

FREE TWO-DAY COURSE FOR REFUGEE COMMUNITY ORGANISATIONS

Making your services more effective

1 & 2 February 2012

1 & 2 October 2012

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.

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!!

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.

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?

If you would like to attend one of the training courses, please complete the booking form overleaf, call CES on 020 7713 5722 or email 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)

1 & 2 February 2012

1 & 2 October 2012

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 it to training@ces-vol.org.uk