

Ethekwini Municipality Diversity Project
Project Status Report - PMC Meeting 7
Consultant's Report

15/12/2004

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. **Venues and food/ refreshment**

- a. Venues are increasingly becoming a challenge. The consultant had to source and pay for a venue
- b. It is the contractual duty of the client to supply the consultant with suitable venues. Should the consultant incur any further costs in this regard, these costs will be for the clients account.
- c. Venues are needed for the sessions listed in the balance of the report.
- d. Adequate venues must be made available in the various areas for the rollout of the programme.
- e. The consultant has supplied food at all of the sessions thus far. This will no longer be possible.
- f. The client has indicated, in previous meetings that during the rollout of the programme budget will be sourced for meals and refreshment as a part of the training material. This is to ensure that the food diversity issues are understood through practical experience.

3. **Facilitators**

- a. 68 people have gone through the 2 day Foundation programme from the approximately 85 people who were assessed as potential facilitators.
- b. Feedback has been very good and this is included in with the report.
- c. There appears to be some strong resistance from managers who in some cases have issued written instructions to trainees that they cannot be involved in the programme.
- d. The programme is making a huge difference in the lives and attitudes of delegates. In order for it to impact the rest of the council employees, it is essential that those on the train the trainer programme are in fact available.

4. **Facilitator development training**

- a. Trainee facilitator have a written exercise which must be completed satisfactorily in order to remain in the programme. The exercise must be completed and submitted to the consultant by 21/1/2005.
 - i. Delegates have received the written exercise in the class and via e-mail.

- ii. They are all aware of their responsibilities in this regard
- b. The oral assessments are scheduled for the week of 24-25/1/2005.
- c. The Values Circle has been moved from 10/12/2004 to 01/02/2005 due to a late cancellation because a lack of availability of delegates. Budget for this will be sourced from elsewhere in the budget.
- d. The facilitator programmes of understanding diversity are scheduled for the week of 17-21 January 2005. Facilitators must attend one of 2 days - on the 20th or 21st.

5. **Further facilitator development training.**

- a. Further dates will be set in late February/ March, at the next PMC meeting, for the next level of training for the group of delegates who are accepted for the next stage of the training programme.

6. **Leadership Programme**

- a. The Values Circle has been moved from 13/12/2004 to 01/02/2005 due to a late cancellation because a lack of availability of delegates. Budget for this will be sourced from elsewhere in the budget.
- b. The management programmes of understanding diversity are scheduled for the week of 17-21 January 2005. It is our understanding that management will be on one of 2 days - on the 17th or 18th.
- c. The Uhambo - Immersion programme for leaders has been successfully completed - the delegates were limited to 19 in total.
 - i. Jeff Thomas has let us know that the Uhambo immersions for leadership have had at least one unexpected spinoff in that Alf Boyley from the Dept that deals with small business development is motivating for Parks and Recreation to give support to a community gardening project we visited in Kwa Mashu.
 - ii. Feedback from session 2 is included and we are still awaiting feedback reports from the first group of delegates. A 2nd request has been made in this regard and the PKH Communications has been asked to submit a full report.

7. **Union/ Leaders Programme**

- a. A consultant funded session was to be facilitated in January for the Union/ stewards/ leaders group who have missed the first 3 sessions. This programme must be confirmed by today. If it has not been confirmed it will be cancelled.

8. **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.

9. **Manuals corrections**

The 3 pages that need to be changed in the original artwork for the manuals is included with this report.

10. **Project Awareness and Marketing**

The marketing campaign, through Metro Beat has not begun yet.

11. **Financial Report and Billing**

Invoice no. 10080 (Claim 7) is attached for the processing. As we are approaching year end we would appreciate a swift payment turn around so that we can pay our service providers timeously. This claim includes claims for the Uhambo process - PKH Communications (R20500) and the Understanding Diversity Manuals - Jeff Thomas - Asizwane (R18000).

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

Next PMC meetings, at 10 am on : 28/1/2005 and 25/2/2005 at Rennies House on the 10th Floor.

BV Moore

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