



# CATALYSE LEADERSHIP PROGRAMME 2025 **Handbook**

Empowering Grassroots Leaders and  
Strengthening Communities for  
Sustainable Educational Change



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# OVERVIEW



Hello everyone,

My name is Faad Abdul-Rahman, and I am the Leadership Programme Manager here at EduSpots. I am really happy to welcome you all to this year's Catalyse Leadership Programme!

This programme is very special to me, not just because I lead it now but because I was once a participant just like you.

In 2022, I joined the Catalyse Leadership Programme, and honestly, it was one of the best decisions I ever made.

The programme helped me to grow my skills, build my confidence, and see myself as a leader. It challenged me to think differently, work with others, and take action in my community. Today, I feel proud to be managing the same programme that once invested so much in me.

That's why I want to encourage you to take this opportunity seriously. Take ownership of your learning. Be curious. Ask questions. Try new things. And most importantly, believe in your ability to grow and lead change in your community.

This is your journey, and I am excited to walk with you through it.

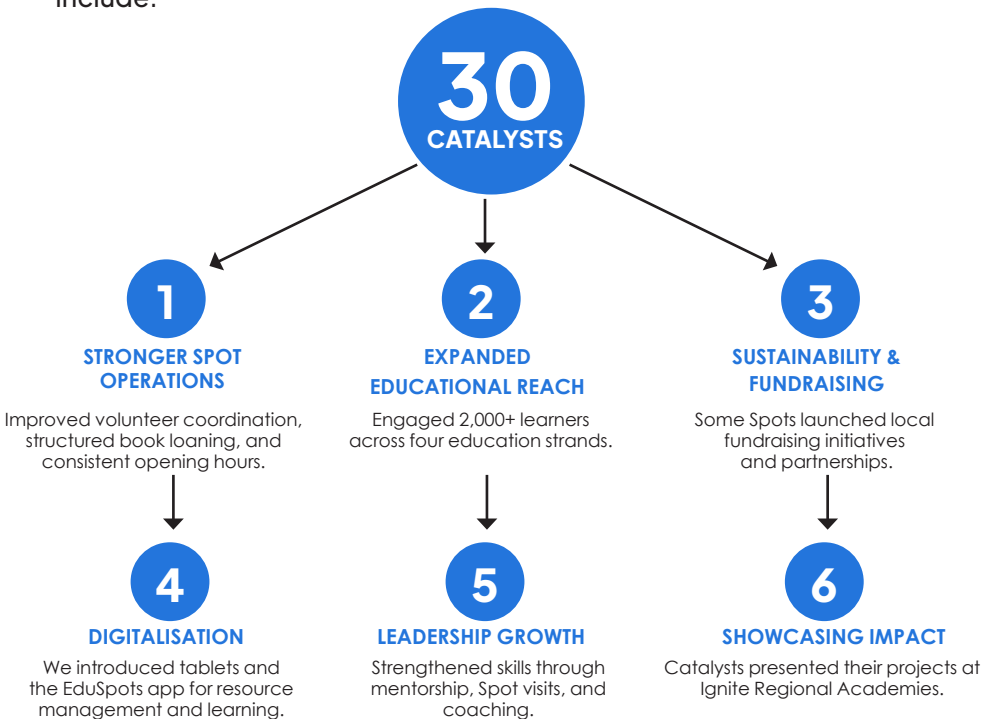
Welcome once again to the Catalyse Leadership Programme 2025. I can't wait to see all the amazing things you will do!

# THE EDUSPOTS VISION

EduSpots is an organisation that aims to connect, train and equip community-based Catalysts to shape their desired futures through a network of 50 community-led learning spaces called 'Spots'. With a focus on advancing education, leadership, and entrepreneurial skills among voluntary community educators, EduSpots is committed to building a self-organizing movement of active citizens capable of leading positive changes in their communities.

## OUR IMPACT IN 2024.

The Catalyse Leadership Programme 2024 supported 30 Catalysts to drive sustainable change in their communities. Key achievements include:



Catalyse 2024 has laid the groundwork for an anticipated greater sustainability, digital integration, and community impact in 2025 and beyond.

## STAFF LEADING THE PROGRAMME.

NAME	ROLES	CONTACT DETAILS
Cat Davison	Founder and CEO	cdavison@eduspots.org
Faith Senyo	Guest of honour	-----
Kennedy Apanyin	Head of Operations	kapanyin@eduspots.org
Akorfa Dawson	Head of Programmes (Spots and Leadership Development)	adawson@eduspots.org
Lawrence Dankwah	Head of Programmes (Education and Research)	ldankwah@eduspots.org
Faad Abdul-Rahman	Leadership Programme Manager	fabdul-rahman@eduspots.org
Isaac Ayibor	Communications and Digital Skills Manager	iyibor@eduspots.org
Abdul Wadud Suleiman	RC- Central and Western	asuleiman@eduspots.org
Cynthia Kumassah	RC- Voltal	ckumassah@eduspots.org
Yahya Seidu	RC- Middle	yseidu@eduspots.org
Getrude Akunlibe	RC- Northern and Overseas	gakunlibe@eduspots.org

# KEY CAPACITY BUILDING AREAS

These are the core knowledge and skill areas that this 9-month programme aims to build in participating Catalysts:

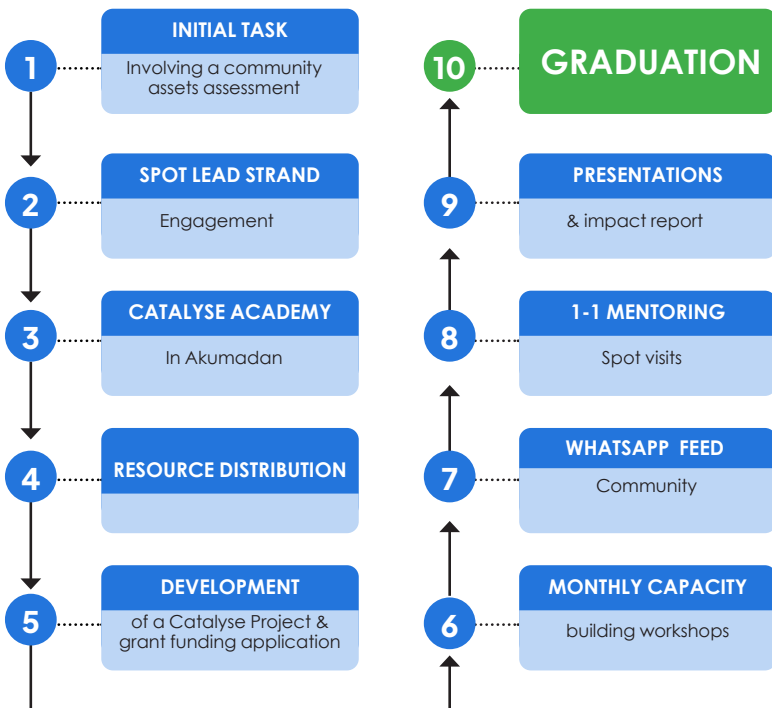
TOPIC	BREAKDOWN
Spot systems (tied to participation in Spot Lead)	<ul style="list-style-type: none"> <li>Financial systems</li> <li>Record keeping</li> <li>Resource management</li> <li>Using data for impact</li> <li>Environmental sustainability</li> <li>Spot Lead challenges</li> </ul>
Community engagement and participation	<ul style="list-style-type: none"> <li>Development and or strengthening of a Spot committee</li> <li>Engaging the community in safeguarding</li> <li>Local partnerships</li> </ul>
Team building, leadership and management	<ul style="list-style-type: none"> <li>Recruiting local Catalysts</li> <li>Creating a Catalysts timetable and delegating responsibilities.</li> <li>Effective leadership and management of a team</li> <li>Roll-out of Spot Lead Challenges</li> </ul>
Fundraising and enterprise	<ul style="list-style-type: none"> <li>Fundraising strategies</li> <li>Exploring local enterprise models</li> <li>Effective grant application (internally and externally)</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Communication for team-building and community engagement</li> <li>Being an effective advocate for the Spot and EduSpots</li> <li>Building vibrant local social media feeds</li> <li>Writing formal letters and documentation</li> <li>Basic design and photography skills (including the use of Canva)</li> </ul>
Project design	<ul style="list-style-type: none"> <li>Creating and sustaining their own education or wider intervention, specific to the assets and needs of the community.</li> </ul>
Digitalisation	<ul style="list-style-type: none"> <li>Training on the use of the EduSpots apps, alongside wider digital learning support.</li> </ul>

# Catalysts should expect the following from EduSpots

1. Timely communication of all programme activities by staff.
2. Full funding of residential Academy (transport, accommodation, food)
3. Support with data costs for participation in the Spot Lead strand & Catalyse workshops
4. Strong mentorship from regional coordinators who understand the Spot context.
5. Recognition and celebration of your achievements and efforts, including certification and graduation, and social media storytelling.
6. Support with resources for your Spot, including Keeping Spots Safe kits.
7. A high quality of training and wider programme delivery, based on inputs from Catalysts across the network.
8. Opportunity for a grant if you have a sustainable plan for your project.

Any questions? Reach out to your regional coordinator or to **Faad Abdul-Rahman** at [fabdulrahman@eduspots.org](mailto:fabdulrahman@eduspots.org) or **+233533729036**

## Programme Structure



## 1. Community assets assessment

Selected Catalysts will complete a community and Spots needs and assets assessment, also evaluating their own skills and knowledge through the Impact Ed baseline survey. The April theme for Spot Lead is to assess and map the assets in your community with your teams. This task must be completed before joining the Catalyse Academy.

## 2. Active engagement in the Spot Lead strand

All selected Catalyse participants are expected to be active participants of the Spot Lead strand and accompanying online Catalyse Workshops, inspiring wider Catalysts with their energy and ideas and participating in the monthly Spot Lead challenges, working alongside other team members at their Spots.

## 3. The Catalyse Leadership Academy

The Academy will be delivered by our in-house staff team alongside specialist speakers. The Catalysts will meet their mentors, our Regional Coordinators, three of whom are past graduates of the Catalyst Leadership Programme. Specific details are as follows:

<b>Host:</b>	Akumadan Spot
<b>Location:</b>	Akumadan (Ashanti Region)
<b>Date:</b>	<b>Arrival:</b> Monday 28th April 2025 <b>Departure:</b> 2nd May 2025
<b>Accommodation:</b>	Chocolate City Guest House and Augyeb Guest House ( <b>Note:</b> Room pairing for a maximum of 2 in a room paired based on gender)

## Core information

### -Transportation

1. Plan to set off on your journey early enough so as not to travel at night.
2. Choose the safest and most economical route to travel.
3. All travel costs will be reimbursed to and from your current location.

### -Food

1. Breakfast, lunch and dinner will be provided each day.
2. All meals will be eaten together at set times.
3. Please let us know in advance if you have any special dietary needs



## **-Timings**

1. Plan to arrive on the evening of Monday, 28th April 2025
2. Check-in will take place shortly after arrival and dinner is at 7:00–7:30 pm. Risk assessments briefing will follow up right afterwards
3. Breakfast is from 7:00 to 8:30am each day
4. Plan to arrive at the training venue (Akumadan Spot) at least 10 minutes before commencement of each session.

## **-Accommodation**

1. Each attendee will be allocated a room at a place of lodging
2. These rooms will be shared with other attendees of the same gender.
3. Respect others by keeping the rooms tidy and keeping noise to a minimum.
4. Phone Kennedy (024 938 2808) for further information if unsure or if you have any specific needs.

## **-Dress**

1. We will be providing a t-shirt to wear for the duration of the training; please bring another EduSpots t-shirt to wear during the Academy.
2. Bring African wear for the final night of reflection and fun.

## **-Travel essentials**

1. Please do not forget to carry along resources that you might need at this conference to support your learning, such as pens, paper, and technology where you have access to it. Please remember to bring your EduSpots tablet as well.

## **-Ways of working**

1. We learn collaboratively. Allow the opinions and inputs of others and listen attentively.
2. Speak up and share your thoughts and suggestions, but try to keep contributions concise and to the point.
3. Kindly put your phones on do-not-disturb mode to ensure that you are not distracted during key sessions. Please do not scroll through your phone or accept calls during sessions.
4. Catalysts should let Kennedy know when they want to leave the designated premises to nearby locations but note that attendees do this at their own risk, and EduSpots cannot take responsibility for incidents that may occur.

5. We encourage all attendees to be punctual to the conference venue and during meals.
6. Attendees should ensure that they stay in the allocated areas for the main event and lodging.

## **-Health and Safety**

1. A risk assessment has been carried out at the conference venue (Akumadan Spot). All instructions will be conveyed to participants upon arrival and at the start of the conference
2. Do bring along any specific medication you may need, although there will be a first aid kit available. Please do ask for it when the need arises.
3. Please make Kennedy aware of any other needs you have in advance of the Academy.
4. Please follow our code of conduct and report any concerns in relation to health and safety to Kennedy (024 938 2808).

## **Directions to the venue**

The Catalyse Academy will be held at the Akumadan Spot.

- If you're travelling from Accra, Kumasi, the Western Region, or the North, please alight at the Tuesday Market in Akumadan.
- From there, ask for directions to Chocolate City Hotel, located just a few metres from the market.
- The EduSpots team will be on hand to welcome you upon arrival.

If you face any challenges finding your way, feel free to contact:

**Kennedy – 0249382808**

**Faad – 0533729036**

# TRAINING SCHEDULE

DATE AND TIME	SESSION TITLE
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## ARRIVAL (MONDAY 28 APRIL 2025)

12 pm – 5 pm	Arrival and registration
7:00–7:30 pm	Dinner & Risk Assessment Briefing

## DAY 1 (TUESDAY 29 APRIL 2025)

07:00 – 08:30	Breakfast
9:00–10:00	Welcome address & ways of working
10:00–11:30	My Catalyst Journey
11:30–12:00	Snack Break
12:00–1:00	Leading for Change: Making a Difference
1:00– 1:30 pm	Lunch break
1:30–2:30 pm	Inspirational Spotlight: Faith’s Education Projects
2:30–3:30 pm	Understanding and mastering fundraising and grant applications
3:30– 4:30 pm	Financial management and planning for Catalysts
4:30–4:45 pm	Break
4:45–5:45 pm	Inclusive community engagement for lasting Impact
6:00–7:00 pm	Dinner and a Q&A session with the guest of honour (Faith)

## DAY 2 (WEDNESDAY 30 APRIL 2025)

8:00–9:00 am	Breakfast
9:00– 9: 30 am	Check-in and reflection from day 1
9:30 – 11:00 am	Building team and inner resilience
11:00–11:45 am	Snack break
11.45 – 1.15 pm	Team and Community building
1:15 – 2:00	Lunch break
2:00– 3:30	Inclusive pedagogy and educational needs
3:30– 3:45	Short break
3:45 – 5:15	Spot maintenance, organisation and resource management for sustainable impact

## DAY 3 (THURSDAY 1 MAY 2025)

8:00–9:00	Breakfast
9:00– 9: 30	Check-in and reflection from day 2
9:30 – 11:00	Keeping Spot Safe
11:00–11:30	Snack break
11:30– 1:00	Digital skills and EduSpots App training
1:00 – 2:00	Lunch break
2:00– 3:30	Environmental sustainability
3:30– 3:45	Short break
3:45 – 5:15	Catalyse project design and framework.
7:30–8:30	The BonFire ( final night of reflection and appreciation

## TEAM/DEPARTURE FRIDAY 2 MAY 2025






6:00–7:00	Breakfast
7:00–9:00	Travel to Kintampo
9:00–12:00	Team building and bonding activity
	Departure for some Catalysts that are close by



Our in-house staff leading a digital and app training session for the previous cohort of Catalyse participants

## SOCIAL MEDIA AND COMMUNICATION.

### Follow Us on SOcial Media

-  on X-@eduspots
-  on Facebook-@eduspots
-  on LinkedIn-@eduspots
-  on Instagram-@edu\_spots
-  on YouTube-@eduspots

### Official Hashtags

**#EduSpotsCatalyseAcademy**

**#OurCollectiveFuture**

### Photography Guidelines

- We will be taking our photographs and films, which will be shared after the event.
- Ensure that you seek permission for any photos you take, and we advise that the main focus is on the sessions during key educational activities.
- We will also have external media present.
- Do let us know in advance if you would rather not be filmed or photographed.

## RESOURCE DISTRIBUTION:



In 2024, we provided all participating Catalysts with tablets to be tested in their communities as part of the ongoing digitalisation process.

- For this academy, we aim to distribute a wider range of educational resources and books that include all the strand challenges, which will be printed and shared with the Catalysts.

### What follows after the Academy.

After completing the Academy, you will receive continuous assistance from a team of Regional Coordinators to help you navigate through the subsequent stages of the Catalyse Leadership programme, which include monthly online workshops, Spot lead challenges, and completing the Catalyse Project. These 5 stages are as follows:

- Designing a Catalyse Project to drive a sustainable change in your community.
- Applying for grant and resource funding to support this.
- Joining the Spot Leadership programme, engaging in monthly workshops and challenges with your Spot teams.
- Executing your project in the community through the Spot.
- Reflecting and reporting on the impact you have created.

## 5. Development of a ‘Catalyse Project’ & Grant Funding Opportunity

Related to one or more of the areas above, Catalysts will set out a strategy to lead a strategic change at their Spots that must, in some way:

- a. Increase the quality of learning or reach of educational opportunities for learners.
- b. Ensure the sustainability of that change.
- c. Ensure the growth of their skills as a Catalyst in the process.

Following approval of the strategy, Catalysts execute this in their communities, writing a report on their approach and impact after six months. Examples will be given to Catalysts, but projects should be led by community needs and aspirations, linking to the Dream Spot Model. Possibilities could include: an extensive team-building strategy, the creation of a new community-led event, initiative or club (e.g. breast cancer screening, literacy festival, quiz event, etc), an enterprise project to drive a sustainable impact, creating a farming project linked to the Spot, educating learners in the process etc.

They will be eligible to apply for a small flexible grant to support their project (contingent on key Spot information and safeguarding requirements being in place, alongside a sustainable plan for change).

### Example from last year.

#### **Mohammed Fuseini (Dulugu Spot) – Promoting Practical STEM Education**

Mohammed Fuseini successfully led a project at Dulugu Spot aimed at increasing girls’ interest in science. The project engaged 30 girls from three local schools, using surveys and interviews to understand their challenges in learning science. The team then designed and delivered practical, hands-on STEM lessons both in their schools and at the Spot. As a result, the girls showed increased interest and confidence in science, with follow-up interviews confirming a positive shift in their engagement and enthusiasm for the subject.



## 6. Monthly Capacity Building sessions: Catalyst workshops

Catalyse Workshops are dynamic, interactive sessions designed to equip Catalysts with practical leadership, project management, and community engagement skills. These workshops provide a platform for peer learning, hands-on activities, and reflective discussions aligned with monthly themes and Spot Lead challenges

## 7. WhatsApp Community

The Catalyse WhatsApp Community is an online space for all selected Catalysts to stay connected and keep learning together. It serves as a learning hub where participants can share ideas, ask questions, get reminders, and access extra resources that build on what they learn in the Catalyse Workshops.

## 8.1-1 mentoring and Spot visits

To ensure Catalysts effectively apply learning from the residential training and lead their Catalyse Projects successfully, they will receive ongoing support over a six-month period through:

- 1:1 mentoring from an experienced Regional Coordinator.
- Spot visits that offer mutual learning opportunities between staff and Catalysts.

## 9. Impact report, presentations

- All Catalysts will complete a final impact form, with the opportunity to apply for a distinction by presenting their Catalyse Impact project online or during our national conference
- We will also ask for a reference from the Spot Project Leader and visit the Spot community.

## 10. Graduation event

- Graduation will take place at the next national conference in December, where some Catalysts will lead presentations on their work and impact to the wider network.





# CERTIFICATION REQUIREMENTS

**CATALYSE PROGRAMME COMPLETION CRITERIA**

**Distinction**

- Received a very positive reference from Project leader or RC
- Fully participated in monthly challenges with quality submissions.
- Achieved 90+% attendance in Catalyse workshops.
- Submitted impact report and presentation on time.
- Fully participated in all evaluations and surveys.
- Supported peers and advanced the organisation's mission.

**Merit**

- Positive reference from project leader and/or RC.
- Regular participation (70%) in monthly challenges with quality submissions.
- 70% attendance in Catalyse workshops.
- Timely submission of impact report and presentation.
- Full participation in all evaluations and surveys.
- Supported peers and advanced the organisation's mission.

**Pass**

- Positive reference on contribution from project leader and/or RC.
- Participation (50%) in monthly Spot Lead challenges.
- 50% attendance in Catalyse Leadership Workshops.
- Timely submission of impact report and presentation.
- Full participation in all evaluations and surveys.
- Executed a Catalyse Project.

**Most Transformed**   **Most Committed**   **Most Collaborative**   **Most Impactful**

## Expectations

### Expectations of Catalysts Enrolled in the Catalyst Leadership Programme

1. Strong communication on any challenges faced and consistent responses to messages sent by WhatsApp, phone call or email.
2. Completion of all tasks in line with the agreed time frames, or otherwise strong communication of challenges faced.
3. Full engagement in the Spot Lead strand - every Catalyst enrolled in the programme should complete the monthly Spot Lead challenges with their team as a programme requirement. This is a core requirement.
4. Being an Ambassador for EduSpots across the network - we would like the network to be infused with your energy, updates and passion!
5. Adequate reporting on all grant funding received: Any grant funding needs to be reported in line with the policy explained at the Catalyse Leadership Academy. Funds will be returned if not used within the specified time frame. Catalysts who misuse funds will be required to refund the money.
6. Completion of all surveys (start, post-Academy, and end of programme), alongside the writing of an impact report and the quarterly Spot information collection.
7. Use of resources (including tablets) in line with agreed aims.
8. Active involvement in the development of EduSpots as an organisation - we value your input to strategic direction and request your active involvement in organisational discussions and decision-making.

Note that we will ask you to sign an agreement relating to the above ahead of joining the programme.

## Risk mitigation steps

Remember that you are putting both yourself and EduSpots at risk if you are travelling on EduSpots “business” and not taking safety precautions. Therefore:

### 1. Prepare to travel:

- a. Pack all your luggage in advance and book your travel ticket in advance (where applicable)
- b. Make sure your phone(s) are fully charged
- c. If you are traveling in groups, make sure you agree on the time to arrive at the station
- d. Do not carry any medications or narcotics on you unless medications that have been prescribed by a qualified physician

### 2. Take precautions on the day of travel:

- a. On the day of travel, make sure to leave home early but avoid traveling at odd hours
- b. Do not travel on a motorbike unless it is the only option available and if so always wear a helmet on a motorbike and tell the rider to keep to a maximum speed of 30km per hour
- c. Notify the Leadership Programmes Manager (Faad: +233533729036) as soon as your car sets off and provide an estimated time of arrival
- d. Always use a seatbelt in the car/minibus if available and make sure you do proper inspection of the car before you board. This includes conducting basic safety checks on vehicles and switching vehicles where there appears to be any safety risk. Where appropriate, check your driver ahead of trips, especially in the big group buses - e.g. test of breath and a sense-check conversation (test of use of alcohol/drugs)
- e. Where you suspect that your driver is overspeeding, kindly request that drivers drive at a sensible speed (in the case of a motor bike, this must be said to the motorbike driver ahead of the trip starting).
- f. If you are involved in an accident, the first priority should be making sure you're not in any further danger, and that everyone is ok. Only get into any discussions with other parties involved in the accident after this.
- g. Avoiding being alone in remote areas, 1-1 with a driver.

### 3. On arrival

- a. Contact the Leadership Programmes Manager for direction to the venue
- b. Complete your registration in order to gain access to your room as well as Academy resources such as:
  - Academy resources pack
  - Name Tag
  - Room key
  - EduSpots T-shirt
  - Resources for your Spot
- c. Ensure that you do not share specific room details such as location/ room number with any person(s) who are not participating in the academy and do not share room information of other participants with any persons outside EduSpots.
- d. Make sure to keep all your belongings safe including your phones and digital devices. Do not give access to your room to any other person other than your roommate.
- e. Ensure that you do not leave your room at odd hours to any other event or for any other purposes other than the Catalyse Academy.
- f. Do not drink alcohol or engage in any activities that would cause damage to the EduSpots brand and reputation



**HERE'S TO BUILDING  
#OURCOLLECTIVEFUTURE!**

