

Learning and training in international development

January – June 2012



In-house: brings Bond training to you

- Do you have a group of people that need training on the same subject?
- Do you want to learn at a time and place that's convenient for you?
- Is it difficult to find training that's relevant to your organisation?
- Would you like training designed especially for you?

In-house training is the answer.

You can keep it simple and just ask us to bring a course from our training programme direct to you. We can make changes to the course to fit with your priorities and perspectives. Or we can go beyond this to create a brand new course to meet your exact needs.



Flexible

In 2010-2011, we delivered in-house training to clients in Europe, Africa and all over the UK, ranging from small specialist organisations employing just a couple of people to household names with hundreds of staff. Here are some of the ways we have been able to help:

- Introducing a new staff group to the international development sector
- Troubleshooting monitoring and evaluation techniques
- Developing toolkits for staff in country offices

Efficient

You choose when you want the course, how long it lasts and where it takes place, to fit round busy schedules. And as your staff learn and share together, working on their own real life projects, your whole team can start putting the learning into practice straight after the course, with immediate results.

Cost effective

As our trainer comes to you, you save time and money on travel and accommodation. We charge per group not per person, giving you economies of scale. And you can be confident that because the course is built specifically for you, you won't waste time on other people's issues.

Relevant

When you ask for an in-house course, we take the time to understand your requirements so we can choose the right trainer and work with you to put together a programme. Just tell us what you need and let us do the rest.

“The trainer kept a complex topic fairly simple and easy to understand. The institution should benefit from the course.”

George Kunnath, Westminster Foundation for Democracy

Prices per day for a group of up to 20 people

Annual expenditure	Standard price (non-members)	Bond members
Small organisations: less than £500,000	£1250	£1000
Medium organisations: 500,000 to £5 million	£1500	£1250
Large organisations: more than £5 million	£1750	£1500

Find out more

bond.org.uk/in-house

020 7520 0242

learn@bond.org.uk



Learn with Bond

Bond is the network for UK-based international development organisations. With 360 members ranging from the largest household names to small organisations that focus on specific communities, projects or issues, we work to end global poverty and injustice by influencing governments, strengthening the sector through training and support, and connecting members to learn and take action together.



Why choose Bond?

- Our training is highly interactive, with numbers limited to 20 to maximise participation
- Our courses are intensive – either one or two days – and packed with value
- As international development experts, we make sure our training is directly relevant to your work
- You benefit immediately from improved practical skills, knowledge and confidence
- Our trainers are international development specialists, with experience of working for both small and large NGOs and skills in participative training and group facilitation
- Courses are constantly updated to reflect the latest thinking
- You can share ideas and information with people working on the same issues as you

Cost effective

Our prices are competitive and Bond members receive a one-third discount on every course. Individuals are welcome, whether you are working outside the sector, studying or looking for work.

Time and place

Courses run from 9.30am to 5.30pm and are held in a fully accessible venue in central London with good transport links.

Find out more

bond.org.uk/learn

020 7520 0242

learn@bond.org.uk

Sign up to *Your Development* to keep up to date with new courses, special offers and free resources: bond.org.uk/e-updates

Training programme

Introduction to international development

4

Advocacy and campaigning

4-5

Advocacy essentials

Strategic advocacy

UK corridors of power

EU corridors of power

Global corridors of power

Fundraising and finance

6-7

Fundraising from trusts and foundations

Fundraising from institutions: writing winning proposals

Project budgeting essentials

Introduction to EC funding

Putting together an EC funding proposal

Managing EC contracts and reporting on EC grants

NGO effectiveness

8-10

Project planning using a logical framework approach

NEW: Managing the project cycle

Building better north/south partnerships

Monitoring and evaluation for accountability

Monitoring and evaluation in more depth

Participatory approaches in practice

Impact assessment: what difference did we make?

Outcome mapping

Prices and booking

11



Justin Tallis/Bond



Introduction to international development

11-12 January 2012
1-2 May 2012

This vital introduction to the key issues and emerging debates in international development combines participative training with interactive learning online. You will gain a broad overview of the latest thinking, a deeper understanding of the concept and practice of 'development', and a sharper focus on some of its complexities.

Take this course to learn

- the historical context to development work
- the global balance of power and the big players
- progress that's being made on the Millennium Development Goals
- the key issues around aid, debt and trade
- the challenges of HIV/AIDS and climate change
- current approaches to development
- what makes for successful development, using real-life examples

Includes free online activities to develop your learning after the course

Advocacy essentials

24 April 2012

This participative course looks at the issues involved in policy work, lobbying and public campaigning, and the skills and techniques you will draw on.

Take this course to learn

- how to decide what you want to change
- who advocacy is for, and who should do it
- the different approaches to influencing change
- the implications of insider and outsider strategies
- what makes for a successful campaign
- how to plan, manage and monitor your advocacy strategy

How To guides

Download our free guide to

- Advocacy and campaigning

bond.org.uk/learning-resources

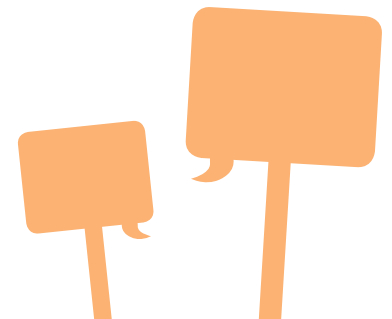
Strategic advocacy

12-13 June 2012

Take time to explore the approaches and tools for delivering effective advocacy, put your skills to use by starting to develop your own advocacy strategy and get practical help with what to do next in your current campaign.

Take this course to learn

- the steps to take in the advocacy cycle
- the range of approaches to planning your advocacy strategy
- the tools you can use for analysing and planning advocacy
- tactics to use and adapt for different audiences
- how to create a clear and realistic plan





UK corridors of power

19-20 March 2012

Get right up to date information and tips on how UK policy is made and put into practice, and how you can affect it. Visit parliament and meet an MP, and hear from guest speakers about working on international development issues inside and outside parliament and government.

Take this course to learn

- how parliament and government work and the key political players
- how decisions are really made
- parliamentary tools and tactics
- how to deal with government departments
- who to target and when you can influence the political process

EU corridors of power

16-17 May 2012

Find out how the European Union (EU) works now the changes brought in by the Lisbon Treaty are in place, and where you can have the greatest influence. Hear from guest speakers on European advocacy successes, and start to develop your own EU advocacy strategy.

Take this course to learn

- how the EU and its institutions evolved
- the structure of the European Parliament, the Council and the Commission
- how decisions are made, in theory and in practice
- the EU's crucial role in aid to, and trade with, the developing world
- what has changed with the Lisbon Treaty
- key lobbying opportunities

“Really great – I’ve filled in all my gaps in knowledge and I’m ready to use my new understanding and influence the EU budget.”

James Edleston, British Youth Council

Global corridors of power

5-6 March 2012

Get an inside view on how the UN, World Bank, IMF, G8 and G20 work, with guest speakers from northern and southern perspectives. Pinpoint key trends, debates and challenges, share campaign experiences and take steps towards developing your own global advocacy strategy.

Take this course to learn

- how global and regional institutions developed and how they operate
- the UK's role and where and how civil society can have an influence
- progress on the Millennium Development Goals and the growth agenda
- the lessons of campaign successes and failures – arms control, climate, trade

Guest speakers share their inside knowledge



Fundraising from trusts and foundations

26-27 June 2012

This participative course enables you to develop powerful techniques for successful high value fundraising, through understanding and empathising with your targets, both as organisations and as individuals.

Take this course to learn

- how charitable trusts are formed, how they work and their motives for giving
- where trusts get their money from and how they spend it
- why building relationships is crucial to your success
- who to approach, how to find them and when to make contact
- skills for writing persuasive applications, using reason and emotion
- how to plan your appeals

Fundraising from institutions: writing winning proposals

24-25 January 2012
23-24 May 2012

This practical course combines expert advice on the essential steps in putting together a two-stage funding proposal with a chance to appraise a real-life application and understand what donors look for.

Take this course to learn

- what the different institutional donors require
- the key stages in applying to DFID, the European Commission, Comic Relief and Big Lottery Fund
- how to convince donors of the need for your project
- how to define your objectives and match them to those of the donor
- what to include in a concept note and a full proposal
- how to show that you and your partners add value

Project budgeting essentials

8 May 2012

Understand the process of budgeting through practical hands-on work with actual examples, and gain confidence in using budgets for funding proposals and project success.

Take this course to learn

- why good budgeting means good development
- how to plan, monitor and report against your budget
- a structured method for managing funding from different donors
- the importance of cost control and forecasting cash flow
- how budgets and accounting statements fit together

How To guides

Download our free guides to

- Fundraising from trusts, foundations and companies
- Fundraising from institutions
- Project budgeting

bond.org.uk/learning-resources





Introduction to EC funding

14 June 2012

This course takes you through the complexities of European Commission (EC) funding and helps you to make an informed decision on whether it could be the right move for your organisation.

Take this course to learn

- how the EC funds development and what has changed with the Lisbon Treaty
- the benefits and challenges of EC funding
- where to find out about funding opportunities and how to apply
- all about budget lines and calls for proposals
- eligibility rules for applicants, partners and projects
- first steps for first time applicants

EC funding advice line

For unlimited one-to-one advice on applying for or managing an EC grant, subscribe to the Bond EC Funding Advice Line.
bond.org.uk/ecfal

Putting together an EC project proposal

14-15 March 2012

This course concentrates on the specifics of European Commission (EC) funding formats, and develops the practical skills you will need to assemble a two-stage proposal and critically appraise it using EC criteria.

Take this course to learn

- what's special about EC proposal writing
- the key stages in preparing a two-stage EC application
- how to write a concept note that demonstrates relevance and fit with EC objectives
- how to use the logical framework approach in your application
- what to include in a full proposal
- the essentials of an EC budget

Managing EC contracts and reporting on EC grants

28-29 February 2012

This course demystifies the European Commission's (EC) stringent compliance rules, and develops the knowledge and skills you need to meet your contract management obligations.

Take this course to learn

- what running a project with EC funding involves
- what the DevCo/EuropeAid Standard Contract says and what it means
- the day-to-day management rules and procedures and the records you need to keep
- the EC's rules on procurement
- the requirements for narrative and financial reports
- how to work with partners on contract management

“The most useful training I have ever attended. I feel the course will make a significant difference to how my EC grant will be managed.”

Aimee Long, The Gorilla Organization



ILRI

Project planning using a logical framework approach

18-19 January 2012
9-10 May 2012

Learn how to make the best use of the logical framework approach to project planning by drawing up a sample logframe based on practical case studies.

Take this course to learn

- how the logframe can help you plan coherently
- the key elements of a project and how they relate to each other
- why participatory work with stakeholders is essential to project planning
- how to set objectives and choose strategies
- how to identify activities to achieve the results you want
- how the EC and new DFID logframe formats compare
- how to use the logframe in monitoring and reporting

How To guides

Download our free guide to

- The logical framework approach
- bond.org.uk/learning-resources

NEW: Managing the project cycle

22-23 February 2012

This course pulls together the elements involved in running an international development project from beginning to end, with a central focus on the practical implementation phase.

Take this course to learn

- the stages of the project cycle
- the role of the project team
- tools and techniques: work plans, critical path analysis, GANTT charts
- pros and cons of project management software
- procurement and supply issues
- how to keep track of time, money and quality
- how to manage information, communication and change

Building better north/south partnerships

9 February 2012

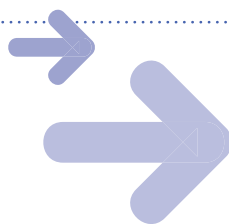
Learn how to make the best of programme partnerships with southern organisations using your own experiences, case studies, partner survey responses and comparisons of performance.

Take this course to learn

- different styles of partnership, and what 'partnership' means to different people
- the principles and values underpinning effective partnerships
- what helps and what hinders when putting principles into practice
- the range of approaches and practical tools for empowering and learning from your southern partners
- how to face up to tensions and challenges



Bilal Meadava



Monitoring and evaluation for accountability

31 January 2012
22 May 2012

Get to grips with the purposes of monitoring and evaluation and how to set up systems that satisfy multiple stakeholders.

Take this course to learn

- what distinguishes monitoring and evaluation
- why they are central to accountability, quality and learning
- who needs the monitoring and who does the monitoring
- what and how to monitor
- why participation is vital for success
- the approaches and indicators you can use
- the tools for getting information, their limitations and advantages

“An absolutely essential course for anyone who wants to take monitoring and evaluation seriously.”

John Davis, COCO

Monitoring and evaluation in more depth

20-21 June 2012

Focus on the challenges and opportunities involved in participatory monitoring and evaluation, practise using a selection of tools and explore the implications of applying them in your own work.

Take this course to learn

- who needs to know what: analysing your stakeholders
- what to measure: theories of change
- how to develop indicators and measure intangibles
- how quantitative and qualitative tools relate to each other
- how to choose and adapt tools for different contexts and purposes
- next steps for planning and implementing monitoring and evaluation in your organisation

Which course is right for you?
Full details on each course page
bond.org.uk/learn

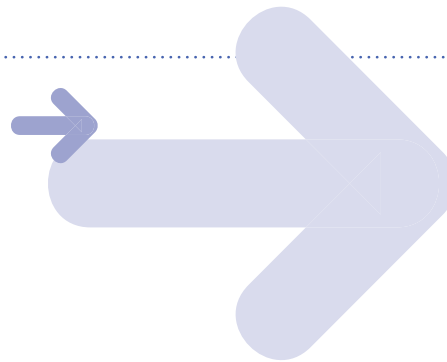
Participatory approaches in practice

29-30 May 2012

How do you get people to engage enthusiastically and meaningfully in the process of development and change? In this participatory course you will tackle the challenges and risks, share success stories and lessons learned, find out what's new and practise the tools and techniques you will use.

Take this course to learn

- what participation means to you and in development practice
- the approaches, principles and types of participation
- the pros and cons of participatory approaches, the issue of power and why people engage
- when and how to promote participation in your work
- what to do with the different tools
- the part digital activism can play
- the role of the facilitator and the skills you need



Impact assessment: what difference did we make?

27-28 March 2012

This practical course enables you to design an impact assessment process, based on shared experience and your own case studies, and get practical support with developing systems which you can put into practice in your organisation.

Take this course to learn

- what 'impact' is and why it matters
- what makes impact assessment different from, and complementary to, monitoring and evaluation
- the approaches used to assess impact
- key challenges and how to work with them
- how theories of change can support planning for impact
- the tools and methods you can use to understand your contribution
- how to use the results of an impact assessment to help demonstrate effectiveness and value for money

Outcome mapping

25-26 April 2012

Find out what is special about outcome mapping, with its focus on people and their role in development. See how you can use outcome mapping to understand changes in behaviour, and where it can help in monitoring your advocacy and capacity building work.

Take this course to learn

- the key concepts and principles of outcome mapping
- the importance of participation in monitoring and evaluation
- identifying the limits of your influence: the idea of boundary partners
- how to track behaviour change
- mapping your strategy and building in learning
- how to apply and adapt the tools and methods for project and programme planning

The Bond Effectiveness Programme

The Bond Effectiveness Programme is developing a common framework for measuring the impact of your work in international development, together with a tool for assessing if your organisation has the capacities to deliver effective work.

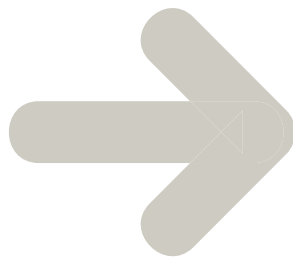
Members who sign up will get training and support.
bond.org.uk/effectiveness

What's the difference?

How do monitoring and evaluation, impact assessment and outcome mapping differ? Read our free How To guide

- Monitoring and evaluation

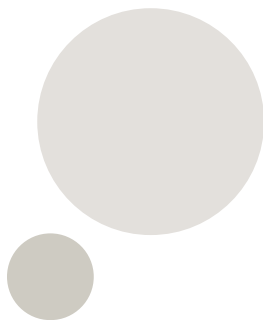
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Training programme prices and booking

If your organisation is paying for your place, use our secure online booking system. You can book using a credit or debit card, or pay on invoice through BACS or by cheque.

bond.org.uk/book



If you are not in paid work or if your organisation is not paying for your place, please download and send us a booking form. If you are a student or claiming benefit, please send us evidence of your status. Payment is due before the course date.

bond.org.uk/book

Prices per person if your organisation is paying:

One-day courses

Annual expenditure	Standard price (non-members)	Bond members (1/3 discount)
Small organisations: less than £500,000	£150	£100
Medium organisations: £500,000 to £5 million	£225	£150
Large organisations: more than £5 million	£300	£200

Two-day courses

Annual expenditure	Standard price (non-members)	Bond members (1/3 discount)
Small organisations: less than £500,000	£300	£200
Medium organisations: £500,000 to £5 million	£450	£300
Large organisations: more than £5 million	£600	£400

If you are paying for yourself:

Status	One-day course	Two-day course
Employed, self-employed or unemployed and not claiming benefit	£225	£450
Full-time student or unemployed and claiming benefit	£150	£300

Calendar

Introduction to international development	11-12 January
Project planning using a logical framework approach	18-19 January
Fundraising from institutions: writing winning proposals	24-25 January
Monitoring and evaluation for accountability	31 January
Building better north/south partnerships	9 February
Managing the project cycle	22-23 February
Managing EC contracts and reporting on EC grants	28-29 February
Global corridors of power	5-6 March
Putting together an EC project proposal	14-15 March
UK corridors of power	19-20 March
Impact assessment: what difference did we make?	27-28 March
Advocacy essentials	24 April
Outcome mapping	25-26 April
Introduction to international development	1-2 May
Project budgeting essentials	8 May
Project planning using a logical framework approach	9-10 May
EU corridors of power	16-17 May
Monitoring and evaluation for accountability	22 May
Fundraising from institutions: writing winning proposals	23-24 May
Participatory approaches in practice	29-30 May
Strategic advocacy	12-13 June
Introduction to EC funding	14 June
Monitoring and evaluation in more depth	20-21 June
Fundraising from trusts and foundations	26-27 June

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