



Service through Partnership

**Service through Partnership (StP) is a project funded by the BIG Lottery BASIS 2 Programme**

The project is designed to build the capacity of voluntary/community groups and organisations from the BME sector across Dudley, Sandwell, Telford and Wolverhampton local authority areas.

The project offers:

- A one to one tailored support service for participating organisations
- A training programme designed to help BME organisations sustain, modernise and enhance their service delivery
- A peer mentoring programme
- An online service providing information on policy, strategies and legislation affecting the BME sector.

The project is running until 2014 and will work collaboratively with all its partners and other stakeholders to compliment their services.

**Contact the StP project today**

on 01384 456166

Email: [info@bmesupport.org.uk](mailto:info@bmesupport.org.uk)

Website: [www.bmesupport.org.uk](http://www.bmesupport.org.uk)

The Centre for Equality & Diversity is the accountable body for the StP

[www.cfed.org.uk](http://www.cfed.org.uk)

Registered Charity Number. 1114821

Registered Company Number. 5745005

# Training Workshop

## How to develop your project



Service through Partnership

**Date: Thursday 28th November 2013**

**Time: 9:45am — 4:30pm**

**Venue: The Ethnic Minority Council (EMC)**

**Stewart House**

**18 Stewart Street**

**Wolverhampton WV2 4JW**

**For further information and to book a place please continue overleaf**



## Workshop Description

Whether you're applying for funding or using your own funds, continuing an existing project or starting a new one you want to do your best to ensure your project will be successful. You want to make sure that it meets a need and is deliverable; you want to be confident that you are making best use of your limited resources and are offering a value for money service.

Project development is more than merely coming up with an idea for a project. It starts with setting objectives and progresses through developing an evidence base, generating and selecting project ideas, project delivery planning, establishing processes for monitoring performance and risk management.

This course is designed to give participants the basic tools to be able to develop projects they can have confidence in.

## Workshop Content

1. Introduction to 'What is a project'?
2. Developing project objectives – drivers, SMART targets, outcomes
3. Understanding need – what is it and where's the evidence
4. Generating project ideas and selecting 'preferred projects' – Brainstorming, SWOT and other techniques
5. Project delivery planning – project planning charts, matching resources to project delivery
6. Monitoring and review – performance indicators, gathering and using monitoring information
7. Risk analysis – what could go wrong, how do you prevent and what do you do if it does go wrong

This workshop is facilitated by Michael Brown, a trainer with more than thirty years' project development experience within the voluntary sector. The course is designed to be interactive, combining tutor input, individual and group exercise and facilitated discussions.

Copies of all workshop materials will be circulated at the end of the course

## Cost

**The workshop is free to all attendees!**

## Timings

Timings: This workshop will have the following timing:

- 9:15am Registration
- 9:45am Course start
- 4.30pm Course ends

Refreshments will be provided throughout the workshop and a light lunch provided at 12.45pm,

## Venue

**The Ethnic Minority Council  
Stewart House  
18 Stewart Street  
Wolverhampton WV2 4JW**

Participants attending this workshop from areas outside Wolverhampton may have travel expenses reimbursed, if required and subject to suitable evidence being provided.

## Booking Details

**If you would like to attend this workshop please book your place using one of the following methods:**

Email: [anna.wilkes@cfed.org.uk](mailto:anna.wilkes@cfed.org.uk)

Phone: 01384 456166

Or return the slip below to Anna Wilkes, Centre for Equality & Diversity, 16a Stone Street, Dudley DY1 1NS

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## **How to develop your project workshop**

**Name:**

**Organisation:**

**Telephone No & Email:**

**No. of places requested:**