



SERVICES

Horizons Community Development Associates

offers services to meet a broad range of organizational needs. We have a strong reputation as a solid team that produces excellent quality work. Our approach is collaborative and flexible to suit the needs of our clients.

Our services are:

Evaluation & Research

Horizons offers comprehensive evaluation and research services, including developing, implementing, and analyzing:

- Process and outcome evaluation frameworks;
- Logic models;
- Needs and resource assessment processes;
- Literature reviews and environmental scans;
- Best practice reviews;
- Research and evaluation frameworks for assessing the impact of health promotion work;
- Data collection tools such as surveys (written, in-person, phone, or electronic), interviews, and focus groups;
- Data coding, entry, and analysis activities;
- Utilization-focused recommendations and evaluation reports;
- Group or one-on-one training sessions on the principles and development of evaluation processes and instruments;
- Community-based, participatory action research;
- Community capacity measurement and community capacity building studies;
- Child and youth resiliency measurement; and
- Research knowledge and skill-building activities for community members and service providers.

Resource & Tool Development

Horizons specializes in developing a wide variety of user-friendly educational resources for use by groups and individuals, including:

- Tools to support organizational, group, and community planning processes (e.g., action planning templates, planning models);
- Resources and supports to assist communities in using research information when planning for community health (e.g., workshops on using research information in planning processes, research information resource lists);
- Tools for measuring community capacity and child/youth resiliency (e.g., surveys and toolkits); and
- Toolkits to support groups mobilizing around community issues and/or organizing for change (e.g., planning, advocacy, policy development, and working for healthy communities).

Organizational Management & Project Coordination

Horizons provides management services to organizations and projects during times of change, as well as extended-term services. Our management services include:

- Managing planning activities and ongoing operations of organizations and projects;
- Working with the media;
- Providing support to project coordinators and administrative staff;
- Staff training;
- Developing organizational policies and procedures;
- Board development and support;
- Strategic planning;
- Budget planning, management, and reporting;
- Exploring potential funding opportunities and developing successful funding proposals;
- Completing reports and updates to funders;
- Evaluating the outcomes and processes of projects/programs;
- Assisting committees during hiring processes (e.g., developing job descriptions, advertising, developing screening instruments, interviewing potential staff, preparing compensation packages, etc.); and
- Administrative/clerical support.

Facilitation

Horizons' facilitation services have been developed through more than 50 years of collective experience and training in group dynamics. We offer facilitation services for:

- Large or small group processes;
- Local, regional, and provincial intersectoral collaboration processes;
- Focus groups;
- A variety of formal and informal discussions;
- Educational events;
- Government planning processes; and
- Community planning processes.

Strategic Planning

Horizons' planning services include short and long-term strategic and action planning activities for:

- Community-based programs and groups;
- Organizational development and planning; and
- Government departments and agencies.

Workshop Development & Training Supports

Horizons offers customized workshop development and facilitation services. We use a participatory, adult education approach to all our workshops, and are strong advocates of creating a fun learning experience for all our workshop participants. Our workshop services include:

- In-depth knowledge and skills training;
- Volunteer and organizational development learning opportunities;
- Educational programs and events (e.g., population health, health promotion, train-the-trainer workshops);
- Customized workshops (e.g., building community capacity, asset-based community development, research and evaluation, community planning, fostering resiliency in children and youth);
- Workshop manuals and tool development; and
- Learning retreats (two to four day residential training experiences).

We also offer workshops on specialized topics, including:

- Measuring Community Capacity;
- Measuring Community Capacity Resource Kit Facilitator Training;
- Community Development;
- Fostering Resiliency;
- Community Health Planning;
- Using Research Information in Planning for Community Health;
- Data, Evidence, and Community Input;
- Introduction to Evaluation;
- Introduction to Survey Research; and
- Introduction to Focus Group Research.

Event Planning

Horizons staff can provide your organization with full event planning services and logistical support, such as:

- Developing outlines and agendas for events;
- Event planning/coordination templates and tools (e.g., master planners, agenda templates);
- Sponsorship package development;
- Participant needs assessments;
- Planning, implementing, and facilitating educational and skill-building events;
- Logistical support, such as promotion, registration, venue coordination services, and the design, layout, and production of event materials;
- Social/entertainment program planning and booking services; and
- Evaluation services to determine whether your event met its objectives and was useful to participants.

Program Development

Horizons will work with your organization or group to develop programs and services that accurately reflect the needs of your organization or community. We offer program development services from planning to implementing and evaluating the program, such as:

- Program planning;
- Intersectoral planning;
- Program needs and resource assessments;
- Reviewing relevant best practices;
- Developing program models;
- Planning services to ensure program resources and services are properly allocated;
- Program evaluation/reflection services to garner information on how your program is working;
- Writing funding proposals; and
- Program administrative and management services.

Advocacy

Horizons believes in the power of Nova Scotia's citizens. We offer services to help your organization make the most of your advocacy efforts, including:

- Advocacy support for population health and health promotion initiatives;
- Working with grassroots organizations for social change; and
- Advocacy training and tool development.

Administrative/Clerical Support

Horizons administrative support staff can provide your organization with short and long-term administrative support services, such as:

- Word processing;
- Report editing and formatting;
- Announcements and mailouts;
- Desktop publishing;
- Developing and maintaining databases;
- Developing and maintaining websites;
- Developing autorun/autoplay CD-based tools, resources, and training packages; and
- Coordinating the logistics of meetings/events.

Recognition On Standing Offer Lists in Nova Scotia

Horizons Community Development Associates is proud to have a history of being recognized on **Standing Offer Lists in Nova Scotia**.

- In October 2002, as part of our work with Sharing Strengths, we were recognized on the standing offer list for focus groups through Communications Nova Scotia.
- In May 2003, we were recognized on the Public Service Commission's Standing Offer List for internal group facilitation, public consultation, and human resources- program evaluation (valid through August 31st, 2005).
- In February 2004, we were recognized on the Capital District Health Authority's Standing Offer List for Primary Care (valid through March 31st, 2006).
- In June 2004, we were recognized on the Communications and Public Relations Standing Offer List for focus group research, public opinion research, and writing services (valid through April 2005).
- In June 2004, Horizons' Circle of Associates were recognized by the Government of Nova Scotia for consultant support services (valid through May 2005)



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