

Course Title	Foundations of Cooperative Management
Target Audience	Cooperative leaders with at least 10 years of formal education
Course Duration (estimate)	6 days
Delivery Method	Instructor-led training that uses interactive learning methods, including class discussion, small group activities, and role-playing
Prerequisites	None

Course Description

This course is for the professional managers and elected leaders of registered cooperatives. It introduces participants to the fundamental concepts necessary to run a successful cooperative. Course content is directly tied to SCOPEinsight’s criteria for farmer organization performance (covering the SCOPE dimensions of internal management, operations, supply, and financial management). Through discussion and practical activities, participants gain the knowledge, skills, and confidence to improve their SCOPEinsight scores and grow their organizations.

Learning Objectives

Course Objectives:

At the end of the entire course, participants will be able to:

- Explain their SCOPEinsight scores, including the strengths and weaknesses associated with each score.
- Apply learning from the course to complete their development plans and determine action items they will later work on with their coach and leadership teams.

Module Objectives:

At the end of the following modules, participants will be able to:

- **Understanding Cooperatives:** Describe how cooperative values and principles apply to their organization.
- **Leadership:** State the actions they will take to develop a leadership skill.
- **Business Planning:** Create a business plan that incorporates elements developed during training, including mission and vision statements, objectives, action plans, and a monitoring plan.
- **Governance:** Organize a General Assembly and board elections that comply with the country’s cooperative law.
- **Internal Organization:** Develop a system for keeping and accessing essential business records.
- **Operations:** Implement a plan to deliver product on time, in the right quantities, and to expected quality standards.
- **Member Relations:** Implement a plan for recruiting, managing, and engaging members.
- **Finance and Accounting:** Prepare and analyze income statements and balance sheets.

Course outline

Modules and sessions	<ul style="list-style-type: none"> • Module 1 – Welcome and Introduction • Module 2 – Understanding Cooperatives <ul style="list-style-type: none"> ○ Session 1: Introduction to Cooperatives ○ Session 2: Cooperative Values and Principles • Module 3 – Leadership <ul style="list-style-type: none"> ○ Session 1: Introduction to Leadership ○ Session 2: Motivating People ○ Session 3: Resolving Conflict • Module 4 – Business Planning <ul style="list-style-type: none"> ○ Session 1: Introduction to Business Planning
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	<ul style="list-style-type: none"> ○ Session 2: Mission and Vision ○ Session 3: Strengths and Weaknesses ○ Session 4: Business Objectives ○ Session 5: Business Planning ○ Session 6: Monitoring Progress ● Module 5 – Governance <ul style="list-style-type: none"> ○ Session 1: Introduction to Governance ○ Session 2: General Assembly ○ Session 3: Board of Directors ○ Session 4: Supervisory Committee and Role Summary ● Module 6 – Internal Organization <ul style="list-style-type: none"> ○ Session 1: Introduction to Internal Organization ○ Session 2: Recordkeeping ○ Session 3: Controlling Corruption ○ Session 4: Managing Meetings ● Module 7 – Operations <ul style="list-style-type: none"> ○ Session 1: Introduction to Operations ○ Session 2: Collection from Members ○ Session 3: Receiving and Storage ○ Session 4: Delivery to Buyers ● Module 8 – Member Relations <ul style="list-style-type: none"> ○ Session 1: Introduction to Member Relations ○ Session 2: Member Recruitment and Retention ○ Session 3: Member Management ○ Session 4: Member Engagement ● Module 9 – Finance and Accounting <ul style="list-style-type: none"> ○ Session 1: Introduction to Finance and Accounting ○ Session 2: Cash Handling and Accounting ○ Session 3: Financial Statement Analysis ○ Session 4: Allocation of Surplus ● Module 10 – Wrap-up and Next Steps
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