

Training

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Date	Course	Residential basis	Venue	Fee
31 March - 2 April	So, You Want to be a Trainer?	3 days, non-residential	London	£550 GBP
3 April	Had Enough of PowerPoint?	1 day, non-residential	London	£200 GBP
20-24 April	Introduction to Monitoring and Evaluation	5 days, fully residential	Oxford	£1250 GBP
6-8 May	Impact Assessment	3 days, non-residential	London	£550 GBP
20-22 May	Creative and Strategic Thinking	3 days, non-residential	London	£550 GBP
10-12 June	Campaigning for Impact	3 days, non-residential	London	£550 GBP
22-26 June	Organisational Development	5 days, fully residential	Oxford	£1250 GBP
6-10 July	Advanced Monitoring and Evaluation	5 days, fully residential	Oxford	£1250 GBP
20-24 July	Advocacy and Policy Influencing	5 days, fully residential	Oxford	£1250 GBP
3-7 August	Introduction to Partner Capacity Building	5 days, fully residential	Oxford	£1250 GBP
19-21 August	Beyond Successful Advocacy	3 days, non-residential	London	£550 GBP
26 August	Had Enough of PowerPoint?	1 day, non-residential	London	£200 GBP
2-4 September	Toolkit for Organisational Change	3 days, non-residential	London	£550 GBP
14-18 September	Introduction to Monitoring and Evaluation	5 days, fully residential	Oxford	£1250 GBP
5-9 October	Advanced Monitoring and Evaluation	5 days, fully residential	Oxford	£1250 GBP
21-23 October	Impact Assessment	3 days, non-residential	London	£550 GBP
4-6 November	Supporting Southern Advocacy	3 days, non-residential	London	£550 GBP
18-20 November	Accounting for Microfinance	3 days, non-residential	London	£550 GBP
3 December	Can Faith add Value to Development Organisations?	1 day, non-residential	London	£200 GBP
4 December	Partnering with Faith-Based Organisations	1 day, non-residential	London	£200 GBP
2010				
20-22 January	Gender Analysis and Planning	3 days, non-residential	London	£550 GBP
1-5 February	Advanced Partner Capacity Building	5 days, fully residential	Oxford	£1250 GBP
17-19 February	Impact Assessment	3 days, non-residential	London	£550 GBP
22-26 March	Advocacy and Policy Influencing	5 days, fully residential	Oxford	£1250 GBP



About INTRAC

INTRAC is a non-profit organisation working in the international development and relief sector. We support non-governmental organisations (NGOs) and civil society organisations (CSOs) around the world by strengthening management and organisational effectiveness, and by helping to explore policy issues. Since 1991 we have worked to improve civil society performance and to improve effectiveness in international development and relief.

Welcome to INTRAC's training programme

Training is one of our main strategies towards supporting civil society performance. A belief in the values of social justice and empowerment is reflected in our approach to training and learning. Our courses concentrate on delivering learning objectives associated with our key mission of strengthening civil society. Participants develop their skills and knowledge in subjects such as capacity building, organisational development, monitoring and evaluation and impact assessment.

INTRAC training offers:

- a rich cross-cultural exchange of experiences
- an introduction to models and practical tools for use in the workplace
- advice from our experienced team of trainers
- opportunities to network and meet people.

Participants

Course participants include staff from international and local NGOs from all over the world, donor organisations, support organisations, and civil society umbrella bodies. Typically, course participants are a third from staff based in the UK, a third from European organisations and a third from Southern organisations.

Method of learning

Our training is participatory. We use a variety of methods based on action learning principles such as case studies, group work, role play and peer support. This is complimented by presentations on relevant theoretical frameworks and emergent thinking and trends.

Location

All **non-residential** courses are held in central **London**. All **residential** courses are based in central **Oxford**.

Oxford, the "City of Dreaming Spires", is famous for its ancient university and place in history. For over 800 years, it has been a home to royalty and scholars. The university buildings, where we often hold our courses, add character to the city centre with their ornate architecture and atmospheric courtyards. Nowadays, the city is a bustling town mixing the ancient and modern, shopping and history, culture and fun. The long centuries of culture and learning can be enjoyed by visitors in the shape of parks, museums and galleries. Oxford is small enough to walk around, but big enough to contain a wealth of activities!

Training courses

**“Excellent!
Very participatory, lively,
constructive and fun!”**

Soizick Martin, Advocacy Project Coordinator, IPPF EN – participant on Advocacy and Policy influencing course.

Campaigning for Impact

10-12 June 2009

Duration: 3 days

Non-residential

Whatever the campaign issue, everybody wants to get the most impact from their efforts. This course has been designed to give practical ideas and exercises to help you in your campaign work. It will help you decide on what is, and what is not, important when it comes to campaign and advocacy planning, evaluation, impact assessment, and strategic thinking. Make your campaign and advocacy work more effective – work towards maximum impact!

Advocacy and Policy Influencing

First course: 20-24 July 2009

Second course: 22-26 March 2010

Duration: 5 days

Residential

This popular and successful course gives participants a thorough understanding of how to influence the policy making process in their own context. You will learn skills to help you formulate and plan effective advocacy strategies. Enhance your ability to lobby decision makers, and gain confidence in the ways in which you relate to them – give new life to your advocacy work!

Beyond Successful Advocacy

19-21 August 2009

Duration: 3 days

Non-residential

So much energy can be spent on advocacy, but what happens when you achieve your advocacy goal? Plan for the possibility of a breakthrough with your advocacy work, and make sure you are prepared to take advantage of a breakthrough. This new course builds on INTRAC's existing advocacy courses and will encourage delegates to explore how advocacy tools such as lobbying, media and alliances can be made to work to achieve successful policy implementation after an advocacy breakthrough.

Supporting Southern Advocacy

4-6 November 2009

Duration: 3 days

Non-residential

Support your partners to integrate advocacy work into their programmes. Benefit from this insightful course by learning how to identify core advocacy skills, find real issues, causes and solutions, as well as key strategies for policy change and advocacy in difficult contexts. Identify and meet the challenges faced by northern NGOs and donors in building advocacy alliances with southern partners.



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**“The more I attend INTRAC
training courses, the more I feel
I need to return and keep on
learning!”**

Jose Rizal Santos, Associate Professor, Nanzan Junior College, Japan – a regular participant on INTRAC's training courses.

Training courses

Impact Assessment

First course: 6-8 May 2009

Second course: 21-23 October 2009

Third course: 17-19 February 2010

Duration: 3 days

Non-residential

With increased pressures on delivery and accountability, the need has never been greater for civil society and other development organisations to assess the long-term impact of their work. In three fruitful days you will explore the current state of the debate about impact assessment as well as reviewing current practice and methodologies. Learn to assess the effectiveness of your work.

“I came to learn something and I was taught something – excellent! Thank you!”

Sarah King, Emergency Programme Manager (Sudan),
Christian Aid – participant on Impact Assessment course

Introduction to Monitoring and Evaluation

First course: 20-24 April 2009

Second course: 14-18 September 2009

Duration: 5 days

Residential

Monitoring and Evaluation (M&E) is essential in providing greater accountability for civil society organisations; it can also provide unique information about the performance of policies, programmes and projects. On this course you will learn how to begin designing and implementing M&E systems enabling you to understand the different realities and perceptions around you.

Advanced Monitoring and Evaluation

First course: 6-10 July 2009

Second course: 5-9 October 2009

Duration: 5 days

Residential

This course will explore M&E in more depth and you will learn how to develop a cost-effective monitoring and evaluation system; a system that can generate sufficient quality of data, and enough information to provide a development agency with a reliable understanding of the outputs, outcomes and impacts of development initiatives.

Introduction to Partner Capacity Building

3-7 August 2009

Duration: 5 days

Residential

This course is for individuals who are relatively new to the field of capacity building in a partnership and development context. The course helps you to understand capacity building occurring at different levels in the context of inter-organisational partnerships and social partnerships. The course focus will be on organisational assessments, the process of planning for change, and on practical aspects of organisational development approaches to implement change. You will be introduced to important tools at each step of the capacity building process; these tools will be supported by relevant models and theory.



Advanced Partner Capacity Building

1-5 February 2010

Duration: 5 days

Residential

This advanced course is for individuals who already have experience in the design or implementation of capacity building initiatives. The course will provide an opportunity for facilitated reflection on past work in addition to providing further, updated and specific elements for incorporation into future efforts. The sessions will contain a mix of facilitator input; live case studies; group discussions and participatory exercises. Where appropriate, participants will be provided an opportunity to apply a number of models and tools to their own situation.

Training courses

“I liked very much the mix between lectures, group work and energisers; it was an excellent balance. The trainer did a great job.”

Trude Bang, Organisational Development Advisor, Red Cross – participant on Organisational Development course.

Organisational Development

22-26 June 2009

Duration: 5 days

Residential

A current concern and priority for managers and senior practitioners in civil society organisations is how to develop the capacity of their organisations and of their partner organisations. This course is designed for those with some experience of organisational capacity building and who wish to explore organisational development as a planned learning process aimed at improving organisational performance and self-awareness. The course will enable you to design and facilitate organisational change processes.

Toolkit for Organisational Change

2-4 September 2009

Duration: 3 days

Non-residential

This practical and hands on course will deepen your understanding of your organisation, of organisational change, and of organisational development. You will have the opportunity to expand your toolkit and practice creative methods and techniques for facilitating change in organisations, teams and individuals.



Creative and Strategic Thinking

20-22 May 2009

Duration: 3 days

Non-residential

NGO work requires strategic thinking and action. Be creative and get involved in a dynamic process to be able to respond to changing circumstances.

“Creativity is inventing, experimenting, growing, taking risks, breaking rules, making mistakes, and having fun.”

Mary Lou Cook

Creative thinking is not something you are born with; it is a skill that can be improved with practice. This creative thinking course will help individuals develop their creativity and the creativity of others to enhance performance at work and to help with strategic planning. You will learn and apply simple creative thinking tools and techniques to generate creative ideas.

So, You Want to be a Trainer?

31 March-2 April 2009

Duration: 3 days

Non-residential

The course is designed for those who have little or no experience of being a trainer. It will equip you with the skills, tools, and creative techniques to design and deliver a training event in a way that makes learning enjoyable and effective. You will have the opportunity to learn, practice and to improve upon your presentation and facilitation skills in order to help build capacity in others.

Had Enough of PowerPoint? A new toolkit for the experienced trainer

First course: 3 April 2009

Second course: 26 August 2009

Duration: 1 day

Non-residential

The course is designed for those who have experience of being a trainer. The day will be packed with new and creative ideas, as well as techniques and exercises for ensuring an effective learning event. This course will be fun and of great use to those of you who regularly run training events. If you believe that training is about watching PowerPoint slides whilst a trainer reads the content then this course is **not** for you!

Training courses



Accounting for Microfinance

18-20 November 2009

Duration: 3 days

Non-residential

Microfinance programmes are used by many NGOs as an important tool for tackling poverty; understanding how microfinance institutions account for, report on and monitor their activities is crucial to their success. Find out how to obtain the clear financial information to inform your decision-making in order to maximise the impact of your microfinance programme.

Can Faith add Value to Development Organisations?

3 December 2009

Duration: 1 day

Non-residential

“What is the value-added of your faith?”

This workshop will discuss changing donor attitudes to faith-based organisations (FBOs) in Europe. It highlights the potential comparative advantages of FBOs in development. Participants will explore the different choices in how faith can make a difference to an organisation's programme work, its internal organisational behaviour and its external relationships. Participants will also discuss how to integrate faith in FBOs in an inclusive and respectful way, highlighting any ongoing questions and dilemmas.

Gender Analysis and Planning

20-22 January 2010

Duration: 3 days

Non-residential

Development planners and NGOs are becoming increasingly committed to incorporating a gender perspective into their work; however, many face challenges in practically applying it. In this course you will benefit from how to analyse and plan the gender perspective into effective development practice. Look at how to apply analytical tools and strategies to ensure that gender is prioritised on project and programme agendas.

Partnering with Faith-Based Organisations: Potential, pitfalls and principles

4 December 2009

Duration: 1 day

Non-residential

This workshop will explore what makes FBOs organisationally distinct and what we need to appreciate when engaging with FBOs; we will also highlight common organisational challenges. Using participants' experiences and case studies we will analyse what difference this should make to our partnerships with FBOs and how it should affect the ways we do capacity building. We will explore the question of whether there should be a faith-based approach to partnership and capacity building.

“Training style and methodology was excellent. The balance between theory and practical application was just right. Simply great – well done.”

Davidson Solanki, Country Representative, Tearfund – participant on Supporting Southern Advocacy course.

Other INTRAC services

In-house training

As well as our structured Open Training programme, INTRAC designs and carries out training courses tailored to meet the needs of individual organisations. Benefits include:

- Courses designed around the organisation's objectives.
- Flexibility of when and where the course is run.
- Savings on delegate travel, time and accommodation.
- Facilitated discussion and exchange of ideas which are relevant to your specific issues.

In-house training can cover the topics of any of the courses in the Open Training programme. We can also offer a range of training on a number of topics within our thematic framework. In-house training courses can be any length or design that the organisation requires.

“The training course has inspired my team and me in our work and was truly superb in every aspect.”

Ann Cropper, Head of Funding Programme, WaterAid – participant on Train the Trainer (in-house training) course.

Programmes

Through its programme work, INTRAC seeks to put its ideas on civil society strengthening into practice in a sustained and coherent way. Our programme approach is to define areas of work that particularly meet with our mission and aims. To carry this work out we seek funding from donors over a period of time to allow INTRAC to combine our strategies to strengthen civil society: training, consultancy inputs, workshops, conferences, documentation and research. We work in selected geographical areas (e.g. in Central Asia) and also have thematic programmes, such as Praxis, which develop and disseminate learning on the subject of civil society capacity building.

Consultancy

INTRAC offers specialist consultancy services for international NGOs, NGO support organisations, and donors involved in international development and relief work, dedicated to strengthening civil society. We help organisations through development and change processes, which can involve strategy development and programme design. We assist NGOs and donors in the evaluation of programmes and offer support in monitoring and evaluation. We also offer short-term consultancies including desk studies, mentoring, peer reviews and workshop facilitation.

Consultancies are conducted by experienced staff members and external consultants, based in the UK and around the world. All our consultants have extensive experience of working in international development globally. Our team has an impressive array of language skills and a depth of regional knowledge.

Research

Research is central to INTRAC's activities. We investigate overarching trends in aid policy as well as producing policy briefing papers, undertaking research consultancies and specific in-depth research. Recent topics include the role of civil society, counter-terrorism measures, fragile states and development, changes in the international aid architecture, peace-building, social movements, and migration and development.

Publications and resources

We publish a wealth of materials that are useful for development practitioners both out in the field and engaged in policy making and research. These cover a broad range of topics in the areas of civil society strengthening and aid policy, developed from our research, training and consultancy programmes. Many of our publications can support and reinforce the knowledge participants gain through our training courses.

As well as printed books and papers, we also produce many downloadable resources. Visit our website for full details of our publications catalogue, and to browse our resources database.

Find out more and book a course

To apply for a course visit our website, where you can apply online, or download an application form and send it to us. You can also telephone or email, and we'll be only too happy to help you. Early booking is recommended as numbers are limited.

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Apply online at
www.intrac.org

Courses in Central Asia

As part of our continuing programme of institutional development of civil society in Central Asia, we are also running courses in 2009 in Kyrgyzstan, Kazakhstan and Tajikistan.

For more information on these courses, please contact the Central Asia office or visit our website.

