

# SayPro

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## **SayPro Governance for NPOs Programme 3-Day Capacity Building Training Catalogue**

## Introduction

The **SayPro Governance for NPOs Programme** is a specialized **3-day capacity-building training** designed to empower nonprofit organizations (NPOs) with essential governance, compliance, and strategic leadership skills. This course is tailored for NPO leaders, board members, and executives who seek to enhance their organization's sustainability, accountability, and impact.

## Training Objectives

By the end of this training, participants will:

- Understand **NPO governance structures** and best practices
  - Learn about **legal and regulatory compliance** for NPOs
  - Strengthen **financial management and accountability**
  - Develop **strategic decision-making and leadership** capabilities
  - Enhance **stakeholder engagement and fundraising strategies**
  - Apply **monitoring and evaluation (M&E) techniques** for good governance
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## Course Outline

### Day 1: Foundations of NPO Governance

#### Module 1: Understanding Governance in NPOs

- Importance of governance in nonprofit organizations
- Governance vs. management: Key distinctions
- Principles of good governance

#### Module 2: Legal & Regulatory Compliance

- NPO registration, reporting, and tax requirements
- Key South African legal frameworks governing NPOs
- Ethical governance and accountability

#### Module 3: Board Roles, Responsibilities & Structures

- Board composition and leadership roles
- Board meetings, decision-making processes
- Conflict resolution and governance best practices

**Activity:** Develop a governance structure for your NPO

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## **Day 2: Financial & Strategic Governance**

### **Module 4: Financial Oversight & Risk Management**

- Budgeting and financial planning for NPOs
- Financial transparency and donor expectations
- Risk management and fraud prevention

### **Module 5: Strategic Planning & Organizational Leadership**

- Setting mission-aligned goals and objectives
- Decision-making frameworks for NPOs
- Monitoring performance and impact assessment

### **Module 6: Stakeholder Engagement & Advocacy**

- Building strong relationships with donors, government, and communities
- Public relations and social media governance
- Technology tools for governance and communication

**Activity:** Develop a stakeholder engagement strategy

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## **Day 3: Sustainability & Governance Best Practices**

### **Module 7: Leadership, Ethics & Change Management**

- Strengthening governance culture within an NPO
- Leadership transitions and succession planning
- Crisis management and sustainability strategies

### **Module 8: Monitoring & Evaluation for Governance**

- Governance performance indicators and compliance tracking
- Reporting and impact measurement best practices
- Case studies on governance excellence in NPOs

### **Final Session: Governance Action Plan & Certification**

- Summary of key learnings
  - Drafting an actionable governance improvement plan
  - Certification ceremony
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### **Who Should Attend?**

This training is ideal for:

- Board Members and Trustees
- NPO Executive Directors & Senior Managers
- Compliance & Governance Officers
- Fundraising and Finance Teams
- Social Entrepreneurs and Community Leaders

### **Training Methodology**

Our training combines:

- Interactive presentations and discussions
- Case studies of successful NPO governance models
- Practical exercises, group work, and peer learning
- Real-world applications through governance action plans

### **Assessment & Certification**

Participants will be assessed through:

- Daily assignments and interactive exercises
- Submission of a governance action plan
- Upon completion, participants will receive a **SayPro Certificate of Completion**

