

African Communities Organisational Development

Please find below details of **FREE** training courses available to African community organisations working in London

COURSE	OBJECTIVES - During the course participants will:	DATE AND VENUE
<p>Fundraising Part 1</p> <p>2 day course</p>	<ul style="list-style-type: none"> • Explore how the Knowledge, Will and Power document is used in NHS commissioning and how to reference this in a funding bid • Explore what diversifying funding means in practice and where to source information on diverse funders • Consider how to build a strong case for funding based on evidence • Learn how to communicate every stage of a project from set-up to achievement and measurement of outcomes • Learn how to create clearly presented and realistic budgets for funding bids • Be introduced to some practical methods for building stronger partnerships 	<p>Wednesday 21st Oct 2009 and Wednesday 28th Oct 2009 THT Gray's Inn Road</p> <p>or</p> <p>Wednesday 10th Feb 2010 and Wednesday 17th Feb 2010 Lower Marsh, Waterloo</p>
<p>Fundraising Part 2</p> <p>1 day course</p>	<ul style="list-style-type: none"> • Practice writing strong and detailed funding bids that are: well evidenced, clearly detail the proposed project, reference the KWP, and use strong and persuasive language 	<p>Wednesday 4th Nov 2009 Thames Reach, 55 Bondway</p> <p>or</p> <p>Wednesday 24th Feb 2010 Lower Marsh, Waterloo</p>

To register complete the attached registration form and email to Learning@tht.org.uk, or for more info contact Justin on 0207 812 1727

COURSE	OBJECTIVES - During the course participants will:	DATE AND VENUE
<p>Business Planning</p> <p>2 day course</p>	<ul style="list-style-type: none"> • Practice drafting key components of a business plan • Practice creating/updating a broad strategy for their organisation, with a vision statement, list of objectives and statement of values • Conduct a needs assessment of their target community • Explore where to source data, and practice interpreting and applying it to their work • Explore a range of business planning tools and terminology • Learn about planning frameworks that organisations need to link into in their business planning 	<p>Wednesday 30th Sep 2009 THT Gray's Inn Road and Wednesday 7th Oct 2009 Thames Reach, 55 Bondway</p>
<p>Developing Future HIV Interventions</p> <p>2 day course</p>	<ul style="list-style-type: none"> • Identify needs that are currently unmet within African communities • Explore new Health Promotion models to address these unmet needs • Discuss a range of innovative Health Promotion case studies • Consider the systems and the skills required to ensure effective referral to mainstream health services • Explore the skills required to deliver effective outreach 	<p>Wednesday 23rd Sep 2009 and Friday 2nd Oct 2009 THT Gray's Inn Road or Wednesday 20th Jan 2010 and Wednesday 27th Jan 2010 Lower Marsh, Waterloo</p>

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COURSE	OBJECTIVES - During the course participants will:	DATE AND VENUE
<p>Project Management</p> <p>2 day course</p>	<ul style="list-style-type: none"> • Explore the project cycle including potential challenges at each stage • Discuss case studies of successful and unsuccessful projects • Role play key project management skills in a team with other trainees • Practice using typical project planning and monitoring tools • Reflect on key project management terminology 	<p>Wednesday 25th Nov 2009 THT Lighthouse West and Thursday 3rd Dec 2009 THT Gray's Inn Road</p>
<p>Finance</p> <p>2 day course</p>	<ul style="list-style-type: none"> • Explore: <ul style="list-style-type: none"> i. the benefits of financial transparency ii. how to spread risk and use a reserves policy to aid financial stability iii. how to ensure proper checks and balances in financial procedures iv. charity commission and companies house reporting requirements v. how to develop a finance strategy • Become familiar with key finance and accounting terms • Identify the systems needed for strong financial management <p>Practice creating a budget, recording income and expenditure, compiling accounts, financial reporting and drafting a finance strategy</p>	<p>Wednesday 11th Nov 2009 Thames Reach, 55 Bondway and Thursday 19th Nov 2009 THT Gray's Inn Road</p>

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**Recruiting,
Motivating
and
Managing
Volunteers**

2 day course

- Explore how and where to recruit volunteers
- Understand the importance of a volunteer policy, agreement, induction and other volunteer management techniques
- Discuss how to use the vision of the organisation to inspire volunteers
- Recognise the importance of motivation, and recognising achievement
- Develop questioning and active listening skills
- Appreciate the differences between managing staff and managing volunteers

**Tuesday 29th Sep 2009
and
Thursday 1st October 2009
THT Gray's Inn Road**

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