

Open Training courses

Who comes to our training courses?

Our training courses attract staff from local and international NGOs, CSOs, UN bodies, donor organisations, universities and consultants from all over the world. In the last four years alone, participants have come from **114 countries** and **450 large and small organisations**. This provides a rich, multi-cultural environment for participants to build on their skills and knowledge, share experiences and network with other professionals in the sector.



Where do our open training courses take place?

Our courses are based in Oxford. Famed around the world as an historic centre for learning, Oxford provides the perfect environment for participants to take time away from their busy lives, reflect on their work and learn. Oxford is just one hour from central London by train and there are direct coaches from Gatwick and Heathrow airports. All courses are held at hotels with ensuite accommodation. Oxford is also where INTRAC's head office is based so if you are interested in other areas of cooperation, we will be happy to meet you.

“Excellent venue, comfortable, good food, helpful staff and nice location near the river.”

Anne Borger, Programmes
Coordinator, United Society

How much do the open training courses cost?

Course duration	Non-residential (includes training materials, lunch and refreshments)	Residential (Includes training materials, meals and accommodation for the duration of the course)
3 days (standard) Special bursary rate*	£595 £299	£745 (two nights' accommodation) £375
5 days (standard) Special bursary rate*	£1045 £525	£1295 (four nights' accommodation) £649

*In 2013, INTRAC will be offering a limited number of places per course at a special rate for organisations with a total annual income of under £1 million. These places will be offered on a first come, first serve basis (contact us for terms and conditions).

How do I apply for a course?

To apply for a course you can either visit our website and apply online, or download our application form and email it to us. Feel free to phone or email us directly with any enquiry about our courses or any of INTRAC's other support services.

Early booking is recommended as places are limited. If you need a visa, please get in touch with us as early as possible.

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Monitoring and Evaluation (Foundation)

16-20 September 2013 (open training course in UK)

Three-part blended learning course: 21-24 May; w.c. 17 June; 10 July 2013 (see page 3)

M&E is an essential component of civil society organisations striving to continually improve their work and have greater accountability. Given the high demand in the sector, this foundation course is designed to develop individuals' understanding of what M&E entails, why it is so vital, and, crucially, how to do it well and in a participatory way.

The course ensures that those who are new to M&E have a thorough understanding of M&E concepts and have built up the practical skills and the confidence needed to do M&E effectively. Participants will learn to use a range of M&E tools and activities that will help them improve accountability, learning and effectiveness of projects and programmes.

Objectives of the course

At the end of the course, participants will be able to:

- Define the main terms and concepts associated with monitoring and evaluating projects and programmes
- Articulate the key purposes of M&E and be able to prioritise according to different contexts
- Select and use a range of tools with confidence
- Have a good understanding of the knowledge and skills that may have to be provided to strengthen the M&E skills of partners and staff
- Apply the results of M&E processes to both accountability and organisational learning.

Intended audience

This is a foundation level course for those who are new to M&E. If you have some experience of M&E, the advanced course may be more appropriate for you.

Advanced Monitoring and Evaluation

13-17 May 2013

8-12 July 2013

The course builds on participants' understanding and skills of how to develop sustainable and cost effective M&E processes and practices within their own projects, programmes and organisations. It is also relevant for those trying to improve and enhance current M&E processes, or supporting partners to develop and implement effective M&E. The focus is on ensuring M&E contributes towards improving organisational learning and accountability.

Objectives of the course

By the end of the course, participants will:

- Have developed a deeper understanding of the characteristics of effective M&E
- Have reviewed how M&E processes indicate if a project is being implemented according to its theory of change, and explored some of the challenges that can arise
- Be able to select and use participatory methods effectively, particularly for collecting data on outcomes and impact
- Have explored ways to address issues around impact assessment and the M&E of less tangible outcomes and impacts
- Have considered their own role in bringing about improved M&E within their projects, programmes and organisations.

“ I found the entire programme very useful and relevant to my work. Very effective, stimulating and really interactive. Well done! Spot on! ”

Walter Atrozi, Programme Officer,
European Patients Forum

Intended audience

This course is intended for those with some experience of M&E. It has been designed to build on and enhance participant's skills and understanding, and work through some of the complex challenges of M&E.

Participatory Proposal Development

24-28 June 2013

This course has been designed to equip project staff with the necessary understanding and skills to use the components of the project cycle to develop a project proposal in a participatory way. This includes defining, planning and appraising the project and developing a proposal with a strong budget. As part of this course, Mango will deliver specific sessions on how to develop a budget in line with project objectives and activities.

Objectives of the course

At the end of the course, participants will:

- Be able to formulate a comprehensive funding proposal
- Be able to create activity-based, cash-flow, and donor-format budgets to accompany proposals
- Have strengthened capacity to plan projects in an inclusive way
- Have confidence and skills in developing a logical framework.

Intended audience

This course is for people involved in project coordination and fundraising, who have little experience of proposal development or have some experience but no formal training. No previous experience of budgeting is required.

Impact Assessment

19-21 June 2013

NGOs are under growing pressure to assess the impact of their development efforts, justify their spending, and become more effective. This course explores different approaches to impact assessment; the value of planning for impact; and how to build impact assessment into existing structures and systems. It also offers an opportunity to experiment with a number of tools and methods, and to consider how to use findings for organisational learning.

Objectives of the course

At the end of the course, participants will:

- Have developed an understanding of what impact assessment is and how it differs from/complements M&E
- Have considered how a theory of change might support the development of a more coherent organisational approach to understanding change
- Be able to design an impact assessment process that responds effectively to donor and organisational needs
- Be able to select and use a number of tools for assessing impact
- Have identified and explored challenges that organisations face in conducting impact assessments.

“Excellent! Without a doubt, one of the best courses I’ve been on.”

Paula Feehan, Strategic Planning Manager, Action Aid

Advocacy and Policy Influencing

8-12 July 2013 (open training course in UK)

Three-part blended learning course: 11-14 June; w.c. 8 July; 30 July 2013 (see page 3)

This course gives participants a thorough understanding of how to influence the policy making process in their own context to achieve policy change. You will learn skills to help you plan and deliver effective advocacy strategies; enhance your ability to lobby decision makers; and gain confidence in the ways in which you relate to different audiences. You will also have a more thorough understanding of power dynamics in an advocacy context.

Objectives of the course

At the end of the course, participants will:

- Be able to identify different approaches to advocacy and the values and strategies that underlie them
- Be familiar with the stages of the advocacy planning cycle and be better equipped to build an advocacy strategy
- Be able to analyse the external environment and policy processes and identify appropriate ‘levers of influence’
- Have examined how to make lobbying, media work, and popular mobilisation effective
- Have reviewed appropriate tools and methods for monitoring and evaluating advocacy initiatives.