

Agenda PROGRES_SBCC

Date/Time	Activity	Persons Responsible	Deliverable
Monday 1 Hour (AM)	Pre-Assessment Meeting <ul style="list-style-type: none"> • Introductions • Review/Adjust the Agenda • Review Assessment Process • Expected Deliverables 	Facilitator and Team	Agenda and Deliverables are defined
2-4 Hours (PM)	Assessments <ul style="list-style-type: none"> • Governance and Leadership • Finance, Operations and Administration 	Facilitator and Leadership Team Facilitator and Finance Manager/Accountant	Completed Assessments
Tuesday 2-4 Hours (AM)	Assessments: <ul style="list-style-type: none"> • Resource Mobilization • Human Resource Management 	Facilitator, New Business Development Manager and Human Resource Manager	Completed Assessments
2-4 Hours (PM)	Assessments: <ul style="list-style-type: none"> • Program Management • Communications 	Facilitator, Program Manager and Communications Manager	Completed Assessments
Wednesday 2-4 Hours (AM)	Assessments: <ul style="list-style-type: none"> • Monitoring and Evaluation and Knowledge Management • Social and Behavior Change Communication 	Facilitator, M&E Advisor and SBCC Technical Staff Member	Completed Assessments
2-4 Hours (PM)	Assessments: <ul style="list-style-type: none"> • TBD Optional Domain • TBD Optional Domain 	Facilitator and TBD Staff	Completed Assessments
Thursday 2-3 Hours (AM and/or PM)	Results Presentation and Consensus Building	Facilitator and Team	Completed results Assessment Report Assessment Domains selected for improvement
Friday 2-3 Hours (AM and/or PM)	Action Planning	Facilitator and Team	Completed 1 Year actions plans with Indicators and deliverables