

Supplement to the 15 Capabilities for Nonprofit Leaders Workbook

A Self-Assessment Check Sheet (Japan WHO Center)
 The 15 Capabilities for Nonprofit Leaders Workbook was created through participation in the NPO Training and Capacity Building Project, a training program run jointly by the Japan WHO Center and World Vision Japan. The workbook consists of having a nonprofit organization or organization engaged into the "15 Nonprofit Capabilities to Improve NPOs," which include one by one the various 400+ tasks in the Assessment Report of nonprofit activities. The Self-Assessment Check Sheet is a compilation of indicators that allow an organization's condition to be assessed according to each of the 15 capabilities.

How to Complete This Check Sheet
 1. There are ten indicators for each Capacity. Please place a checkmark next to the items that apply to your organization's current situation.
 2. Your organization's situation regarding each Capacity can be observed based on the number of boxes you check out of the ten indicators. Your overall organization's footing can also be observed based on the overall number of checkmarks.
 3. Changes and improvements in your organization's situation can be observed by conducting this assessment every three or six months. <https://www.who.int/publications/m/item/15-capabilities-for-nonprofit-leaders-workbook>
 4. The actual scores (number of checkmarks) for each Capacity are defined in this work sheet as follows:
 "No" refers to 0, "Yes" refers to 1, and "Not Applicable" refers to 0.5. The total score is the sum of the scores for each Capacity. The maximum score is 120 points.

Name of Respondent:	Date checked:	Date checked:							
		Y/N/A	Y/N/A	Y/N/A					
The Capacity to Coordinate Activities for Long-Term Vision/Plan	1	Do the members of our mission or requirements remain organized and updated in order to...							
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The Capacity to Develop Goals and Create Plans to Secure People's Expectations	1	Do the members of our mission or requirements remain organized and updated in order to...							
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The Capacity to Develop Organizational Resources and Infrastructure	1	Do the members of our mission or requirements remain organized and updated in order to...							
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The Capacity to Develop Systems, Create an Organization that Generates Power	1	Do the members of our mission or requirements remain organized and updated in order to...							
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The Capacity to Develop Forward-Management with a Difference	1	Do the members of our mission or requirements remain organized and updated in order to...							
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The Capacity to Develop Human Resources that Nurture	1	Do the members of our mission or requirements remain organized and updated in order to...							
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The Capacity to Develop Recruits, Gain Sympathy, Coordinate Volunteers	1	Do the members of our mission or requirements remain organized and updated in order to...							
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The Capacity to Develop Partnerships that are Healthy and Produce Results	1	Do the members of our mission or requirements remain organized and updated in order to...							
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The Capacity to Develop Simple Evaluations that are Useful	1	Do the members of our mission or requirements remain organized and updated in order to...							
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The Capacity to Develop Accounting that Compares what the Organization is doing	1	Do the members of our mission or requirements remain organized and updated in order to...							
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The Capacity to Develop Communication that Conveys the Organization's Vision	1	Do the members of our mission or requirements remain organized and updated in order to...							
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Total Score (max. 120 points)