

Open Training

2009



“Excellent! Informal and professional level, friendly atmosphere. All the seminar days were very useful.”

“The trainers clearly explained to participants what they should do in practice.”

OT Central Asia participants

Welcome to INTRAC's Open Training programme!

Training has been one of INTRAC's main strategies towards supporting civil society performance, ever since 1994 when we started work alongside civil society actors in Central Asia. Our approach to training and learning reflects a belief in the values of participation, empowerment and social justice, and is fully adapted to local conditions. All our courses are grouped under the four INTRAC themes: strengthening civil society, capacity building, participatory development, and aid architecture. In 2009, we have expanded our programme and for the first time we will be running workshops in Kyrgyzstan, Kazakhstan and Tajikistan.

INTRAC training offers

- An international-local training team mix ensuring cross-cultural expertise
- Introduction to practical models and tools, alongside the essential theory
- Advice from experienced trainers with an in-depth knowledge of the subjects we cover
- Opportunities to meet people, network and exchange experience with people from different countries and fields of work

Methods 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. Wherever possible, we bring in the expertise of participants themselves. Practical sessions are complemented by presentations on new methodology, theories and development trends, so that participants can locate their experiences within the wider body of thought.

Central Asia Programme Calendar 2009

30, March – 3, April

1-3, June

22-26, June

13-15, July

28, September – 2, October

16-18, November

Monitoring & Evaluation

Strategic Planning

Research & Analytical Skills

Advocacy and Policy Influencing

Organisation Development

Impact Assessment

Bishkek, Kyrgyzstan

Issyk Kul, Kyrgyzstan

Almaty, Kazakhstan

Issyk Kul, Kyrgyzstan

Dushanbe, Tadjikistan

Bishkek, Kyrgyzstan

\$ 950*

\$ 650

\$ 950

\$ 650

\$ 950

\$ 650

*There will be an early bird discount for those applying at least one month in advance, plus special discounts for organisations sending three or more participants to a single course. 5 days courses are residential including accommodation.

From September 2009, we also plan to launch a new programme of **Action Learning Groups** in Kyrgyzstan and Tajikistan (see overleaf). Write to us to ensure you get full details as they become available.

30 March - 3 April 2009, MONITORING & EVALUATION

5 days, residential

Monitoring and evaluation is essential in providing greater accountability for civil society organizations, it can also provide vital information for managers about the performance of policies, programmes and projects. This course will present the main approaches and tools for effective monitoring and evaluation. It will focus on the collection of qualitative data. Participants will be given a good understanding of the outputs, outcomes and impacts of development initiatives.

1-3 June 2009, STRATEGIC PLANNING

3 days, non-residential

Strategic planning is a basic need for any dynamic organization. This course provides the main skills required to analyse the external and internal environment, assess options and make decisions. It uses a creative approach appropriate to the ever-changing situation facing NGOs.

22-26 June 2009, RESEARCH & ANALYTICAL SKILLS

5 days, residential

A good, objective assessment of the situation is a precondition for any successful programme. This course will provide an introduction to research skills required for baseline and ongoing assessment of the external environment. It will also give an understanding of how to analyse your programme or project as it develops. The approach is one of action research – helping civil society organizations to undertake their own studies and wherever possible, involve their partner organizations and beneficiaries in the process. Finally, the course also includes a section on how to write effective reports at the end of your research.

13-15 July 2009, ADVOCACY AND POLICY INFLUENCING

3 days, non-residential

This course gives participants an understanding of how to influence the policy making process in their own context. Participants will learn the skills required to design effective advocacy strategies, implement advocacy and lobbying activities, and actively use the mass media in campaigning. The course will help participants identify ways in which NGOs and donors can work together and build alliances for campaigning on key issues.

28 September - October 2 2009, ORGANIZATION DEVELOPMENT

5 days, residential

One of the main challenges for managers and professionals in civil society organizations is how to develop the capacity of their organization and its partner organizations. This course helps you to understanding capacity building at different levels in the development context. You will learn a range of tools and models for organizational development. Also how to facilitate an organization change process.

16-18 November 2009, IMPACT ASSESSMENT

3 days, non-residential

With increased pressures on delivery and accountability. The need has never been greater for civil society and other development organizations 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 and learn about current practice and methodologies.

ACTION LEARNING GROUPS

Action Learning is an innovative way of supporting staff in their learning. Meeting once every 4-6 weeks as an inter-organisational group, participants work on a self-selected issue over a period of 6-8 months, at the same time supporting each other. The methodology gives space to plan and implement action and reflect on learning. Each meeting lasts roughly half a day. An experienced facilitator helps the group to explore the issues brought by individual participants, plan work and discuss results. Confidentiality is ensured from the start. INTRAC will open a list for Action Learning Groups and put together groups gradually, based on the location of participants and the level and type of work they are engaged in.

To apply for a course you can telephone, write to us, or download an application form from our website and send it to us. We'll be only too happy to help you.