

POLICY DOCUMENT

TITLE:

“BUILDING THE TEAM”

STEP-BY-STEP PROCESS.

PREPARED ON AND BY

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PEOPLE EMPOWERING PEOPLE (PEP) AFRICA

www.pepafrika.org



SUMMARY

This document provides comprehensive guidelines for the sustainability of PEP Africa's country team: PEP Africa understands that "***Building a Successful Team***" is a multifaceted process that requires careful planning, effective communication, and a commitment to fostering a positive and inclusive team culture.

This step-by-step guide outlines key strategies for assembling and nurturing a high-performance team. By inspiring youth through the organization's mission, recruiting the right talent to support it, fostering collaboration, and celebrating achievements, we can create a cohesive and motivated team poised for success.

THE GOALS:

Develop a functional team in-country to amplify youth voices in local, national, and regional policy negotiation while actively engaging youths in the community to expand PEP Africa's mission.

BY THE END OF 2024, THE TEAM WILL BE ABLE TO:

- Collaborate and work together seamlessly toward common goals, Improving communication, teamwork, and knowledge sharing.
- Set goals for completing key tasks, delivering project outcomes, or reaching specific targets within a specified timeframe.
- Expand the reach and impact, onboard new volunteers, increase diversity and size, and bring in fresh perspectives and skills.
- Addressing needs, preferences, and feedback enhances their experience and satisfaction. And set targets for improvement.
- Increase the impact and outreach of PEP Africa initiatives.
- Define targets for reaching more beneficiaries, raising awareness about global youth challenges,
- Achieving specific outcomes contributing to the organization's mission.

METHODOLOGY:

The Country Team will set SMART (*Specific, Measurable, Achievable, Relevant, Time-bound*) objectives to ensure well-defined, actionable team goals. This approach helps set clear objectives that are aligned with PEP Africa's mission and can be effectively tracked and evaluated. They will adopt an agile project management approach, emphasizing flexibility, collaboration, and iterative development.

Breaking down more extensive actions into smaller, manageable tasks or sprints allows volunteers to adapt and respond to changing priorities and requirements.

The Team will plan and hold regular weekly meetings to review progress, address challenges, and collaboratively prepare the next steps. This meeting will visually represent their workflow, and progress on tasks or projects will be tracked. Tasks will be assigned to all team members, and work items will be prioritized and monitored as tasks progress through different completion stages.

Encourage reflection, learning, and adaptation within the team to create a culture of continuous improvement. The country team lead shall regularly solicit team members' feedback and conduct retrospective meetings to review performance and identify opportunities for enhancement.

PEP Africa shall facilitate peer learning and mentorship opportunities within your team. Encourage team members to share knowledge, skills, and best practices, fostering a culture of mutual support and growth.

HERE ARE THE ACTIVITIES OR STEPS INVOLVED IN THE PROCESS:

1. **Recruitment:** Identify the skills and qualities needed in a team. Identify and develop recruitment strategies to attract individuals who are passionate about the cause and have the skills necessary to contribute effectively.
2. **Share the Vision, Mission, and Goals:** Clearly articulate the team's purpose. What mission does PEP Africa want to achieve, and what specific goals is the organization aiming for? *We will ensure everyone understands and aligns with these objectives.*
3. **Clear Roles and Responsibilities:** Define roles and responsibilities for each team member based on their skills, interests, and availability. *We shall ensure everyone knows what is expected of them and how their contributions fit the bigger picture.*
4. **Begin Onboarding and Training:** Provide comprehensive training to the team to ensure they understand their roles, responsibilities, and the organization's mission. *Onboarding includes orientation sessions, training materials, and opportunities for volunteers to ask questions and get familiar with the team dynamics.*
5. **Communication Channels:** Establish effective communication channels to keep the Team informed, engaged, and connected. *This includes regular meetings, email updates, a dedicated online platform, or messaging apps.*

6. **Empowerment and Decision-Making:** Empower the team to take ownership of their projects and make decisions within their areas of responsibility. *We Encourage innovation and creativity and foster a collaborative environment where everyone's input is valued. DON'T BE OFFERED TO TAKE BOLD STEPS*
7. **Promote a Positive Team Culture:** Foster a positive and inclusive team culture built on trust, respect, and camaraderie. Encourage collaboration, celebrate diversity, and create team bonding and social interaction opportunities.
8. **Regular Evaluation and Feedback:** Conduct regular evaluations to assess the team's performance and progress toward goals. *We will solicit team feedback to identify areas for improvement and make necessary adjustments to optimize team effectiveness.*
9. **Continuous Learning and Development:** Offer opportunities for team members to enhance their skills, knowledge, and personal development. *This could include workshops, training sessions, mentorship programs, or access to resources and learning materials.*
10. **Adaptability and Flexibility:** Be flexible and adaptable to changing circumstances, priorities, and challenges. Encourage team members to share their ideas and solutions and be open to adjusting as needed to overcome obstacles and achieve success.
11. **Provide Support and Recognition:** We will regularly show appreciation for the team's efforts and contributions. *We will provide support when needed, offer constructive feedback, and publicly recognize achievements to motivate and retain volunteers.*
12. **Celebrate Achievements and Milestones:** We will celebrate team successes, milestones, and achievements. We will recognize individual and collective accomplishments and use them as opportunities to inspire and motivate the team to continue making a difference.

By following these steps and investing money, time, and effort into building a solid Local country-led team, we will increase PEP Africa's impact and effectiveness in achieving its mission in your country.