

# TOPS Two Oceans Project Support

Empowerment through training, capacity building and resource development

**Welcome to 2009's opportunities to develop the potential of every member of your organization!**

We firmly believe in life long learning and are committed to working with development workers (also known as change practitioners) in small organizations (mostly) south of Cape Town. It is always a good idea to keep your existing staff members and help them to grow "into" their job requirements. They know you, they know the organization, and most people have the potential to learn new skills. Best of all, when you invest in your employees' skills development, they usually repay you with greater loyalty and commitment.

We have put together a small selection of training workshops for the first half of the year. If you have specific requests, we would be happy to consider these and design training especially for you.

How much does it cost? I know, I know! None of us can afford vast amounts, so we are keeping training fees genuinely affordable at only R650 per person. **(NPOs qualify for a 33 % discount between June and August!)** It does mean that we need at least 10 participants per workshop to cover the cost of the training venue and notes and preparation, so please encourage others to join you.

All training days are from 9h00 until 16h00 with a light lunch provided.

## **1. Planning for Measurable Results**

Cost: R650.00 per person

Date: 13 & 14 May

We often start spending the moment we receive funding for a specific project – non profit workers are usually so relieved to have sponsorship for their many needs, that they don't pause before spending! And then we get to report writing time and we wonder what on earth to tell the donors, despite the fact that all year was spent working long hours on that project and a lot had been achieved.

This workshop will help you plan systematically and in detail so that reporting is a pleasure. This is the time of year to do this planning.

## **2. Facilitation skills for the inexperienced**

Cost: R650.00 per person

Date: 27 & 28 May

If you have never stood in front of others and have no idea how to do this without stammering and breaking out in a cold sweat, this training is for you.



*Sandy Dowling*  
BA Ed Hons (African Studies)

021 783 2509 084 896 7182 sandy@tops.org.za  
"Karoo" 6 Weavers End, Kommetjie 7975

We look at the needs of adults, training methods, keeping people's attention and practice how to put these in action.

### **3. Communication at all levels**

Cost: R500.00 per person  
Date: 10 June

It is astounding to see how many people think that they communicate well when they are actually just thinking about their plans and not expressing them. This will be of great benefit to project leaders or managers or anyone in leadership, whether junior or senior.

Learn to delegate effectively, inform everyone in your organization about your activities and see how this transforms the ethos of the whole workplace. I have learnt from long experience that people respond positively, beyond expectations, when they are included in communication activities, whether they are your junior, senior or same-level colleagues.

### **4. How to be an effective Chairperson**

Cost: R500.00 per person  
Date: 24 June

Have you ever felt frustrated in meetings when nobody but the chairperson gets a word in? Or when discussions went round in circles and after an hour no decision had been taken?

Experience the joy of meetings that are brief and to the point with a clear way forward. Make sure that all your staff members learn these skills, so that the chairperson's duties do not fall on the manager's shoulders only.

Interested? Take action now – the application form is attached.

### **Seta accreditation**

Do you need to develop training manuals that are aligned to unit standards? We have gained useful experience and insight into SAQA and the National Skills Plan.

Contact us for help – we put your training manual together, edit it and could even translate it to or from Afrikaans.

We are particularly skilled in helping you to do your project evaluations so that your organization benefits from the exercise (and not only the donors!).

Contact Sandy at [sandy@tops.org.za](mailto:sandy@tops.org.za) or telephone me at 021 783 2509.





Application Form – TOPS training 2009

Name:.....

Organisation:.....

Contact number:.....

Email address:.....

Course you are enrolling for:  
.....  
.....

Fees due:.....

Please make an electronic payment at least two weeks (14 days) prior to the workshop date.

<b>Absa Bank</b>	
<b>Branch code:</b>	<b>632005</b>
<b>Account name:</b>	<b>SB Dowling</b>
<b>Savings Account</b>	
<b>Account number:</b>	<b>919 588 4526</b>

**About the training facilitator**  
**Sandy Dowling** has more than twenty years' experience in community development work, particularly in skills training and empowerment. She has initiated, launched and developed several projects, including the establishment of the Salesian Planning and Development Office (SPDO) and the Youth Employment Skills (YES) project. She is chairperson of the Management Board of Valley Development Projects, an organisation which she founded with CWD in 1989. Ms Dowling now owns Two Oceans Project Support (TOPS), which provides a range of services for small businesses and not-for-profit organisations, with a particular interest in capacity building and evaluations.



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