



# FACTORS AND BARRIERS, AFFECTING CAPACITY

*Train the trainers*



**01.** **INTERNAL FACTORS**  
*Know the challenge*

**02.** **EXTERNAL FORCES**  
*Learn to adapt*

**03.** **BARRIERS**  
*Identify*

**04.** **ELIMINATION OF CAPACITY BARRIERS**  
*Plan the action*

**05.** **TOOLS TO ASSESS CHANGE READINESS**  
*Selection of tools*



**TABLE OF  
CONTENT**

An in-depth look at internal and external factors influencing an organization's capacity.



Let's discuss?



"A leader isn't someone who forces others to make him stronger; a leader is someone willing to give his strength to others that they may have the strength to stand on their own"

(Beth Revis)

## **Lack of Leadership Alignment**

Address the challenges associated with a lack of alignment among leadership.

### **Bullet Points:**

Leadership alignment on organizational goals.

Regular leadership meetings and updates  
Leadership development programs.

### **Key Takeaway:**

**Aligned leadership ensures a unified vision, driving organizational capacity and success.**



# Internal factors

## **Lack of Leadership Alignment**

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### **Key Takeaway:**

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# Internal factors

## Inefficient Communication

Identify the challenges posed by poor communication within the organization.

### Bullet Points:

Clear communication channels

Regular team meetings and updates

Utilizing technology for effective communication

### Key Takeaway:

**Efficient communication is vital for eliminating misunderstanding and improving overall organizational capacity.**



# Internal factors

## Resistance to change

Address the common challenge of resistance to change within the organizational culture.

### Bullet Points:

Communicating the benefits of change.

Involving employees in the decision-making process.

Providing support and training during transitions.

### Key Takeaway:

**Successful change management reduces resistance and enhances the organization's adaptability and capacity for innovation.**



# Internal factors

## Lack of Employee Engagement

Recognize the impact of low employee engagement on productivity and capacity.

### Bullet Points:

Employee feedback and involvement.

Recognition and rewards programs.

Training and skill development opportunities.

### Key Takeaway:

**Engaged employees contribute significantly to increased capacity and overall organizational success.**



# External Forces Shaping Capacity



Let's discuss?



# External factors

## Market Trends & forces

Stay attuned to market trends can impact an organization's capacity.

### Bullet Points:

Market trends and shifts.

Consumer preferences and behaviour.

Competitive landscape and industry dynamics.

### Key Takeaway:

Understanding and adapting to market forces is crucial for maintaining competitiveness, sustainable growth & and keeping organisation capacity.



# External factors

## Legal and Regulatory Dynamics

Examine the impact of laws, regulations, and government policies on organizational operations.

### Bullet Points:

Legislative changes and compliance requirements.

Government policies affecting the industry.

Regulatory frameworks and their implications.

### Key Takeaway:

**Staying informed and compliant with the regulatory landscape is essential to avoid legal challenges and foster organizational resilience.**



# External factors

## **Economic Factors**

Assess economic conditions, inflation, interest rates, and other financial factors influencing organizational stability.

### **Bullet Points:**

Economic downturns and recessions.

Inflation and interest rate fluctuations.

Currency exchange rates and global economic trends.

### **Key Takeaway:**

**Adapting strategies to economic conditions is vital for financial stability and effective resource allocation.**



# External factors

## **Technological advancement**

Explore the impact of technological advancements on organizational processes and innovation.

### **Bullet Points:**

Rapid technological changes.

Automation and digital transformation.

Integration of emerging technologies.

### **Key Takeaway:**

**Embracing technology is essential for staying competitive, improving efficiency, and fostering innovation within the organization.**



# External factors

## Social and Cultural Trends

Analyze evolving social and cultural trends that influence consumer preferences, employee expectations, and organizational values.

### Bullet Points:

Social media and cultural influences.

Diversity and inclusion trends.

Shifting consumer values and expectations.

### Key Takeaway:

**Aligning organizational practices with societal shifts enhances brand reputation and fosters a positive workplace culture.**

**Bullet Points:**

**Key Takeaway:**

# Elimination of capacity barriers

Internal and external factors often result in capacity barriers.

Identifying and eliminating capacity barriers is essential for unlocking an organization's full potential.

- The most we can achieve in internal capacity building and elimination of barriers
- Within external factors, we can adapt





# Let's do a small assessment

Let's create a small radar chart, assessing the influence of your own organisation's external and internal factors.

Identifying and eliminating capacity barriers is essential for unlocking an organization's full potential.

- Use the online version – <https://geographyfieldwork.com/RadarChartCreator.html>
- Use a scale from 0-10 to evaluate your current position

Assessment of internal and external factors



How to eliminate  
barriers &  
challenges of  
capacity building?



Let's discuss?

# Elimination of barriers

Breaking Down Capacity Barriers for Organizational Success



# How to eliminate barriers & challenges of capacity building?

## IDENTIFY THE BARRIERS

**Assessment:** Conduct thorough assessments to identify specific barriers. These could be financial resources, lack of skilled personnel, technological gaps, or resistance to change.

**Stakeholder Engagement:** Involve all relevant stakeholders in identifying challenges and barriers. This could include employees, community members, or external partners.

## DEVELOP A STRATEGIC PLAN

**Clear Objectives:** Set clear, achievable objectives for the capacity-building initiative. Objectives should be specific, measurable, attainable, relevant, and time-bound (SMART).

**Actionable Strategies:** Develop strategies that are directly targeted at overcoming identified barriers. This could involve training programs, technology upgrades, or changes in management practices.

## RESOURCE ALLOCATION

**Adequate Funding:** Ensure that there is sufficient budget allocated to implement capacity-building initiatives effectively.

**Skill Development:** Invest in training and development programs to equip individuals with the necessary skills.

# How to eliminate barriers & challenges of capacity building?

## FOSTER A SUPPORTIVE CULTURE

**Organizational Culture:** Cultivate a culture that values continuous learning and improvement. Encourage feedback and create an environment where mistakes are seen as learning opportunities.

**Change Management:** Address resistance to change through effective communication, involving stakeholders in the change process, and demonstrating the benefits of capacity-building efforts.

## LEVERAGE TECHNOLOGY

**Technology Adoption:** Use technology to enhance capabilities, improve efficiency, and facilitate learning. This might include project management tools, e-learning platforms, or data analysis software.

**Digital Literacy:** Provide training to ensure individuals are comfortable and competent in using new technologies.

## MONITOR, EVALUATE, AND ADAPT

**Continuous Monitoring:** Regularly monitor the progress of capacity-building initiatives against set objectives.

**Evaluation:** Conduct evaluations to assess the impact of capacity-building efforts. Use these findings to identify areas for improvement.

**Adaptation:** Be prepared to adapt strategies in response to feedback and changing circumstances. Flexibility is key to addressing unforeseen challenges.

# How to eliminate barriers & challenges of capacity building?

## COLLABORATION AND PARTNERSHIPS

Networking: Build networks and partnerships with other organizations, government agencies, or community groups. Collaborative efforts can pool resources, share knowledge, and amplify impact.

Knowledge Sharing: Promote the sharing of best practices, lessons learned, and success stories both within and outside the organization.

## LEADERSHIP AND COMMITMENT

Strong Leadership: Effective leadership is crucial for driving capacity-building efforts. Leaders should demonstrate commitment, inspire others, and champion the cause.

Empowerment: Empower individuals at all levels to take initiative, make decisions, and contribute ideas. This can enhance engagement and foster a sense of ownership.



# Elimination of barriers

## Clear Communication Strategies

Emphasizing the importance of transparent communication to eliminate misunderstandings and enhance teamwork.

### Bullet Points:

- Open channels for feedback
- Regular team meetings and updates
- Clarity in organizational goals and expectations

### Key Takeaway:

**Clear communication fosters collaboration and ensures everyone is aligned with organizational objectives.**



# Elimination of barriers

## Process Optimization

Implement lean principles and optimizing processes to eliminate bottlenecks and enhance overall efficiency.

### Bullet Points:

- Continuous process improvement
- Automation of repetitive tasks
- Regular evaluation of workflows

### Key Takeaway:

**Optimizing processes leads to smoother operations and increased capacity for innovation and growth.**





# Elimination of barriers

## Change Management Strategies

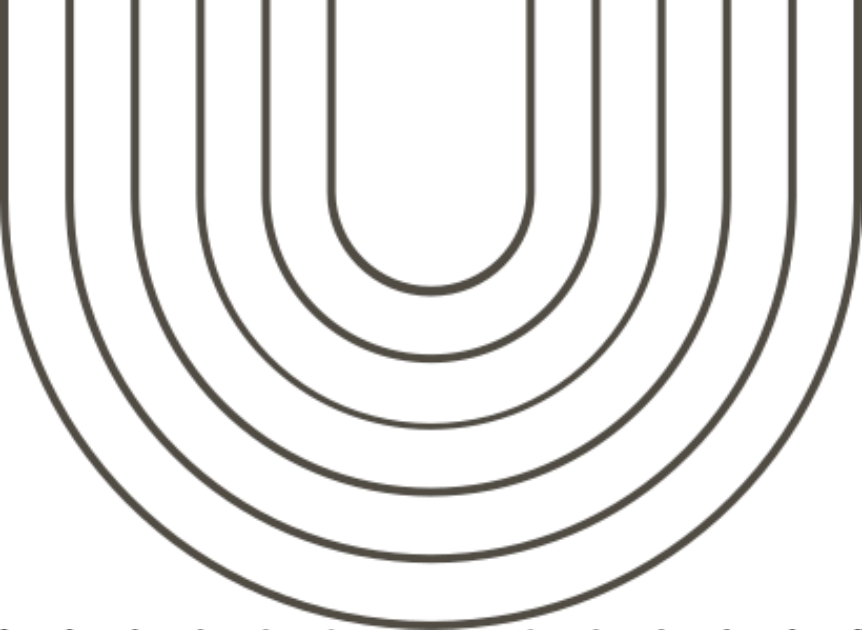
Address resistance to change through effective change management strategies.

### Bullet Points:

- Employee involvement in the change process
- Clear communication of reasons for change
- Training and support during transitions

### Key Takeaway:

**Successful change management minimizes disruptions and ensures a smoother transition towards enhanced capacity.**



# Elimination of barriers

## Leadership Development

Invest in leadership development to cultivate strong, adaptable leaders capable of steering the organization through challenges.

### Bullet Points:

- Leadership training programs
- Mentoring and coaching initiatives
- Encouraging leadership agility

### Key Takeaway:

**Effective leadership is a cornerstone in breaking down capacity barriers and driving organizational success.**



Understanding and assessing organizational readiness for change is a critical step in capacity building.

# Readiness for change

It ensures that the organization is prepared, both strategically and culturally, to implement changes effectively and achieve long-term success.



**What methodologies and frameworks can be employed to evaluate an organization's preparedness for change and respectively being able to build a capacity?**





# The ADKAR model

One of the most popular and simple models for assessing organizational readiness for change is the ADKAR model, developed by Prosci.

ADKAR stands for **Awareness, Desire, Knowledge, Ability, and Reinforcement.**

By using the ADKAR model, you can measure the level of each element for each stakeholder group, identify the barriers and gaps, and plan the actions and interventions to address them.

## Advantages:

- Clear and Simple Structure
- Focus on Individual Change
- Comprehensive Coverage
- Actionable Outcomes
- Versatility
- Supports Employee Empowerment
- Facilitates Communication
- Identifies and Addresses Resistance



# The Burke–Litwin model

Another useful model for assessing organizational readiness for change is the Burke–Litwin model, created by George Litwin and W. Warner Burke. This model identifies 12 factors that influence organizational performance and change. These factors are grouped into four levels: **external environment, leadership, organizational culture, and individual and group dynamics**. The model shows how each factor affects and is affected by the others, and how they relate to the inputs, outputs, and feedback loops of the organization

## Advantages:

- Comprehensive Analysis
- Identification of Causal Relationships
- Differentiation Between Transformational and Transactional Factors
- Emphasis on Leadership
- Flexibility
- Facilitates Strategic Planning:
- Enhanced Understanding of Organizational Dynamics
- Useful for Complex Changes



# The Kotter's 8-Step model

A third model for assessing organizational readiness for change is the Kotter's 8-Step model, developed by John Kotter. This model outlines the eight steps that leaders need to follow: **create a sense of urgency, build a guiding coalition, form a strategic vision and initiatives, enlist a volunteer army, enable action by removing barriers, generate short-term wins, sustain acceleration, and institute change.**

## Advantages:

- Sequential and Clear Steps
- Emphasis on Urgency and Momentum
- Building a Guiding Coalition
- Vision and Strategy
- Empowering Broad-Based Action
- Generating Short-Term Wins
- Consolidating Gains and Producing More Change
- Anchoring New Approaches in the Culture
- Focus on the Human Element
- Widely Applicable
- Enhances Leadership Capabilities



# The Change Readiness Assessment Tool

A fourth tool for assessing organizational readiness for change is the Change Readiness Assessment Tool (CRAT), developed by the Society for Human Resource Management (SHRM). This tool is a questionnaire that measures the attitudes and perceptions of employees and managers regarding a specific change. The tool covers four dimensions of change readiness: **awareness, alignment, ability, and action.**

## Advantages:

- Early Identification of Potential Challenges
- Enhances Strategic Planning
- Informs Tailored Interventions
- Engages Stakeholders
- Measures Organizational and Employee Engagement
- Identifies Strengths
- Promotes a Culture of Continuous Improvement
- Mitigates Risks
- Improves Communication
- Facilitates Employee Support Mechanisms





# The Change Impact Assessment Tool

A fifth tool for assessing organizational readiness for change is the Change Impact Assessment Tool (CIAT), developed by the Association for Project Management (APM). This tool is a matrix that evaluates the impact of a change on different aspects of the organization, such as processes, systems, roles, culture, and stakeholders. The tool helps you to rate the impact as high, medium, or low, and to identify the risks and benefits of the change.

## Advantages:

- Comprehensive Impact Overview
- Enhanced Stakeholder Engagement
- Improved Risk Management
- Informed Decision Making
- Supports Tailored Training and Support Plans
- Facilitates Smoother Implementation
- Promotes Organizational Alignment
- Increases Change Adoption
- Strategic Communication Planning
- Optimizes Resource Allocation



# THANK YOU

Have any question?

