

Appendix 2:

TIMETABLE for Strategic Planning Workshop for KAD 07 -11 April, 2008

	Day/Date	Time	Activity
1.	MONDAY 07/04/2008	AM	<ul style="list-style-type: none"> ❖ Opening ❖ Introductions ❖ Expectations and fears ❖ Workshop objectives ❖ Workshop administration ❖ Introduction to strategic planning ❖ Stakeholders analysis
		PM	<ul style="list-style-type: none"> ❖ SWOT Analysis ❖ Critical issues ❖ Reflection of the day
2.	TUESDAY 08/04/2008	AM	<ul style="list-style-type: none"> ❖ Recap on day one ❖ Critical issues emerging ❖ Visioning ❖ Reviewing the vision of KAD.
		PM	<ul style="list-style-type: none"> ❖ Review the vision of KAD ❖ Review the mission statement ❖ Reflection of the day
3.	WEDNESDAY 09/04/2008	AM	<ul style="list-style-type: none"> ❖ Recap on day two ❖ Review the mission statement ❖ Revisit organizational goals
		PM	<ul style="list-style-type: none"> ❖ Revisit organizational goals ❖ Set objectives ❖ Reflections of the day
4.	THURSDAY 10/04/2008	AM	<ul style="list-style-type: none"> ❖ Recap on day three ❖ Set objectives ❖ Develop activities, indicators, means of verification and assumptions
		PM	<ul style="list-style-type: none"> ❖ Develop activities, indicators, means of verification and assumptions. ❖ Reflection of the day
5.	FRIDAY 11/04/2008	AM	<ul style="list-style-type: none"> ❖ Recap on day four ❖ Revisit the organizational structure and systems.
		PM	<ul style="list-style-type: none"> ❖ Wrap up ❖ Way forward ❖ Closing

Appendix 3:

WORKSHOP EVALUATION

Participants evaluated the workshop by inserting x in a position that best expressed their level of satisfaction with regard to the workshop on strategic planning they participated in. Individual evaluations are consolidated in one matrix. 32 participants evaluated the workshop.

	Factor	Weak	Satisfactory	Good	Very Good
1.	Pre-workshop preparations	1	4	13	10
2.	Workshop administration	-	4	16	9
3.	Workshop content and process	-	1	13	13
4.	Extent to which workshop objectives have been achieved	-	3	13	12
5.	Level of facilitation		1	8	20
6.	Facilitator – participants’ relationship	-	-	10	19
7.	Level of participation and involvement	-	2	15	11
8.	New learning and discoveries	-	2	19	7
9.	Extent of participants sharing knowledge and experience among themselves		1	20	8
10.	Time management	1	7	18	1
11.	Workshop Venue	-	9	15	4
12.	Boarding	-	11	15	3

Remarks

- 5 The workshop was well organized and facilitated
- 6 The workshop equipped us with knowledge and skills of planning
- 7 The workshop came at the right time when we need to improve our programs and strategies
- 8 I have learnt so many new things regards to development
- 9 There was good cooperation among the participants and as well with the facilitators
- 10 It was a good idea for the diocesan leadership and management to organize this workshop
- 11 There was good team work among the facilitators. You cannot even know who is the leading facilitator and who is not
- 12 We are encouraged that together we can build strong KAD
- 13 We have achieved our objectives and also all my expectations are met
- 14 It was good to learn about reporting system. However, this part should be allocated more time
- 15 The workshop contents were some how too technical for the new people to grasp each and everything
- 16 The diocese should see the possibility of organizing such workshops and others regularly
- 17 Invitation letters should be sent earlier in order to give the participant ample time for preparation
- 18 MSTCDC should be asked to participate in the mid term review
- 19 There should be feedback workshop after the mid term evaluation in order to discuss the findings and strategize on the way forward
- 20 There is a need to put in place clear strategies for implementing the strategic plan once it is approved by the Executive Council
- 21 Accommodation facilities eg mattresses and blankets should be changed/improved
- 22 The workshop venue was not conducive environment due to lack of electricity
- 23 In future accommodation for women and men should not be in one apartment

Appendix 4:

LIST OF PARTICIPANTS

	Name	Position
1.	Rev. Benson Bagonza	Bishop
2.	Rev. Phares M. Kakulima	Dean
3.	Erasto Kamihanda	General Secretary
4.	Sr. Florence Gatege	Deanery leader
5.	Mary Lwiza	Executive Council member/rep
6.	Rev. Savera Bishanga	Women Department Coordinator
7.	Sr. Editha Sylvester	Diaconia department
8.	Elkana B. Kiiza	Executive Committee Member
9.	Rev. Yaredi Wakami	Ihembe District Pastor
10.	Rev. Tecxavier Biita	Head of Nkwenda Bible school
11.	Japhet Wakamu	Executive Council Member
12.	Venant Thomas Mugenyi	Coordinator ACP/KAD
13.	Kayongo Sam	Project Secretary D.G.S Planning and Development
14.	Rev. Uzima Bahati Timanywa	Ngara Mission
15.	Obadiah Mukuta	Head of Youth Centre – Nkwenda
16.	Else Hqpvang	MAYAJA project Coordinator
17.	George Ndibalema	Diocesan Treasurer
18.	Rev. Sylvester Aligawesa	Pastor – Murongo District
19.	Rev. Begumisa P. Christopher	Pastor – Kyerwa District
20.	Rev. Rugimbana Jeremiah	Head teacher – Tegemeo Primary School
21.	Rev. Maganya Anicet	Coordinator – Mission and Evangelism
22.	Sophia Lazaro	Head Mistress – Bweranyange Girls Sec School
23.	Edina Gerald	Head Teacher Imani EMPS
24.	Rev. Jackson Kanyiginya	Pastor – Bweranyange District
25.	Sr. Regina Ntimba	DGS Women/Children
26.	Joseph Kabalimu	Headmaster KARASECO
27.	Dr. Andrew C. Cesari	Ag. MOIC Nyakahanga DDH
28.	Rev. Adrian Lwenteme	Pastor – Mabira district
29.	Emmanuel Ngobya	Officer Supervisor ELCT KAD
30.	Rev. Leopold Materu	Pastor – Kituntu district
31.	Anatoria Aligawesa	ACP KAD, HR Counselor
32.	Rev. Jovinary Karoro	Diocesan Youth Coordinator

