

ELEVATORS CAREER GUIDANCE & YOUTH EMPOWERMENT ORGANISATION (ELEVATORS ORG)

2nd QUARTER REPORT



1.0 INTRODUCTION

This report covers activities done by Elevators organization for the period of 01 January 2023 to 31 March 2023. The organization conducted various activities which included receiving its registration status, earning the organization certificate, enrolment of mentors for free online mentorship training, training, and certifying them.

2.0 ADMINISTRATION, FINANCES, AND PERSONNEL

2.1 Administration

Elevators Careers Guidance and Youth Empowerment is a youth association organization, a non-profit, non-political organization which legally registered by the Zimbabwe Youth Council (ZYC) during this quarter. Its registration number is NA005/0223, and it was awarded its registration certificate on the 23rd of February 2023.

2.2 Finance

Board members agreed to contribute a minimum of 5usd per month towards the running of the organisation till it secures funding from grants/donations. During this Quarter, the organization raised a total of \$200usd from Board members contributions. This money was used to pay for registration administrations and for bank account opening fees.

The organisation managed to open two accounts (ZWL & US\$) with CBZ Bulawayo Branch. Its account numbers are as follows:

CBZ Bulawayo Branch, Zimbabwe

Account Name: Elevators Career Guidance & Youth Empowerment Organization

US dollar account number: 01226696860021

ZWL (RTGS) account number: 01226696860011 Contact Number: +263 783 495 595

Budget Performance

The Board continued to contribute a minimum of \$5usd each towards the registration and administrative activities of the organization. This contribution made it easy for the organization to open bank accounts and pay for registration fees, it also made it possible for the enrolment of online mentors, however it was not enough to give data to the enrolled mentors, meaning they had to use their own data to attend the training classes.

General Comments On Budget Performance

The contributions made by the Board Members managed to cover the administration costs and the costs for opening bank accounts well. However it was not sufficient for other activities, for example, constructing a website, implementing projects in the ground. Grant and donations were needed at this time.

2.3 Human Resources/Personnel

The organization during this Quarter utilized volunteers and Board members to perform it's day to day activities. Due to insufficient finances, it did not recruit or employ any personnel.

The following methods of recruitment for volunteers were done:

- Call for volunteer application submission
- Assessing CVs and conducting online interviews,
- Selecting qualified, passionate and efficient volunteers
- Training them for the job
- Assigning tasks to them according to their abilities and availability.

Employee Resignations:

No resignations during the quarter under review.

Transfers out

No transfers were done during the quarter under review.

Abscondments

No abscondments during the quarter under review

Co-ordination/Staff development

The organisation conducted 3 online trainings (1 each month) for volunteers and board members to be equipped and sensitized on the running of day to day activities of the organisation and on how to continue giving mentorship to youths.

3.0 OFFICE ACCOMMODATION

The organisation conducted its activities on a donated office room at 143 Hebron Plumtree Town. It conducted most of its meetings and activities online through social media, calls and texts.

4.0 RESIDENTIAL ACCOMMODATION

The organisation did not offer any residential accommodation to its volunteers or board members. The majority of board members own their houses, some are renting private accommodation. The organisation has not contributed anything towards the Board/stuff accommodation

5.0 COMMUNICATION

The Board communicated daily through the Elevators Board members what's app group. A volunteers group was also open for easy communication between the volunteers and the organisation. It conducted 2 physical meetings and 3 online meetings during this quarter.

6.0 TRANSPORT

The organisation hopes to get grants to be able to buy transport vehicles for the organisation to run its activities and implement youth empowerment programs.

7.0 OFFICE EQUIPMENT

The organisation needs offices desks, chairs, computer, and printing equipment.

8.0 MENTORSHIP TRAINING PROGRAM

The organization conducted a mentorship program where by it recruited and trained individuals interested in becoming mentors who later on mentored other peers. The mentorship training program stretched for a whole month and it's aims where:

- ✓To create mentorship relationship between trained mentors and youths.
- ✓To create mentorship relationship between high school learners and tertiary institution students within one community.
- ✓To give long-term daily support to youths, to equip them with skills to tackle life challenges, set goals for themselves and archive them.

The mentorship training was guided through a booklet titled “raising champions” which was written by the Director of Organization (Miss B. Ndlovu with the aim to equip mentors with mentorship skills and motivation. The topics covered are as follows in detail:

1. Active Listening:

It is the practice of preparing to listen, observing what verbal and non-verbal messages are being sent, and then providing appropriate feedback for the sake of showing attentiveness to the message being presented. Active listening is listening on purpose. Active listening is being fully engaged while another person is talking to you. It is listening with the intent to understand the other person fully, rather than listening to respond. It also includes asking wide-eyed questions such as, "How did you feel?" or "What did you think?". This form of listening conveys a mutual understanding between speaker and listener. Speakers receive confirmation their point is coming across and listeners absorb more content and understanding by being consciously engaged. The overall goal of active listening is to eliminate any misunderstandings and establish clear communication of thoughts and ideas between the speaker and listener.

2. Building trust with mentees:

It is all about building an effective relationship of mutual understanding and trust with the mentee and it is a critical component of effective mentoring. Mentors establish rapport with their mentees by using effective interpersonal communication skills, actively building trust, and maintaining confidentiality. Mentors should be approachable, respond to their requests and put your mentees at ease when they reach out will help them feel more engaged and connected.

3. Set Goals

Mentors should make Sure it's the mentee's goal not theirs, partnering with them and supporting their Interests. Goal Setting should be introduced as a tool to support their dreams.

4. Encouraging mentees

The trainees were also taught how to motivate their mentees and the first step is to understand their needs, interests, and goals. Asking them open-ended questions, listen actively, and provide feedback. Finding out what they want to learn, why they want to learn it, and how they prefer to learn it.

Empower: help build mentee's confidence by giving them choices and ownership in the mentorship relationship. This can be done by letting them teach you a game, or show you a skill that they have learned.

Advocate: stand up for your mentee when they need it.

5. Give feedback

The whole purpose of feedback is to improve performance. There is need to measure whether or not that is happening and then make adjustments as you go. Be sure to document your conversations and discuss what is working and what needs to be modified.

After the program the trainees were awarded certificates of completion of courses and they were later matched with mentees for free online mentorship sessions. The qualified mentors were asked to mentor a maximum of 4 younger peers for a year and they are guided on topics to talk about under supervision of seniors in case of difficult issues arising during the mentorship relationship.

Statistics for Mentors recruited during this Quarter (Q 2).

RACE	SEX	Matabeleland South.	Matabeleland North	Bulawayo	Middlands	Harare	Manicaland	Mashonaland Central	Mashonaland East	Mashonaland West	Masvingo	TOTAL
BLACK	MALE	9		5	3	3	2				2	24
	Female	11		7	5	4	1				1	29
	TOTAL											0
WHITE	Male											0
	Female											0
	TOTAL											0
COLOURED	Male											0
	Female			1								1
	TOTAL											0
GRAND TOTAL		20	0	13	8	7	3	0	0	0	3	54

Summery and comments

The table above shows the statistics of online recruited, trained and certified mentors across 10 provinces of Zimbabwe. 37% of the recruited mentors are from Mat South. This is due to the fact that Elevators has been making a difference in the Community of Mat South since 2016 as an unregistered initiative, the community knows and supports the organisation hence they respond to its programs. However Mash East, Mash Central and Mash West and Mat North all have 0%. This means that more advertising is needed for these provinces to also participate in the mentorship training and program.

Statistics for Mentees (Youths 15 – 35yrs old) recruited during this Quarter (Q 2)

There were no recruited mentees during this quarter Due to the Fact that Mentors where still being trained and equiped. The recruitment of mentees is set to commence on Q3 after the third cohort of mentors training.

RACE	SEX	Matabeleland South.	Matabeleland North	Bulawayo	Middlands	Harare	Manicaland	Mashonaland Central	Mashonaland East	Mashonaland West	Masvingo	TOTAL
BLACK	MALE											
	Female											
	TOTAL											
WHITE	Male											
	Female											
	TOTAL											
COLOURED	Male											
	Female											
	TOTAL											
GRAND TOTAL		0	0	0	0	0	0	0	0	0	0	

Challenges faced during the mentorship program so far

- a) Airtime and data to for the online training and to contact mentor was a challenge for both mentors and facilitators, they had to use their own data.
- b) Internet network was very low, it would become a challenge on terms of conducting video calls.
- c) Other provinces not responding to our online calls and adverts.

Recommendation

- 1. Availing of airtime or payment of prepaid telephones

2. Internet connection: using alternative Internet suppliers like ZOL which are faster
3. Try better methods of advertising to other provinces, e.g. snowballing, tiktok videos.

9.0 GOALS FOR THE NEXT QUARTER (Q3)

1. Recruit at least 100 Mentees from across 10 provinces of Zimbabwe
2. Fundraising: write grant proposals, donation invitations, board member contributions.
3. Website Contraction
4. Improve Social media activities.
5. Capacity building for Board members and Volunteers.

Report verified by the Board and Approved on ..20/04/2023.....

Approved by ..B. Ndlovu (Executive Director).....

Sign..........

Date..... 30/04/2023.....