



MAKNO

SELF-ASSESSMENT QUESTIONNAIRE

AIM: Developing methodologies and tools in order to improve effectiveness of involved organisations in their daily work aimed at integration among migrants and autochthones.

Method of self-assessment

Please, fill up the following questionnaire. It allows to recognize our weak and strong points in order to improve our efficiency in daily work. No judgement related to the qualitative value of each analysed point; only assessment of its effectiveness related to achieve the established goal. For example: if I have efficiency 4 in the field B and you have efficiency 2 in the field B, we'll go to see the description standards related to the field B in order to understand WHAT makes the difference. If the difference will be recognized as a need we'll organise to transfer other partner's experiences into our practice. Instead if we don't feel the difference as a need (for example if the difference arises from our aware choice or from a difference of the context, or whatever) we'll leave it like that.

QUESTIONNAIRE

Dimensions (Aspects to consider for the self-assessment of competencies and trainer needs of involved organisations)

1) Organisation typology

Type of organisation (non governmental, local or regional authority, company, etc.):

Legal status (public or private):

Commercial orientation (profit or no profit):

Size:

How many are members of the staff/volunteers/learners/users (All the participants involved in your projects/interventions)?

How many are the members of the affinity group (It is the group of participant more involved in the learning processes and it is the core of the community)?

Years of activity:

Target(s) of activities:

Does the organisation have actually Projects/interventions in the intercultural field?

How many are your projects/interventions in the intercultural field?

What is their average/expected duration?

2) Funding management

How does the public system of funding operate in your country?

How do you raise funds?

How do you manage funds? Is there a specific role within your organisation or is it an activity of the affinity group?

Your attitude toward this topic:

We never have supposed the problem	We recognize the problem but we don't have tools to face it	We recognize the problem. We're looking for the tools We're testing them	We recognize the problem. We have elaborated tools and we use them. But we feel difficulties to manage funds	We recognize the problem. We have elaborated tools and we use them. We don't feel difficulties to manage funds
1	2	3	4	5

3) Management and internal communication

Management of daily activities

How many members/collaborators have you in the field of management?

Internal management

Management of emergencies

We never have supposed the problem of having emergencies	We recognize the problem but we don't have tools to face it	We recognize the problem. We're looking for the tools We're testing them	We recognize the problem. We have elaborated tools and we use them. But we feel difficulties to face emergencies	We recognize the problem. We have elaborated tools and we use them. We don't feel difficulties to face emergencies
1	2	3	4	5

Burn out: measures for prevention and recovery

We never have supposed the problem of burn out	We recognize the problem but we don't have tools to face it	We recognize the problem. We're looking for the tools We're testing them	We recognize the problem. We have elaborated tools and we use them. But we feel difficulties to face the problem of burn out	We recognize the problem. We have elaborated tools and we use them. We don't feel difficulties to face the problem of burn out
1	2	3	4	5

Management of conflicts

We never have supposed the problem	We recognize the problem but we don't have tools to face it	We recognize the problem. We're looking for the tools We're testing them	We recognize the problem. We have elaborated tools and we use them. But we feel difficulties to face conflicts	We recognize the problem. We have elaborated tools and we use them. We don't feel difficulties to face conflicts
1	2	3	4	5

Your internal management fits more the Vision or the Model approach?
(give a score from 1 to 5: 1 only vision, 5 only model. For definition read the MAKNO Solar system)

1	2	3	4	5
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Path organisations

As defined by UE there are three possible ways of organizing learning paths, what is your preferred one (formal/non formal/informal)?

Internal communication:

Have you structured modalities and tools for internal communication?

We never have supposed the question	We recognize the question but we don't have tools to face it	We recognize the question. We're looking for the tools We're testing them	We recognize the question. We have elaborated tools and we use them. But we feel difficulties to manage internal communication	We recognize the question. We have elaborated tools and we use them. We don't feel difficulties to manage internal communication
1	2	3	4	5

Have you structured modalities for taking decisions?

Vertical dynamic (only members of management staff/members' committee take decisions) or horizontal dynamic (all the members are involved contributing with their opinion)

We never have supposed the question	We recognize the question but we don't have tools to face it	We recognize the question. We're looking for the tools We're testing them	We recognize the question. We have elaborated tools and we use them. But we feel difficulties to take decisions	We recognize the question. We have elaborated tools and we use them. We don't feel difficulties to take decisions
1	2	3	4	5

(give a score from 1 to 5: 1 only horizontal, 5 only Vertical). Vertical dynamic (only members of management staff/members' committee take decisions) or horizontal dynamic (all the members are involved contributing with their opinion):

1	2	3	4	5
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Have you structured modalities for taking responsibilities and operative tasks?

We never have supposed the question	We recognize the question but we don't have tools to face it	We recognize the question. We're looking for the tools We're testing them	We recognize the question. We have elaborated tools and we use them. But we feel difficulties to take responsibilities	We recognize the question. We have elaborated tools and we use them. We don't feel difficulties to take responsibilities
1	2	3	4	5

(Give a score from 1 to 5: 1 only horizontal, 5 only Vertical). Vertical dynamic (only members of management staff/members' committee take decisions) or horizontal dynamic (all the members are involved contributing with their opinion):

1	2	3	4	5
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How much your activities are grounded on affinity group processes (See MAKNO solar System)?

We never have supposed the question	We recognize the question but we don't have analyzed it up to now	We recognize the question. We're looking for analysing how our internal dynamics work	We recognize the question. We have elaborated shared modalities to manage our affinity group processes But sometimes we feel difficulties to manage group processes	We recognize the question. We manage in a aware way the processes of affinity group and we don't feel difficulties to manage group processes
1	2	3	4	5

Have you structured modality of entering in the management staff/members' committee?

We never have supposed the question	We recognize the question but we don't have tools to face it	We recognize the question. We're looking for the tools We're testing them	We recognize the question. We have elaborated tools and we use them. But we feel difficulties to enter the management committee	We recognize the question. We have elaborated tools and we use them. We don't feel difficulties to enter the management committee
1	2	3	4	5

Have you structured modalities and tools (if any) for managing flexibility of roles in your organisation?

We never have supposed the question	We recognize the question but we don't have tools to manage	We recognize the question. We're looking for the tools We're testing them	We recognize the question. We have elaborated tools and we use them. But we feel difficulties to manage flexibility	We recognize the question. We have elaborated tools and we use them. We don't feel difficulties to manage flexibility
1	2	3	4	5

Elaboration of tools for transferring competencies:

We never have supposed the question	We recognize the question but we don't have tools for transferring competencies	We recognize the question. We're looking for the tools We're testing them	We recognize the question. We have elaborated tools and we use them. But we feel difficulties to transfer competencies	We recognize the question. We have elaborated tools and we use them. We don't feel difficulties to transfer competencies
1	2	3	4	5