

Session 1.

Workshop Objectives and Logistics; Participant Introductions and Expectations

Summary

This session briefs the workshop and its agenda, introduces us to each other, and establishes expectations. Specific elements of the session are:

- Overview of training objectives, learning approach, agenda, and materials
- Participant and facilitator introductions
- Solicit expectations
- Address logistical considerations
- Create a “Parking Lot”

This workshop will provide intensive training in: (1) compliance with USAID’s environmental procedures in project implementation, and (2) in the objectives of these procedures: environmentally sound design and management (ESDM) of USAID-funded activities.

Overall Goal: The overall goal of the workshop is to strengthen environmentally sound design and management of USAID-funded activities in Malawi by assuring that participants have the *motivation, knowledge and skills necessary to* (1) achieve environmental compliance in project implementation, and (2) otherwise integrate environmental considerations in activity design and management to improve overall project acceptance and sustainability.

Approach to Learning: The workshop is intended to be highly participatory and field-based:

- Skills and processes briefed in the presentations will be built and practiced in hands-on exercises conducted in small working groups.
- The key, integrative exercises in environmental impact assessment (EIA) skill-building and the Environmental Assessment (EA) process, including scoping, are built around a half-day site visit culminating in development of recommendations for the Scoping Statement.
- *Even presentation-centered sessions are intended to be interactive.* Please ask questions and—as importantly—share and discuss your own experiences and perspectives relevant to the topic at hand.

***Everyone’s active participation is encouraged and
needed to make this workshop a success!***

Teamwork Principles: Working groups are where we will practice and apply the key skills and ideas of the workshop. Working groups provide the opportunity for detailed discussions, and for learning from experiences and views of fellow development professionals. Working groups are also emphasized because environmental compliance and environmentally sound design and management are intrinsically team efforts.

Successful working groups require effective teamwork. Here are teamwork principles to consider:

Twelve Essentials of Teamwork

VALUING DIVERSITY	COMFORTABLE ATMOSPHERE	ACTIVE PARTICIPATION OF ALL MEMBERS	SHARED GOALS AND OBJECTIVES
BALANCED APPROACH TO PROCESS AND CONTENT	WHAT EFFECTIVE TEAMS NEED		EFFECTIVE COMMUNICATION
SHARED LEADERSHIP			CONSTRUCTIVE CONFLICT MANAGEMENT
ACTION ACCOUNTABILITY RESPONSIBILITY	MUTUAL TRUST	CRITICAL ANALYSIS AND PROBLEM-SOLVING	A PREFERENCE FOR CONSENSUS

(Adapted from Rees, "How to lead work teams in facilitation skills")