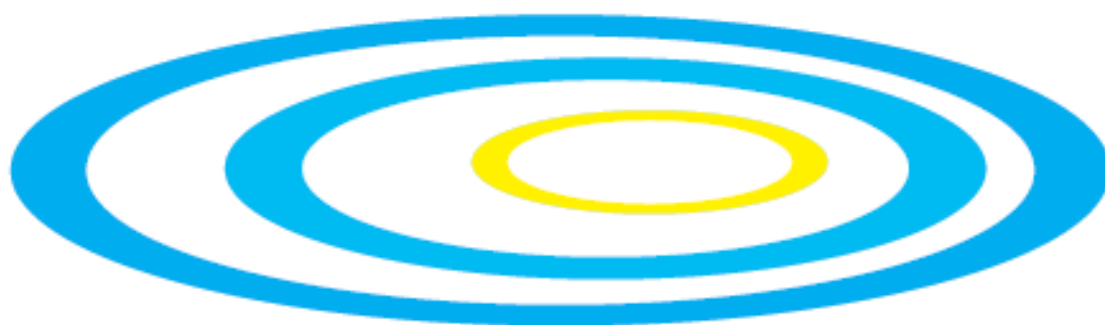


DRIP TRAINING PROGRAMME 2009

D R I P



Development, Research & Information Project



DEVELOPMENT, RESEARCH & INFORMATION PROJECT (DRIP) TRAINING PROGRAMME 2009

WHAT IS DRIP?

DRIP acts as a life line in the form of a peer support and resource service, which aims to develop Black Minority and Ethnic (BME) Voluntary and Community Organisations (VCO) within Merton. DRIP aims to achieve this by offering the following services which are set in a **culturally appropriate environment**:

- ❖ Capacity Building Support
- ❖ ICT Hub
- ❖ Library, Research and Information Unit
- ❖ Peer Support Network

DRIP's Capacity building support provides training and support to BME organisations based in, or providing services to beneficiaries living in, the London Borough of Merton. We help you to acquire the skills and knowledge necessary to develop and manage your organisation and services. We also aim to develop confidence in access and engagement with existing training and support services, even those not specifically targeted at the BME voluntary sector. DRIP's Capacity building support and group training programme responds to the gaps identified by BME organisations and seeks to enhance, not replicate, existing training and support provisions.

DRIP CAPACITY BUILDING SUPPORT

There are two aspects to DRIP's Capacity Building Support:

1. **One-to-One Support** (following an assessment of individual organisational needs) to BME organisations. To be delivered over an agreed period of time within either your own premises or DRIP's offices at Vestry Hall, 336-338 London Road, Mitcham, Surrey, CR4 3UD.
2. **Group Training** (whereby groups identify and fulfil learning needs common to a number of BME organisations). This includes some of the courses listed in this Training Programme.

These courses are **free*** and relevant to all BME VCO's.

Apart from the One-to-One support all other training courses will take place at Vestry Hall, 336-338 London Road, Mitcham, Surrey, CR4 3UD.

Registration and refreshments from **9.30am**, with courses starting promptly at **10.00am**. Lunch is served on full day courses so please state any specific dietary requirements on your booking form.

Contact Jennie for further information or if you have any specific requirements on 020 8648 9551 or by e-mail at Jennifer@mertonunitynetwork.org.uk

BOOKING

- To book a place, please complete and submit a booking form with any relevant payment.
- You can provisionally book a place by phone or e-mail at any time.
- Cheques should be made payable to Merton Unity Network.

* Free to BME VCO's within Merton. For other organisations there is likely to be a charge. For further information please contact Jennie on 0208 648 9551.

DEVELOPMENT, RESEARCH & INFORMATION PROJECT (DRIP) TRAINING PROGRAMME 2009

<i>DATES</i>	<i>COURSE</i>	<i>COURSE DURATION</i>
26 January 14 July	Effective Fundraising	10.00am-4.00pm
24 February 11 August	Project Development & Review	10.00am-4.00pm
24 March 22 September	Governance	10.00am-4.00pm
21 April 20 October	Organisational planning	10.00am-4.00pm
26 May 24 November	Promoting your Organisation	10.00am-4.00pm (Part 1 & Part 2)
23 June 8 December	Equality & Diversity	10.00am-4.00pm (Part 1 & Part 2)

DEVELOPMENT, RESEARCH & INFORMATION PROJECT (DRIP) TRAINING PROGRAMME 2009 COURSE OUTLINE

EFFECTIVE FUNDRAISING

This course is ideal for experienced applicants who wish to boost their funding applications and become winners in these challenging times.

- ❖ Understanding the benefits to customers, clients and service users
- ❖ Developing your budget
- ❖ Identifying funders and meeting their criteria
- ❖ Building relationships with funders and other parties
- ❖ Devising a fundraising plan
- ❖ Writing winning proposals

PROJECT DEVELOPMENT & REVIEW

Identifying, planning and delivering projects are paramount to the success of any organisation. This course will enable you to identify, plan and deliver successful projects that address and meet key areas of importance for your organisation.

- ❖ How to identify needs to inform project development
- ❖ Obtaining and using feedback from beneficiaries and other related parties
- ❖ Project planning and success tracking
- ❖ Project review and forward planning
- ❖ Monitoring and Evaluation process

ORGANISATIONAL PLANNING

It is essential for any organisation to be able to identify needs and to utilise this information for the organisations growth and development.

- ❖ How to identify needs
- ❖ Using needs to inform business planning
- ❖ Understanding wider context: government strategies and priorities
- ❖ Service and performance review to inform improvements in planning and service delivery

GOVERNANCE

Governance is an essential element of any organisation as it is the process by which a Board or Management Committee ensures clear direction for their organisations.

- ❖ Understanding what constitutes good governance and the relationship between governance and management
- ❖ Responsibilities of a management committee and individuals within an organisation
- ❖ Understanding how the conduct of an organisation can influence decision of funders.
- ❖ The role of the Charity Commission

PROMOTING YOUR ORGANISATION

If you want to stand out from the crowd and get your organisation noticed for all the right reasons, promoting your organisation through different communication channels should be at the heart of what you do.

Part 1 [10am – 1.00pm]

- ❖ Cross-cultural communications

Part 2 [1.30pm -4pm]

- ❖ Marketing your organisation

EQUALITY & DIVERSITY

This course will look at the various policies that your organisation needs to implement in order to meet statutory and funding application requirements.

Part 1 [10am-12.30pm]

- ❖ Discrimination Law

Part 2 [1 – 4pm]

- ❖ Equality Action Plan
- ❖ Equality Impact Assessment

BOOKING FORM

THE DEVELOPMENT RESEARCH & INFORMATION PROJECT (DRIP) TRAINING PROGRAMME 2009

If you are completing this form by hand, please write clearly.

Please use a separate form for each person and course.

◆ COURSE

Title:.....

Course date:.....

◆ PERSONAL INFORMATION

Title:.....First name:..... Surname:.....

Job title:..... Organisation:.....

Address:.....

..... Postcode.....

Daytime telephone number:.....

Fax number:.....

Email address:.....

◆ ORGANISATION MONITORING

Type of organisation (please tick as appropriate ✓):

Voluntary/Community Social Enterprise Statutory

Other (please specify)

In what capacity do you work with the above named organisation?

I am a volunteer/trustee I am an employee I am a consultant

Other (please specify).....

In which London borough (s) does your organisation work?.....

What is your organisation's main area of work?.....

◆ **COURSE EXPECTATIONS**

What do you hope to achieve from this course? Please state two key things you want to achieve:

1.....

2.....

◆ **ADVERTISEMENT**

How did you find out about DRIP training?.....

◆ **PAYMENT (for organisations other than BME VCOs in Merton)**

I enclose a cheque for £.....

Please make cheques payable to **Merton Unity Network**.

◆ **ACCESS NEEDS**

Please tell us what would help your participation on the course.....

◆ **DIETARY REQUIREMENTS** (please state below):

.....

◆ **PLEASE RETURN THIS FORM TO:**

DRIP

Merton Unity Network

Vestry Hall

336-338 London Road

Mitcham

Surrey

CR4 3UD

