

**Ethekwini Municipality Diversity Project**  
**Project Status Report - PMC Meeting 6**  
**Consultant's Report**

26/11/2004

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**

Approximately 85 people have been assessed as potential facilitators.

- a. Approximately 10 have the potential to be lead facilitators.
- b. A further 25 people may have the potential within the limited development time framework of the project to become support facilitators.
- c. +-50 people have expressed a deep desire to be on the programme and to facilitate. They require extensive training and may have the potential to assist on the programme. This remains to be seen.
- d. 1 person - Charlotte Mabaso, Service Number 672 - is not yet ready for a programme of this nature.
- e. The two day Foundation programme will allow the people in 2b and c to understand the requirements and will allow the Consultant to determine if they will go further in the programme.
- f. The consultant has put 8 people days into this selection process at a cost of R 7000/ day. A portion of the budget for this has been accessed from the second assessment stage. The unclaimed balance is a time contribution by the Consultants and will not be claimed at a later date.

3. **Facilitator availability.**

- a. With 30 teams of facilitators (working in pairs and excluding training and support sessions) it will be possible to complete:
  - i. a 1 day programme in 30 facilitator days/ per facilitator.
  - ii. a 2 day programme in 60 facilitator days/ per facilitator.
  - iii. a 1 day programme in 90 facilitator days/ per facilitator.
- b. It is anticipated that there will be 3 levels of availability amongst accredited facilitators.
  - i. Full time trainers - available for the full period of the programme.
  - ii. Part-time trainers - available for +- 8 days per month
  - iii. Available for +- 4 days per month
- c. It is expected that some applicants will be withdrawn by their managers and that some will not make themselves available for training.

A full list of the delegates will be lodged with Zonke Mhlongo on Monday, at the latest.

4. **Facilitator development training**

- a. The first stage of the programme will be the Foundation programme. 2 sessions will be facilitated on 6&7 and 8&9 December 2004.
- b. The consultant can facilitate 32 people in each group. The preferred maximum is 24.
- c. It may be necessary to run a 3rd 2 day session. This is not included in the budget. Other provisions will have to be made for this.
- d. Food will have to be supplied on these programmes as part of the training process and in order to ensure effective learning and to unite the facilitation team. The consultant has already provided meals at it's own cost on numerous sessions and can no longer do so. This is not included in the budget. Other provisions will have to be made for this.

5. **Further facilitator development training.**

Those aspirant facilitators who are available and who are accepted after the 2<sup>nd</sup> round of assessment, will undergo a full development programme in early 2005. Dates for the training must be set at this meeting.

6. **Pilot programme for the Councillors**

A number of councillors have again phoned to ask that more sessions be facilitated. This is not included in the budget. Other provisions will have to be made for this.

7. **Monthly Administration Fee**

Due to delays in the facilitator selection process the programme is now 2 months in arrears. The monthly administration budget has been exhausted. Provision needs to be made for this aspect of the programme.

8. **Management/ Leaders Programme**

- a. The first immersion programme for managers has been run (23/11/2004.) Reports thus far received indicate that bar a few timing hitches, which will always be a part of such a programme, it has been a great success. Attendance was poor (9 delegates.)
- b. The second immersion programme for managers is scheduled for 30 November 2004.
- c. Managers are scheduled for the Values Circle process on 10 November 2004. This will include the entire group.
- d. Dates need to be scheduled for the balance of the management programme in the New Year.
- e. A consultant funded session will be facilitated in January for the Union/ stewards/ leaders group who have missed the first 3 sessions. The PMC needs to confirm this session by the 15<sup>th</sup> of December 2004.

9. **Roll out**

Plans need to be made for the portion of the rollout of the programme which will be facilitated by the trained and accredited facilitators and physically supported by the Consultant. This will require 2 dedicated venues and delegates.

10. **Manuals corrections**

The Consultant has notice that 3 pages need to be changed in the original manual material and will make arrangements to do so next week.

11. **Project Awareness and Marketing**

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

12. **Financial Report and Billing**

Invoice no. 10078 (Claim 6) is attached for the processing.

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

Future monthly PMC meetings, at 10 am on : 15/12/2004, 28/1/2005 and 25/2/2005 at Rennies House on the 10<sup>th</sup> Floor.

Signed

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BV Moore  
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