

**Ethekwini Municipality Diversity Project**  
**Project Status Report - PMC Meeting 3**  
**Consultant's Report**

27/9/2004

We would like to thank the PMC for its support and general commitment to the programme.

1. **Preamble**

The preamble to the contract states:-

“WHEREAS:

A. The Client aspires to achieve a harmonious workplace wherein its employees and Councillors operate with an appreciation for the diversity of their associates in so far as race, gender, religion, tradition, ethics, culture, origin, history, ancestry and wishes to engage a Professional Consultant to design and offer a formalized Diversity Project including a Pilot diversity programme, a train-the-trainer programme and support for those trainers to enable the programme to roll-out to the balance of the Client's officials via the Council's trainers. The Consultant will provide support to those of Client's trainers who have successfully completed the above training for a weaning period;”

2. **Facilitators**

The consultant has not received any official nominations for potential facilitators as yet.

An additional 2 day programme has been set aside for the rest of Management to attend. The dates confirmed are for the 24th and 26th of October 04. This will enable them to further assist in the nominations for potential facilitators. There is no budget allocation for this and an adjustment will need to be made in the current budget allocations.

A proposal has been forwarded to Council for the Consultant to roll-out the entire programme for the EMDP, in the event that suitable Potential Facilitators cannot be supplied by EM. The consultant is awaiting a final report back on this issue.

3. **Primer**

It is essential that Management/Leaders/Stakeholders and Councillors attending the next sessions, receive the Primer before training commences.

4. **Pilot programme for the Councillors**

There were three sets of training dates confirmed for Councillors. The 30/08/04 and 01/09/04 were cancelled on the day it was due to commence.

The next two sessions, 18-19/ 09/04 was poorly attended with only 9 Councillors, and only 10 Councillors at the session for 21-22/09/04.

Only 23 Councillors have attended -space for 160 was available.

There is only one final session left for Councillors to attend. The date set is for the 18/19 October 2004.

Typed copies of the written delegate feedback are included in the report, for the last two Councillor sessions.

## 5. **Feedback**

Very good. Please see Feedback attached.

### 1. **Consultants Comments**

#### 1. **Changes emanating from this programme.**

1. The Consultant arranged a brief one on one session with the caterers - Linda Makhaya, and achieved dramatic results for the following sessions. Councillors have given written feedback to that effect.

#### 2. **Comments**

1. The general aims of the programme as defined in the manual and in the session's introduction, and re-visited during the programme, were generally met.

### 2. **18-19/09 04, 21-22/09/04 - COUNCILLOR FEEDBACK - GROUP 4 & 5**

#### 1. **Consultants Comments**

##### 1. **Outcomes**

1. The programme was very effective.
2. The feedback is very positive and targets issues of harmony, improved respect and communication. (See Attached)
3. Ongoing references to the outcomes and more feedback sessions made the programme more effective.
4. Councillors on the programme have committed to get more delegates to the training.
5. The Consultant involved the Caterers through the training process.

##### 2. **Challenges**

1. The number of delegates was very limited and limited diversities were present.
2. Facilities were very poor over the weekend. The caterer was not informed of the suggested times for arrival or meal preferences. There was no access to the kitchen or dining area, and the airconditioning was not on. A.Azzaritto and R.Zungu arrived to assist with the challenges.
3. The lack of communication to caterers to ensure that they are culturally aware, negatively impacts the programme.
4. A weekend session was specially arranged to suit Councillors who work during the week. Only 6 attended and completed the session.

## 6. **Cancelled Councillor training sessions.**

The session - 30 August/01 September 04 was cancelled on the day.

This session was cancelled due to lack of communication and it coinciding with the Councillor

Development programme.

7. **Manuals**

The original manuals have been prepared and artwork is ready for printing in the format requested by the EM Printer (Raj 031-311 2151)

8. **Notification of change or cancellation.**

The Consultant requires at least 28 days notification of a change or cancellation of any sessions.

9. **Next sessions**

The last Councillor training session is confirmed for 18/19 October 04, and will be held at 17 Supply Road, BG 10, Ethekewini Electricity Training Centre.

The last session confirmed for Management/Leaders/Stakeholders will be held on the 25/26 October 2004. This will be held at 17 Supply Road, BG 10, Ethekewini Electricity Training Centre.

10. **Union Representatives**

Ongoing efforts must be made to bring the Union representatives on board.

11. **Venue and Booking status**

Glen Ashley is available for the assessment, survey and training of trainers. Electricity Training Centre BG 10 has been booked for the last Councillor session and Management session.

12. **Project Awareness and Marketing**

It is critical to get the marketing campaign under way, through Metro Beat & a Poster campaign.

13. **Financial Report and Billing**

Invoice no. 10072 (Claim 4) is attached for the processing.

14. **Date and Venue of next meetings**

Future monthly PMC meetings, at 10 am on : 29/10/2004, 26/11/2004 , 15/12/2004

Signed

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BV Moore

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