

Publications

publications and price list 2011

Monitoring and evaluation



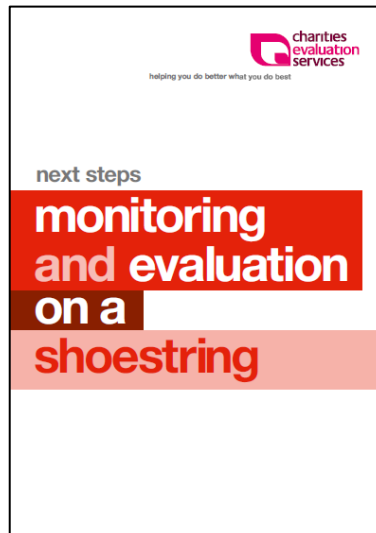
First steps in monitoring and evaluation

Voluntary organisations want to show that they are working to high standards and that they really are making a difference.

They are also under increasing pressure to demonstrate how well they are doing and what works.

In straightforward English, this booklet offers a practical, five-step, easy to follow approach to evaluating your own project or organisation. As you work through the five steps you will gain a fresh insight into what you do, which will strengthen the whole organisation and improve its performance.

price £6.85 plus p+p

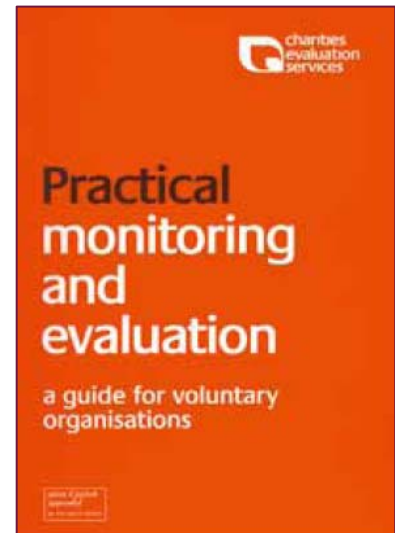


Next steps: monitoring and evaluation on a shoestring

This guide will help organisations to develop their monitoring and evaluation practice and improve their effectiveness on a limited budget.

It includes guidance on getting ready to monitor and evaluate your work, helps you to identify the outputs and outcomes of your work, explores how to identify the data you need to collect, provides good practice guidance in collecting data, describes some methods for collecting data and discusses how to best use the data you collect.

price £7.95 plus p+p



Practical monitoring and evaluation: a guide for voluntary organisations

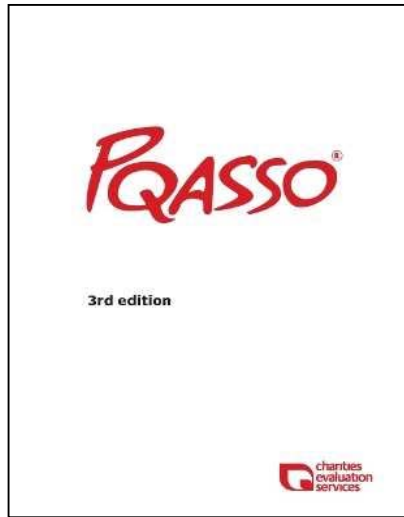
This comprehensive guide is written in plain English and the focus throughout is on practical ways of doing things.

It covers:

- introduction to terminology
- introduction to basic concepts and theory
- tools for project management, from needs analysis and planning through to review, but focusing on evaluation
- practical advice on where to go for further guidance on the various steps, methods etc.

price £15 plus p+p

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PQASSO is the lead quality standard for the sector. It offers a practical step-by-step approach to enable you to improve the way your organisation runs and to help you improve the quality of your services.

PQASSO covers 12 quality standards and offers a staged approach to implementing quality through three levels of achievement.

Using PQASSO can benefit your organisation through:

- more effective and efficient organisational systems and procedures
- better quality of service for users
- increased motivation and better communication among your staff, trustees and volunteers
- more creative thinking, encouraging fresh perspectives and new ways of working
- increased organisational learning
- continuous improvement over time

PQASSO focuses strongly on outcomes. As well as helping you to plan and implement improvements, PQASSO also gives you a framework to measure the differences that such changes actually make to your organisation and your service users.

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- plan and monitor your overall PQASSO progress
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Quality and benchmarking



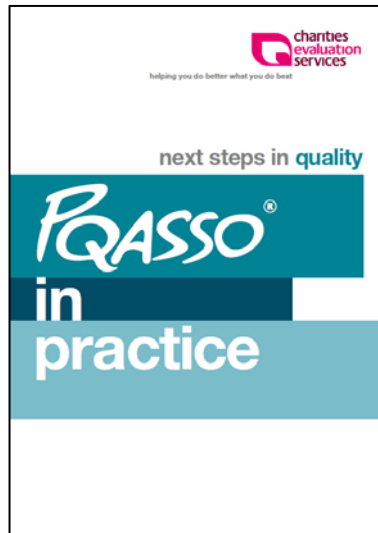
First steps in quality

Recently updated, this plain English booklet provides 'entry level' information on quality management in the sector.

It aims to help you understand the potential benefits and should give you confidence to choose the approach that best meets the needs of your organisation and service users.

Whether you are seeking advice on choosing an appropriate standard, or looking for guidance on the initial steps involved, this booklet is for you.

Free to download



Next steps in quality: PQASSO in practice

In everyday language, this booklet aims to help all those concerned with quality in your organisation become more familiar with PQASSO, what it entails, and help you get the best out of it.

Chapters provide an overview of PQASSO, introducing the 12 quality areas and three levels of achievement.

The booklet describes the self-assessment process, which is the essence of how PQASSO works, and the key elements involved in successfully getting started and keeping motivated with PQASSO. We also signpost you to resources you may find helpful in implementing PQASSO.

price £7.95 plus p+p



Benchmarking made simple: step-by-step guide

For third sector leaders and managers, third sector infrastructure/development workers, consultants. Beginner level.

This guide explains what benchmarking is, how it can benefit your organisation and when it is appropriate. It contains practical material to help you get started, gather information, share what you have learned with others, and use the results to improve your organisation's performance.

Benchmarking made simple includes learning from real life examples and signposts to other sources of support and advice.

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