



## WORKSHEET #2:

### Define capacity building purpose and activities

Please answer each question below; there is no right or wrong answer. The aim of this worksheet is to guide the discussion and establish consensus around the definition of capacity building for your agency as a whole. Each division or department that provides capacity building services should complete this worksheet.

1. What is the overall purpose of our capacity building? Why do we do it?

---

---

---

---

---

---

2. Who receives the capacity building? What are the characteristics of our capacity building participants?

---

---

---

---

---

---

3. What does our capacity building look like? What kinds of capacity building activities and services do we provide?

---

---

---

---

---

---

4. Where and when is our capacity building provided?

---

---

---

---

---

---