

Capacity Building Resources

Community Tool Box Services

The KU Work Group's existing resources—including the Community Tool Box, WorkStations, the CTB Curriculum, and Online Documentation and Support System—help build community capacity to engage in successful change efforts.

Customized Community WorkStations

We develop tailored online WorkStations for local, national, and global initiatives. **WorkStations** provide quick access to tools, shared materials, success stories, online documentation and support, troubleshooting guides, and online guidance. Clients have used customized WorkStations as a comprehensive solution to helping communities address the challenges they face.

We have the capacity to activate customized WorkStations that help support and evaluate change efforts in communities and systems.

Community Tool Box Curriculum

The KUWG has developed a training curriculum based on the CTB (<http://ctb.ku.edu>) that outlines 16 competencies for promoting community health and development. These competencies include: creating and maintaining coalitions and partnerships, assessing community needs and resources, analyzing problems and goals, developing a framework or model of change, developing strategic and action plans, building leadership, developing an intervention, increasing participation and membership, enhancing cultural competence, advocating for change, influencing policy development, evaluating the initiative, implementing a social marketing campaign, writing a grant application for funding, improving organizational management and development, and sustaining the project or initiative. Each of these 16 field-tested modules features participant guides and adaptable facilitator guides and PowerPoint slides. These modules can be delivered both in person and online via interactive webinars.

KUWG staff members are experienced trainers in each of these learning modules. The KUWG can also use a “train the trainer” approach so that community leaders can also facilitate the trainings. After training is provided, some support materials remain available to participants via the Community Tool Box.

Online Documentation and Support System

Our team has been evaluating community health initiatives since 1990. Based on this extensive experience, we have developed an Online Documentation and Support System (ODSS) to make this work easier and more likely to be successful. In collaboration with foundations and governmental agencies (e.g., CDC), we have developed dozens of customized online systems for a variety of initiatives (e.g., to prevent violence; promote healthy living; promote system change in state health departments).

The Online Documentation and Support System (ODSS) includes supports for: a) documenting changes in communities and systems (e.g., new or modified programs and policies related to the effort); b) entering community-level indicators (e.g., rates of childhood immunizations); c) displaying trends and discontinuities in events to see what factors may be associated with increases/decreases in the pace of community change (e.g., change in leadership); d) analyzing the contribution of how the initiative is aiding population-level improvement (online pie charts, online time series graphs, etc.); and e) online and print reporting about the initiative and its impact.

Working in combination, these resources help form a unique and powerful infrastructure for supporting and evaluating community initiatives.

The Community Tool Box (free and publicly available)

Our **Community Tool Box** (CTB), <http://ctb.ku.edu/>, is a free, capacity-building web site available to communities. The Community Tool Box is developed and maintained by the Work Group for Community Health and Development at the University of Kansas in Lawrence, KS (U.S.A.) and other national and global partners. With over 7,000 pages of information (and growing), it includes step-by-step guides for key skill areas, real-life examples, and supports for problem solving. The CTB is the largest and most comprehensive resource of its kind in the world. In addition to its availability in English, there are a number of CTB tools that have been translated and are now also available in Spanish.

Tool Box materials focus on building the capacity of community, state, national, and global efforts to bring about change. The Community Tool Box directs users to just-in-time access to capacity-building resources. It does so through several featured gateways to the tools.

The vast resources of the CTB are organized by what you may want to do. These include:

- 1) Learn a Skill (A Table of Contents links you to nearly 300 Sections that provide training in specific skills of community work.)
- 2) Plan the Work (Toolkits outline tasks, examples, supports for 16 core competencies.)
- 3) Solve a Problem ("Trouble Shooting Guides" list common challenges in doing this work, questions for analysis, and links to supports.)
- 4) Explore Best Processes and Practices (Evidence, examples, and links to tools help you make the case for using promising approaches.)
- 5) Connect with Others (Learn from others by asking an advisor, using forums, and links to other online resources.)