

# **FREE** TWO-DAY COURSE FOR REFUGEE COMMUNITY ORGANISATIONS *Making your services more effective*

**5th & 6th October London**

**REFRESHMENTS AND A HOT MEAL WILL BE PROVIDED ON EACH DAY**

*'I am very happy at having learnt practical skills for funding applications...this is essential knowledge.'*

Comment from a course participant.

## **Who may apply?**

Anyone from a Refugee Community Organisation in London is eligible to attend. The course is open to members of staff, volunteers or management committee members.

Places are limited and you need to book. There will be a maximum of two places on each course per organisation on a first come, first served basis.

## **Why attend?**

This course is essential for you and your organisation because it will help you to:

- review your service provision
- plan more strategically
- improve your funding applications
- demonstrate effectiveness and benefits to funders and others
- PLUS A WHOLE LOT MORE!!

## **What will it cover?**

The course is practical and down to earth. It will also use group work to help you learn in an interesting way.

The course will cover:

- what terms like 'outputs', 'outcomes' and 'impact' mean
- setting aims and objectives
- collecting information on what you do
- demonstrating your successes
- improving your effectiveness.

## **How do I book?**

To book a place, please complete the booking form overleaf, call Jill on **020 7713 5722** or email [training@ces-vol.org.uk](mailto:training@ces-vol.org.uk)

# Booking form



**'Making your services more effective'**

## **FREE** two-day course for Refugee and Community Organisations

First Name:

Surname:

Job Title:

Organisation:

Address:

Postcode:

Telephone:

Email:

Fax:

Which course date would you like to attend? (Please circle)

*5th & 6th October 2010*

Dietary requirements:

Specific training needs:

***PLACES WILL BE CONFIRMED IN WRITING***

Please return your booking form to:

**Charities Evaluation Services, 4 Coldbath Square, London, EC1R 5HL**

**Or email [training@ces-vol.org.uk](mailto:training@ces-vol.org.uk)**