



**3rd Training Workshop
& Concluding Meeting of the Branding Project
using Intellectual Property (IP)
for “Taita Basket”**

**OUR DREAM
THE REALITY**

TAITA BASKET ASSOCIATION
(TBA)

The dream – The reality



Formation of the Taita Basket Association
JANUARY 2016 – MARCH 2017

Self-Assessment/Testing the Market



workflows

your goals

your team

Points to consider in running of the Taita Basket Association

- 1. Roles & Responsibilities of the steering Team (well defined)**
- 2. How do we communicate, coordinate and plan together as a team?**
- 3. How do we work together as a team?**
- 4. What is my personal role as a member of the Association to make it a success?**

▣ **TIMELINE – TASKS**

Easily create tasks for yourself or delegate to a teammate.

Make a timeline for the things you need to get done, want to remember, or need someone else to do.

▣ **PROJECTS**

Organize your task list shared projects for the Association team.

These can include: latest initiative, new orders, new products, monthly editorial calendar. Customize workflows to fit you're the association management style.

CALENDARS

Get a clear view of who is doing what, by when.
Task list should be shared projects.

Timelines will help your team to focus on priorities for the Association, it is a good tool for self assessment. (are you achieving your set goals?)

DUE DATES & TIMES

Ensure every task gets completed on time.

Keep track of when tasks are due. (develop a system that is shared with the association members) This will help you beat deadlines and get good results.

COMMUNICATION

Develop a system of good communication, through from the steering

team to the Association members. The whole team should be linked through the communication so as to stay up to date and track of happenings within the association.

Email, Telephone, Whatapp, Verbal at meetings (minutes)etc.
(Social Media for the external – advertising etc.)

▣ **SCHEDULED MEETINGS**

Set scheduled meetings e.g once every month, every 3rd month??? To keep up to date on the happenings within the Association, these meetings will help deliberate on the projects the team is working on so you can stay on the same page and plan how to move work forward

DOCUMENTATION

Documentation : set of documents provided on paper, or online, or on digital or analog media. Mainly for reference guides.

Develop a system of documentation,

Set scheduled meetings e.g once every month, every 3rd month??? To keep up to date on the happenings within the Association, (keep minutes/record of these meetings, deliberations and decisions made on the projects. This will be a guideline to stay on the same page and plan how to move & work forward.

Power of Together!

Taita Basket Association

