

# Resources for Development Management

## Pick-up-and-Go Training Packs

series edited by Andrew Baker

NEW SERIES

Everything you need in one pack to run a structured, interactive learning system for geographically dispersed NGO staff.

Easy to use, easy to adapt, *Pick-Up-and-Go* packs help you deliver basic training where and when you and your colleagues most need it.



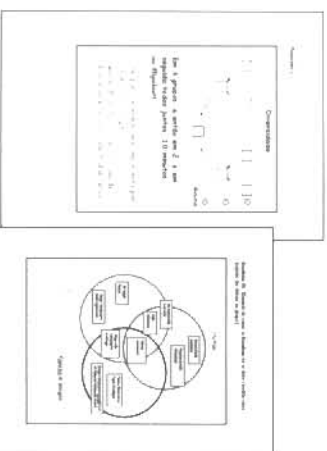
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Pick up and Go materials are designed for use by facilitators who have presentation and management skills, but not necessarily any specialist expertise.

Each pack consists of a printed manual and CD ROM and includes:

- short introduction to the approach and objectives of the course
- detailed notes for facilitators
- flipchart presentations



photocopiable handouts



All materials can be customised or used

straightaway to help you deliver basic training to meet your staff's needs

The CD ROM contains all materials in English, French, Spanish and Portuguese.



## Managing Yourself and Others

NEW

Three self-contained modules to run one-day courses for managers on recruiting and developing staff effectively:

- **Recruitment and Selection**
  - takes learners through the basic steps of agreeing and advertising a vacancy, short-listing and interviewing candidates, and completing the recruitment
  - focuses on the importance of ensuring diversity in the workforce
- **Coaching and Feedback**
  - uses role-play techniques to teach basic skills of questioning and listening, identifying goals, offering constructive feedback, and devising a personal development plan
- **Time Management**
  - interactive techniques to help learners to identify goals, prioritise tasks, deal assertively with time stealers' and 'time wasters', and create an action plan



February 2006 • 0 85598 567 4 • wire-bound 200pp + CD  
£19.95 / USS31.00

## Gender Equality and Sexual Exploitation

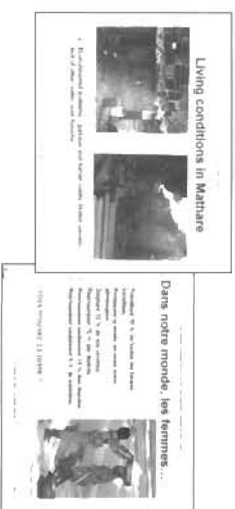
Three self-contained modules to help staff promote gender equality and avoid sexual exploitation in the workplace:

- **Introduction to Gender Equality**
  - motivates staff to challenge gender-based discrimination whenever they encounter it in their work
  - explores basic concepts of gender and equality, and their crucial links with work to address poverty
- **takes learners step by step through a basic gender analysis, based on a case study from Kenya**
- **Mainstreaming Gender Equality in NGOs**
  - introduces learners to the key elements of mainstreaming gender equality in development and humanitarian programmes, and in organisational culture
  - gives participants opportunities to practise steps in the process of ensuring that all their work contributes to gender equality
- **Preventing Sexual Exploitation and Abuse**
  - Course for **non-managerial staff**:
    - learners study cases of sexual exploitation and abuse, consider principles of good practice, and apply to their own work through a process of group discussion and reflection
  - Courses to support **programme managers** to:
    - create, and manage a working environment in which staff and partners maintain high standards of personal conduct; deal with difficult situations; know where to turn for further support



March 2006 • 0 85598 568 2 • wire-bound 200pp + CD • £19.95 / USS31.00

pack includes PowerPoint presentations



NEW

## What Men and Women Want

A practical guide to gender and participation

- shares experience of a gendered participatory approach in Wales, which can easily be adapted for use in other local situations
- explains the need for, and outlines the stages of a process which is 'gendered' throughout – taking into account the different perspectives of women and men
- provides a range of accessible tools and explains how to analyse and collate qualitative information with a gender perspective

Published by Oxfam GB's UK Poverty Programme  
2004 • 0 85598 536 4 • paperback 80pp  
£4.95 / USS7.95

## See Both Sides

A guide to gender analysis for quality service delivery

- shares experiences of a UK organisation providing services to lone parents, which successfully used gender analysis to widen its target group, revitalise existing services, and develop new ones
- provides invaluable strategy, training exercises, and impact assessment tools
- can easily be used to support work in other geographical settings, and on other equalities including race and disability

Published by Oxfam GB's UK Poverty Programme  
2004 • 0 85598 537 2 • paperback 80pp  
£4.95 / USS7.95



## Disability, Equality, and Human Rights

A Training Manual for Development and Humanitarian Organisations

- a range of guidelines and exercises to help humanitarian and development organisations raise awareness and put disability equality into action
- shares case studies from Oxfam's work in various settings in Europe, Africa, and Asia
- written in clear and simple language, and features practical materials ideal for trainers working in geographically isolated areas without access to sophisticated equipment
- exercises can be adapted for use by groups of people with a wide range of abilities



Published in association with Action on Disability and Development  
2003 • 0 85598 485 6 • spiral-bound 400pp  
£29.95 / US\$49.95

Also available:

## The Oxfam Gender Training Manual

1995 • 0 85598 267 5 • spiral-bound  
paperback 630pp illustrated  
£37.50 • US\$60.00

*Manual de Capacitación de Genero de Oxfam*, published in association with the Centro de la Mujer Peruana Flora Tristán, Spain

1997 • 0 85598 380 9 • paperback 3-volume set • £35.00 • US\$56.00



*Manual de Formacao em Genero da Oxfam*, published in association with SOS-Corpo, Brazil

1999 • 0 85598 417 1 • ringbound 502pp illustrated  
£35.00 • US\$56.00

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	Basic Accounting for Small Groups	0 85598 473 2	£13.95	\$22.35	
	Basic Guide to Evaluation for Development Workers	0 85598 275 6	£7.50	\$12.00	
	Capacity-Building	0 85598 366 3	£12.50	\$20.00	
	Development and Management	0 85598 429 5	£15.95	\$25.55	
	Development Methods and Approaches	0 85598 494 5	£12.95	\$20.75	
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	Disability, Equality and Human Rights	0 85598 485 6	£29.95	\$49.95	
	Effective Consultancies	0 85598 500 3	£8.50	\$13.60	
	Guide to Gender Analysis Frameworks	0 85598 403 1	£8.50	\$13.60	
	Impact Assessment for Development Agencies	0 85598 418 X	£12.50	\$20.00	
	Pick-Up-and-Go: Gender Equality and Sexual Exploitation	0 85598 568 2	£19.95	\$31.00	
	Pick-Up-and-Go: Managing Yourself and Others	0 85598 567 4	£19.95	\$31.00	
	Practising Gender Analysis in Education	0 85598 493 7	£8.50	\$13.60	
	See Both Sides	0 85598 537 2	£4.95	\$7.95	
	The Oxfam Gender Training Manual - English version	0 85598 267 5	£37.50	\$60.00	
	The Oxfam Gender Training Manual - Portuguese version	0 85598 417 1	£35.00	\$52.00	
	The Oxfam Gender Training Manual - Spanish version	0 85598 380 9	£35.00	\$52.00	
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## Debates In Development

### Development Methods and Approaches

#### Critical Reflections

- explores various tensions between the values-based approaches to development that many aid agencies advocate – for instance, that they should be rights-based, participatory, gender-equitable, and sustainable – and the methods they adopt
- contributors offer critical readings of popular tools such as Participatory Rural Appraisal (PRA) and the logical Framework Approach, along with other, less familiar, methods



*Development in Practice Readers series*

2003 • 0 85598 494 5 • paperback 224pp • £12.95 / US\$20.75

Not available from Stylus Publishing in North America

### Development, NGOs, and Civil Society

- discusses some of the tensions inherent in the roles currently being played by NGOs, and their relationship with other agencies

*Development in Practice Readers series*

2000 • 0 85598 442 2 • paperback 192pp  
£12.95 / US\$20.75

*Desarrollo, ONG y Sociedad Civil, published by Intermón, Spain*

2002 • 84 8432 110 9 • paperback 192pp  
£12.95 / US\$20.75

Not available from Stylus Publishing in North America



### Development and Management

#### Experiences in Value-Based Conflict

- in-depth accounts from academics and development managers on the complex process of negotiations over meanings, values, and social goals that is inherent in development management

*Co-published with The Open University*

*Development in Practice Readers series*

2000 • 0 85598 429 5 • paperback 328pp • £15.95 / US\$25.55

Not available from Stylus Publishing in North America



## Development Skills and Practice

### Effective Consultants in Development and Humanitarian Programmes

- a practical guide to how NGOs and consultants can work together to get the best results
- explains the stages of a typical consultancy, using detailed checklists, and paying close attention to the practical, ethical, financial, and legal aspects of the process
- presents a unique dual perspective, to enable consultants to understand better the priorities and constraints within contracting organisations, and vice versa



*Oxfam Skills and Practice series*

2006 • 0 85598 500 3 • paperback 70pp • £8.50 / US\$13.60

### Basic Guide to Evaluation for Development Workers

- a practical, step-by-step guide for NGOs and community groups to plan for and carry out evaluations, as an integral part of development activities

*Oxfam Skills and Practice series*

1995 • 0 85598 275 6 • paperback 96pp  
£7.50 / US\$12.00



### Basic Accounting for Small Groups

- a clear, accessible guide to basic accounting and financial management techniques
- contains useful case studies, and training materials and exercises which may be used with groups or for individual self-instruction



*Oxfam Skills and Practice series*

2002 • 0 85598 473 2 • wire-bound 156pp  
£13.95 / US\$22.35

## Development Skills and Practice

### A Guide to Gender-Analysis Frameworks

- an invaluable guide to all the main analytical frameworks for use in gender-sensitive development initiatives and research

*Oxfam Skills and Practice series*

1999 • 0 85598 403 1 • paperback 96pp  
£8.50 • \$13.60



### Practising Gender Analysis in Education

- presents a number of established gender analysis frameworks and suggests modifications to suit educational settings, highlighting strengths and limitations, and using case studies drawn from education



*Oxfam Skills and Practice series*

2003 • 0 85598 493 7 • paperback 96pp • £8.50 / US\$13.60

Also available, from the *Oxfam Development Guidelines* series:

### Impact Assessment for Development Agencies

#### Learning to Value Change

1999 • 0 85598 418 X • paperback 308pp  
£12.50 / US\$20.00



### Capacity Building

#### An Approach to People-Centred Development

1997 • 0 85598 366 3 • paperback 226pp  
£12.50 / US\$20.00



For more information visit [www.developmentinpractice.org](http://www.developmentinpractice.org)

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