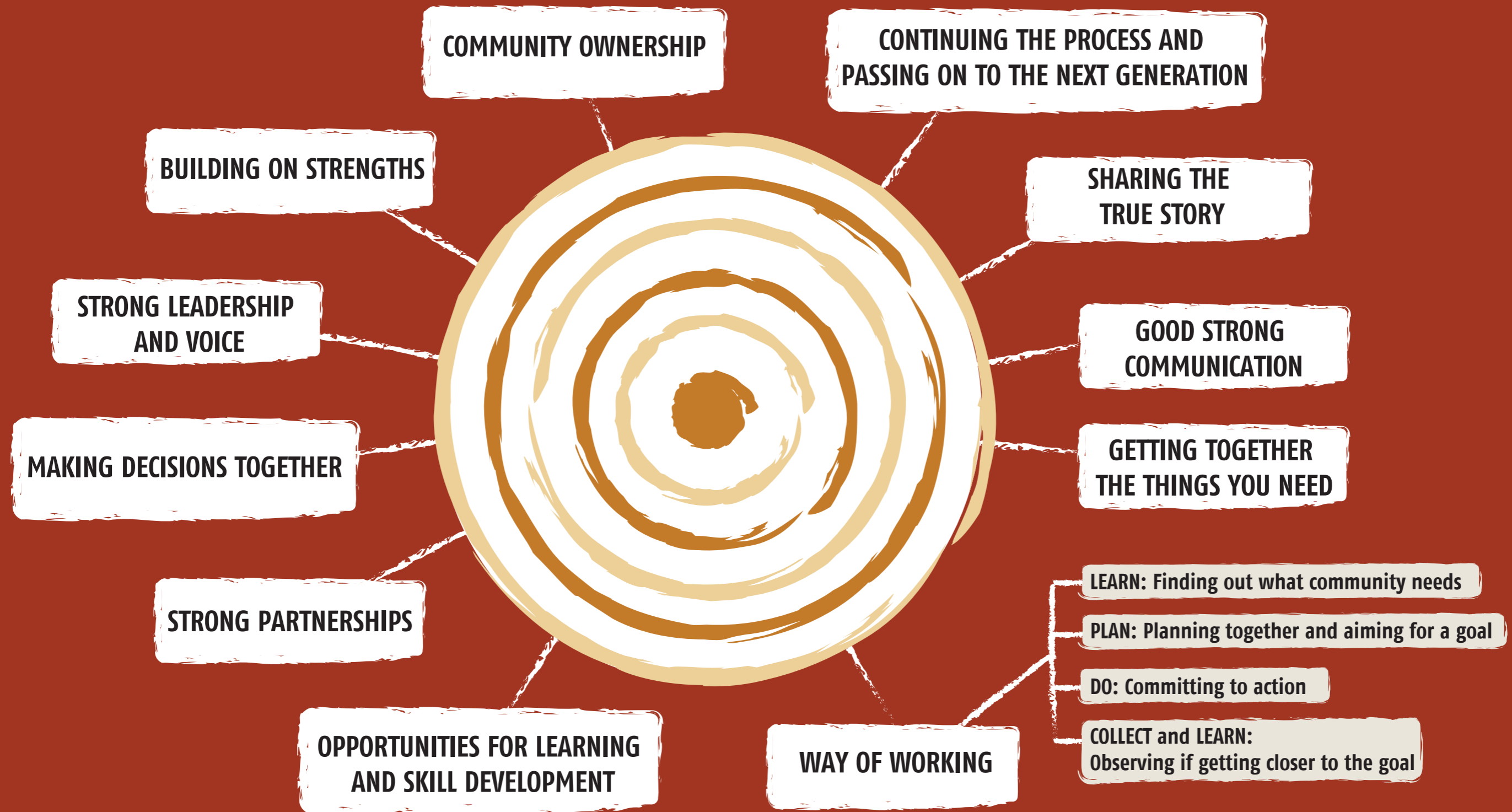


Capacity Building Assessment Tool

HOW STRONG IS YOUR GROUP?



How to use the Capacity Building Assessment Tool

Who can use the tool?

The tool is designed for the Good Food group to use, but it can be used by any community group wanting to improve their capacity to work on an issue together.

Why use the tool?

The group can use the tool to consider how they can build their capacity and to see how their capacity is changing over time.

When to use the tool?

Use it as often as the group members wish, but it is a good idea to use it at least once a year.

What is needed?

- Big image of a ripple with a centre point and 5 circles or rings
- Big cards for each of the 11 areas (such as Community Ownership), with questions on the back
- Small cards for each area
- Sticky notes
- Pen
- Camera

How to use the tool

- Starting with Community Ownership, discuss each area of the tool with the group. Listen to and respect everyone's opinion.
- Ask people to describe how they see the group in relation to each area. Use the questions here next to help the discussion.
- Decide as a group where on the ripple to place each small card. If people agree their capacity is strong in one area, place the small card towards the outside ring. If they feel the group's capacity is not strong yet, place the small card closer to the centre.
- Write on a sticky note the reasons for placing the small card where it is. Stick the note next to the card.
- Discuss all the other areas in the same way. You should have 11 small cards and 11 sticky notes on the ripple image. The first time you use the tool, it will show the group's baseline – what the group's capacity looked like when it just started. Take a photo of the image so you can compare the results next time you use the tool. You will be able to see how the capacity of the group changes.

Questions to facilitate discussion

AREA 1. COMMUNITY OWNERSHIP

- How involved are community Elders and other community people?
- How well do people support each other for the good of the community?

AREA 2. BUILDING ON STRENGTHS

- How good is the group at focusing on strengths more than problems?
- How well do actions discussed by the group build on what is already working?

AREA 3. STRONG LEADERSHIP AND VOICE

- How involved are the 'right' people who can represent the community voice?
- How well do other people, agencies and groups listen to this group?

AREA 4. MAKING DECISIONS TOGETHER

- How good is the group at making decisions together?
- How comfortable do people in the group feel to have their say?

AREA 5. STRONG PARTNERSHIPS

- How well does the group work together with other people, agencies and groups?
- How well do members of the group support each other and work together?

AREA 6. OPPORTUNITIES FOR LEARNING AND SKILL DEVELOPMENT

- How good is the group at giving members a chance or helping them to learn new skills?

AREA 7. WAY OF WORKING

- How do people work to achieve the group's goals?

LEARN:

- How does the group decide on what the community needs?

PLAN:

- Does the group set goals and plan well?

DO:

- How strong is the group's commitment to taking action?

COLLECT and LEARN:

- How is the group checking to see if the actions are helping to make improvements?

AREA 8. GETTING TOGETHER THE THINGS YOU NEED

- How good is the group at getting the resources it needs to get things done?

AREA 9. GOOD STRONG COMMUNICATION

- How strong is the communication in the group?

AREA 10. SHARING THE TRUE STORY

- How well does the group share their discussions and actions with the community?

AREA 11. CONTINUING THE PROCESS AND PASSING ON TO THE NEXT GENERATION

- How will the group keep on going?
- What happens if one of the group members steps down?
- How good is the Good Food group at getting the next generation involved?

Please do not hesitate to contact the Nutrition team at Menzies at the email address below if you have any questions or feedback.

