keep in mind that it gets difficult to convey your idea clearly and concisely the more individuals or organizations there are at the recipient's side. Therefore, try to target a

smaller audience for your message and send it to them more than once. Conflict resolution and problem solving are made easier by effective communication.

**Instructions:**

In small groups utilizing the Case study from the previous unit, discuss what strategies/approaches can you incorporate to better address effective communication with your project stakeholders?



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