

CYPRIOT CIVIL SOCIETY STRENGTHENING PROGRAMME

**OPEN TRAINING COURSES
SEPTEMBER 2007 – APRIL 2008**

September 2007,

Dear friends,

We are now entering the 9th month of work of the Cypriot Civil Society Strengthening Programme. Over the past few months, we have seen Civil Society Organisations networking with each other, actively participating in our training courses and committing to their own organisational development. We have heard discussions raised on the future of civil society in Cyprus and we have witnessed people's passion for working together for a stronger sector in Cyprus.

Like you, we remain committed, to working to achieve a strengthened role of civil society as a crucial actor in decision making, by supporting the capacity development of organisations across Cyprus.

This brochure presents our new Open Training Courses for the period of September 2007 - April 2008. Each of these courses has been designed based on your desires and following your feedback on the needs of NGOs in Cyprus.

Open Training Courses are developed to promote participatory learning by exploring a combination of conceptual and practical issues. Trainers from INTRAC, Management Centre and NGO Support Centre will deliver these courses to develop a range of skills and enrich the knowledge and experience of the sector. The courses will be delivered across the island, in English, Turkish and Greek. You can apply by simply filling out the enclosed application form and sending it back to us!

We hope you will find our new courses interesting and we are looking forward to seeing you there!

Regards,

*The Cypriot Civil Society Programme Team
INTRAC, Management Centre, NGO Support Centre*

Training of Trainers

This course is aimed at those who are interested in developing their skills and understanding of effective training for CSOs; and who are willing to commit to putting their new skills into practice!

Participants should have:

- Commitment to support the development of Cypriot Civil Society
- Excellent communication skills
- Knowledge and experience in areas such as fundraising, communication and outreach, managing staff and volunteers, strategic thinking and planning
- Experience of training or supporting others to learn and develop

The aim of the course is to introduce participants to the principles of adult learning and experiential training, with an emphasis on practical hands-on trialling of participatory training methods. Participants who complete this course could apply for participating in the local pool of trainers of the programme and deliver a training course.

At the end of the course participant will be able to:

- Understand the theory and models of learning and development
- Increase awareness of the practical steps of the training cycle
- Increase skills in applying appropriate learning techniques and participative tools
- Strengthen knowledge of the practical ways to evaluate and review learning
- Develop reflective practice skills

Language

English

Dates

Timing

Friday 21 September

17.30-21.00

Saturday 22 September

09.30-17.30

Monday 24 September

17.30-21.00

Tuesday 25 September

17.30-21.00

Wednesday 26 September

17.30-21.00

Location

Nicosia

Networking and Relationship Building

Relationships within civil society are complex and occur between various stakeholders at varying degrees of intensity and mutual dependency. This course aims at exploring the issues emerging from these relationships in civil society. The context within which partnerships occur is a vibrant and fluid one, where equality and expectations are constantly changing. This in turn creates changes in power dynamics and cultural behaviours, all of which will be examined within this course.

At the end of the course participant will be able to:

- Discuss the importance of working together within the Cypriot context
- Review types and models of partnerships, including social partnerships
- Explore the development of networking
- Look at the existing debates around partnerships & networking
- Discuss potential benefits, limits and limitations of relationships
- Consider issues of accountability and shared governance
- Unpack the dynamics of power within relationships
- Understand the link between successful relationships and a strong civil society

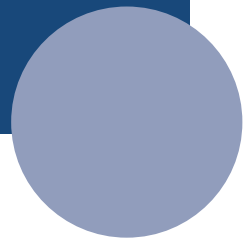
Language	Dates	Timing	Location
English	Friday 14 September	17.30-21.00	Nicosia
	Saturday 15 September	09.30-17.30	
	Monday 17 September	17.30-21.00	
	Tuesday 18 September	17.30-21.00	
	Wednesday 19 September	17.30-21.00	
Turkish	Friday 28 September	17.30-21.00	Famagusta
	Saturday 29 September	09.30-17.30	
	Friday 5 October	17.30-21.00	
	Saturday 6 October	09.30-17.30	
Greek	Friday 5 October	17.30-21.00	Agros
	Saturday 6 October	09.30-17.30	
	Friday 12 October	17.30-21.00	
	Saturday 13 October	09.30-17.30	
Turkish	Friday 26 October	17.30-21.00	Lefke
	Saturday 27 October	09.30-17.30	
	Friday 2 November	17.30-21.00	
	Saturday 3 November	09.30-17.30	
Greek	Friday 2 November	17.30-21.00	Limassol
	Saturday 3 November	09.30-17.30	
	Friday 9 November	17.30-21.00	
	Saturday 10 November	09.30-17.30	

Strengthening Civil Society and Understanding Civil Society Organisations

The aim of the course is to help participants develop greater conceptual clarity around the questions “what is civil society?”, “what is the purpose of strengthening it?”, “how do organisations of civil society develop?” and “what is their role in building a strong civic sector?”. The intention is that individual organisations can increase their confidence and capacity to act within the civil society sector.

At the end of the course participant will be able to:

- Build an understanding of CSOs and organisational development
- Identify organisational strengths and weaknesses in relation to other actors in society
- Develop awareness of an organisations’ existing and potential role in strengthening the civil society sector
- Increase understanding of how different sectors in society relate to each other and for what purpose



Language	Dates	Timing	Location
Turkish	Friday 19 October	17.30-21.00	Lefke
	Saturday 20 October	09.30-17.30	
	Monday 22 October	17.30-21.00	
	Tuesday 23 October	17.30-21.00	
	Wednesday 24 October	17.30-21.00	
Greek	Friday 19 October	17.30-21.00	Limassol
	Saturday 20 October	09.30-17.30	
	Monday 22 October	17.30-21.00	
	Tuesday 23 October	17.30-21.00	
	Wednesday 24 October	17.30-21.00	

Civil Society Project Design and Planning

This course aims to enable participants to develop well-planned projects in line with their organisation's mission, to guide their work in an effective way and which can be presented to founders, stakeholders and sponsors.

At the end of the course participant will be able to:

- Understand projects within a broader strategic framework
- Understand and be able to use tools and approaches for developing project concepts as appropriate for your organisation
- Prepare better proposal documents

Language	Dates	Timing	Location
Greek	Friday 26 October Saturday 27 October Monday 29 October Tuesday 30 October Wednesday 31 October	17.30-21.00 09.30-17.30 17.30-21.00 17.30-21.00 17.30-21.00	Limassol
Turkish	Friday 26 October Saturday 27 October Tuesday 30 October Wednesday 31 October Thursday 1 November	17.30-21.00 09.30-17.30 17.30-21.00 17.30-21.00 17.30-21.00	Famagusta

Advocacy and Campaigning in Civil Society

This course aims to give participants a thorough understanding of how to influence the policy making process in their own context. Participants are exposed to skills required to formulate effective advocacy strategies, implement appropriate work plans, and incorporate monitoring and evaluating systems

At the end of the course participant will be able to:

- Analyse the policy-making dynamic and be able to identify appropriate 'levers of influence'
- Understand the role of research and evidence in campaigning
- Understand the various stages of the advocacy planning cycle
- Lobby decision makers and relate to the media with more confidence
- Embed monitoring & evaluating systems and procedures within advocacy programmes

Language	Dates	Timing	Location
English	Friday 16 November	17.30-21.00	Nicosia
	Saturday 17 November	09.30-17.30	
	Monday 19 November	17.30-21.00	
	Tuesday 20 November	17.30-21.00	
	Wednesday 21 November	17.30-21.00	
Greek	Friday 7 December	17.30-21.00	Larnaka
	Saturday 8 December	09.30-17.30	
	Monday 10 December	17.30-21.00	
	Tuesday 11 December	17.30-21.00	
	Wednesday 12 December	17.30-21.00	
Turkish	Friday 7 December	17.30-21.00	Famagusta
	Saturday 8 December	09.30-17.30	
	Friday 14 December	17.30-21.00	
	Saturday 15 December	09.30-17.30	Lefke
	Friday 4 January	17.30-21.00	
Saturday 5 January	09.30-17.30		
Friday 11 January	17.30-21.00	Limassol	
Saturday 12 January	09.30-17.30		
Monday 14 January	17.30-21.00		
Tuesday 15 January	17.30-21.00		
Greek	Wednesday 16 January	17.30-21.00	

Communication and Outreach for Civil Society Organisations

Effectively communicating with stakeholders is one of the vital components for the success of any organisation. If an organisation has the capability to communicate the right messages, to the right target groups, through the right communication channels and tools, this means that the organisation is more likely to have a solid profile and support from its constituency, founders, CSOs and other external actors.

At the end of the course participant will be able to:

- Understand the importance of communication for CSOs
- Develop skills for communicating with main target groups
- Understand the main communication channels and activities
- Understand the function of public relations in CSOs
- Prepare sponsorship packages, media kits, press releases
- Develop an understanding of brand building and branding
- Establish image and reputation for their CSOs

Language	Dates	Timing	Location
Turkish	Friday 4 January Saturday 5 January Monday 7 January Tuesday 8 January Wednesday 9 January	17.30-21.00 09.30-17.30 17.30-21.00 17.30-21.00 17.30-21.00	Famagusta
Greek	Friday 18 January Saturday 19 January Monday 21 January Tuesday 22 January Wednesday 23 January	17.30-21.00 09.30-17.30 17.30-21.00 17.30-21.00 17.30-21.00	Larnaka

Strategic Thinking and Planning in Civil Society Organisations

The aim of the course is to enable participants to respond to changing circumstances, and to make choices from a longer-term perspective and understand the strategic planning process

At the end of the course participant will be able to:

- Define different ways of thinking creatively and strategically
- Explain different approaches to strategic and creative thinking
- Apply tools in strategic and creative thinking
- Understand and appreciate environmental context for strategy development
- Apply models and tools in strategic planning

Language	Dates	Timing	Location
English	Friday 25 January Saturday 26 January Monday 28 January Tuesday 29 January Wednesday 30 January	17.30-21.00 09.30-17.30 17.30-21.00 17.30-21.00 17.30-21.00	Nicosia
Greek	Friday 8 February Saturday 9 February Friday 15 February Saturday 16 February	17.30-21.00 09.30-17.30 17.30-21.00 09.30-17.30	Agros
Turkish	Friday 8 February Saturday 9 February Friday 15 February Saturday 16 February	17.30-21.00 09.30-17.30 17.30-21.00 09.30-17.30	Famagusta
Greek	Friday 22 February Saturday 23 February Monday 25 February Tuesday 26 February Wednesday 27 February	17.30-21.00 09.30-17.30 17.30-21.00 17.30-21.00 17.30-21.00	Pafos
Turkish	Friday 22 February Saturday 23 February Friday 29 February Saturday 1 March	17.30-21.00 09.30-17.30 17.30-21.00 09.30-17.30	Lefke

Managing Staff and Volunteers in Civil Society Organisations

Volunteers and paid staff are key to the success of Cypriot CSOs. The aim of this course is to help CSO leaders and board members develop a strategic approach to managing such a treasured resource.

At the end of the course participant will be able to:

- Provide an overview on the strategic approach to recruiting and managing volunteers and staff
- Introduce the key elements of a volunteer recruitment and retention strategy
- Share 'good practice' in people management
- Exchange experiences and concerns regarding volunteer and staff management.

Language	Dates	Timing	Location
English	Friday 29 February Saturday 1 March Monday 3 March Tuesday 4 March Wednesday 5 March	17.30-21.00 09.30-17.30 17.30-21.00 17.30-21.00 17.30-21.00	Nicosia
Turkish	Friday 14 March Saturday 15 March Friday 21 March Saturday 22 March	17.30-21.00 09.30-17.30 17.30-21.00 09.30-17.30	Famagusta
Greek	Friday 14 March Saturday 15 March Friday 21 March Saturday 22 March	17.30-21.00 09.30-17.30 17.30-21.00 09.30-17.30	Limassol
Turkish	Friday 28 March Saturday 29 March Friday 4 April Saturday 5 April	17.30-21.00 09.30-17.30 17.30-21.00 09.30-17.30	Lefke
Greek	Friday 28 March Saturday 29 March Friday 4 April Saturday 5 April	17.30-21.00 09.30-17.30 17.30-21.00 09.30-17.30	Larnaka

Fundraising for Civil Society Organisations

Fundraising is crucial to the success and sustainability of Cypriot CSOs. This course is designed to support organisations to identify appropriate sources through the presentation and analysis of available funds.

At the end of the course participant will be able to:

- Provide an overview on the fundraising issues and approaches
- Conduct Fundraising planning
- Share top tips in fundraising and examples of successful fundraising strategies
- Explore the funding environment in Cyprus, including the availability of funding from international and local sources

Language	Dates	Timing	Location
Turkish	Friday 4 April Saturday 5 April Monday 7 April Tuesday 8 April Wednesday 9 April	17.30-21.00 09.30-17.30 17.30-21.00 17.30-21.00 17.30-21.00	Nicosia
Greek	Friday 11 April Saturday 12 April Friday 18 April Saturday 19 April	17.30-21.00 09.30-17.30 17.30-21.00 09.30-17.30	Agros

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