THE SCHOOL OF INTERNATIONAL DEVELOPMENT

PROFESSIONAL SKILLS WORKSHOPS
Welcome to Our Workshops

The School of International Development (DEV) provides undergraduate and postgraduate DEV students the opportunity to participate in a range of practical workshops to develop skills useful for, and expected of, development practitioners. These are in addition to the applied skills taught in many of your courses. These optional workshops last from one to five days. They are not compulsory and are not assessed. Rather, these sessions are an excellent opportunity to enhance your practical and employability skills as well as a valuable addition to your CV.

This booklet contains the details of the workshops planned for 2016/17. Please be realistic about your possible workload and other commitments. If you sign up for a course, you are responsible for managing your time and any coursework deadlines accordingly. Please consult your course convenor if you are not sure.

David Girling | Director of Employability
School of International Development

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Introduction to Fundraising

1 November 2016
£10

Participatory Photography

2–4 November 2016
£60

Gender and Organisational Change

20–24 February 2017
£50

Introduction to Financial Management for Project Managers

23–24 February 2017
£30

Introduction to Impact Evaluation Measurement

3 March 2017
£10

Filmmaking for Development

25 March & 3–6 April 2017
£60

Mapping and Geographic Information Systems (GIS)

29–31 March 2017
£40

An Introduction to Humanitarian Practice

19–21 April 2017
£60

Facilitation Skills

31 May – 2 June 2017
£30

How Much Does it Cost?

Course participants are required to make a small contribution to the workshop costs. This is substantially cheaper than the cost of doing a similar course as a member of the public, so it is an excellent opportunity to enhance your employability skills. For all fees, you will be invoiced by the SSF Finance Office and will pay through your student account on eVision.

Students who register for a course and then wish to cancel must give at least two weeks’ notice or will be required to pay the fees in full, regardless of whether they attend the course or not. Students who commence but do not complete a course will also be expected to pay the full amount.

When Can I Register?

Registration for courses will not open until 4-6 weeks prior to the course date. You will be notified weekly on the run up to the start date through emails and DEV Bulletins sent from the School Support Office.

When registration is open, you will be asked to email dev.general@uea.ac.uk with your name, student number and degree title. If a course is already full at time of registration, you will be added to the waiting list and notified if there are cancellations.

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YOUR QUESTIONS ANSWERED

WHY DO WE HAVE TO PAY TO DO SOME OF THE COURSES?
All of the practical skills courses offered by DEV are provided as ‘optional extras’ in addition to the normal teaching associated with your degree. A fee is charged to:

- Help cover the cost of materials and equipment and the fees of external trainers
- Ensure that those who register to attend do so because of genuine interest and are committed to attending.

As previously mentioned, these courses are charged to you at a fraction of the cost you would pay if you were a member of the public.

WHAT IF I NEED TO WITHDRAW?
If you need to withdraw from a course please give as much notice as possible so that your place can be allocated to another student. You must give at least two weeks’ notice for any cancellations, or you will still be charged the full amount for the course.

WHAT IS EXPECTED OF ATTENDANCE?
Many workshops run for a full day from 9am to 5pm. You should arrive 10 minutes before the workshop commences. Full attendance is required to be eligible to claim participation and/or certification.

WHAT IS THE WAITING LIST?
The places available at each workshop are limited. If you register after the last place has been filled you will automatically be put on a waiting list. If a registered participant later withdraws, then their place will be offered first to those on the waiting list.

CAN I DO MORE THAN ONE COURSE?
Yes – you are able to register for as many Professional Skills courses as you like!
Be aware that some courses overlap and you will therefore only be able to attend one, as full attendance is required for all courses.

MY ASSIGNMENT IS DUE DURING OR IMMEDIATELY AFTER A COURSE – CAN I SEEK AN EXTENSION?
Please make sure you can complete your coursework satisfactorily according to the due date. Attending one or all of the skills courses is not sufficient grounds for an extension. Please be aware that these courses often last the whole day and can be intensive.

I AM NOT INTERESTED IN THE COURSES THAT ARE OFFERED OR THEY ARE NOT RELEVANT TO ME. CAN I SUGGEST ALTERNATIVE COURSES THAT DEV SHOULD OFFER?
Yes, please do! The courses that are offered have been developed based on suggestions from previous students and staff as well as potential employers. New ideas are welcome but please bear in mind that it may not be possible to offer a new course this academic year due to the limitations of funding and time available.

Please email David Girling, Director of Employability, with suggested courses:
D.Girling@uea.ac.uk
NOVEMBER 2016 WORKSHOP FUNDRAISING

INTRODUCTION TO FUNDRAISING

TAUGHT BY Pulsar International
DATES 1 Nov 2016
COST £10

BACKGROUND
It can be hard for recent graduates to break into the International Development sector. Having knowledge of, and gaining some hands-on experience in a skill such as fundraising could be a positive way to distinguish yourself when searching for that first job. Whilst some people may eventually make a sideways move from fundraising to other areas within international development, fundraising in itself can be a hugely interesting and rewarding career.

WHO IS IT FOR?
This course is aimed at students who would like to know more about how to break into fundraising as a career, or as entry into a career with eg NGOs.

WHO RUNS IT?
In the morning the course will be run by Gaynor Egan, Careers Advisor for DEV and David Girling, DEV Director of Employability who will give an overview of the fundraising sector and first steps on the career ladder, illustrated by case studies of and talks by DEV alumni who have successfully embarked on careers within fundraising.

The afternoon practical session will be led by Pulsar International (PI), a local charity which supports projects designed by NGOs and the communities they serve in developing countries. PI have successfully fundraised for numerous and varied projects in countries such as Cambodia, Cameroon, Ethiopia, Ghana, Kenya and Papua New Guinea. This practical session will include group exercises on effective bid writing, discussions and will take a closer look at the profiles of some of the NGOs PI are working with and how they aim to make a difference.

WHAT ARE THE OBJECTIVES?
- Overview of the different types of fundraising, from online and in-person, street fundraising, corporate, individual donors to legacies
- Typical first jobs in fundraising, career progression and opportunities to broaden out
- A day in the life of a fundraiser: challenges and opportunities
- Practical bid writing workshop.

AND AFTER THE COURSE?
Pulsar International are very keen to build good links with current DEV students, both undergraduate and postgraduate. They are able to offer the opportunity for you to gain some excellent experience whilst you study at UEA by becoming involved in real-life, real-time fundraising projects for some of the NGOs they currently work with, both here in the UK and overseas.
**NOVEMBER 2016 WORKSHOP PHOTOGRAPHY**

**PARTICIPATORY PHOTOGRAPHY**

**TAUGHT BY** PhotoVoice

**DATES** 2–4 Nov 2016

**COST** £60

**WHO IS IT FOR?**
The course is designed for anyone with an interest in the use of photography for social change. Drawing upon award-winning expertise gained from running participatory photography projects with under-represented communities around the world, this course is for those who would like to learn more about the practicalities and ethics in running participatory photography projects.

**WHO RUNS IT?**
PhotoVoice’s experienced trainers deliver fast-paced, participatory workshops that create a forum for questions and discussions. They have a wealth of experience in running projects in a multitude of settings, on both a national and international stage.

**WHAT ARE THE OBJECTIVES?**
The course provides a comprehensive introduction to understanding, designing, managing and facilitating a participatory photography project. Aspects covered include practicalities, methodologies, ethics, participatory tools, facilitation and frameworks.

Key points covered:
- What is participatory photography?
- Photography as a participatory medium
- Visual literacy
- Workshop and project design practicalities
- Facilitation skills
- Ethics, informed consent and copyright
- Understanding and working with risk
- Creating a safe space
- Working with text
- Participatory editing.

Note: Previous photographic skills or experience are not required. The course will involve some basic photography training, but mainly focuses on the design and delivery of participatory photography workshops for research, advocacy, project design or community engagement.

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**FEVERUARY 2017 WORKSHOPS**

**FINANCIAL MANAGEMENT / GENDER**

**GENDER AND ORGANISATIONAL CHANGE**

**PRACTICAL TECHNIQUES AND APPROACHES FOR GENDER SPECIALISTS**

**TAUGHT BY** Dr Penny Plowman

**DATES** 20–24 Feb 2017

**COST** £50

**WHO IS IT FOR?**
This course aims to help students develop the practical training skills and insight to implement a gender equality framework inside a development organisation. It is strongly recommended for students focusing on gender issues within their degree.

**WHO RUNS IT?**
The course is run by Dr Penny Plowman who works as an organisational development practitioner and mentor, specialising in gender and organisational change. Penny has 35 years’ experience working in development and has a long association with DEV.

**WHAT ARE THE OBJECTIVES?**
The aim of the course is to develop practical training skills and insight for implementing a gender equality framework inside a development organisation. The main objectives are:

- To understand some of the key concepts underlying organisational change
- To understand some of the key concepts underlying the techniques of working with gender in organisations
- To apply techniques for building gender knowledge and skills inside development organisations.

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**INTRODUCTION TO FINANCIAL MANAGEMENT FOR PROJECT MANAGERS**

**TAUGHT BY** Mango – www.mango.org.uk

**DATES** 23–24 Feb 2017

**COST** £30

**WHO IS IT FOR?**
This course is aimed at anyone who is interested in managing development projects and programmes, but does not have much experience managing project budgets and is confused by project financial management language and concepts.

**WHO RUNS IT?**
Mango is an award-winning, UK-registered NGO. Their mission is to strengthen the financial management and accountability of other NGOs and their partners worldwide. They do this through training, recruitment, consultancy and publishing across the globe. They also engage in thought leadership and advocacy on sector-wide financial management issues.

**WHAT ARE THE OBJECTIVES?**
- Overview of the role of financial management in programme management, including key concepts and who does what
- The four ‘building blocks’ of financial management
- The challenges of budgeting for humanitarian and development organisations
- Overview of a financial management system
- Field accounting basics
- ‘Commitments’ and ‘accruals’ demystified
- Understanding a Chart of Accounts and cost centres
- Developing an activity-centred budget.
**MARCH 2017 WORKSHOPS**

**IMPACT EVALUATION / FILMMAKING / GIS**

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### INTRODUCTION TO IMPACT EVALUATION MEASUREMENT

**TAUGHT BY** Dr Maren Duvendack

**DATES** 3 Mar 2017

**COST** £10

Policymakers and donor agencies are under increasing pressure to justify public spending on social and economic development programmes. There is limited evidence on whether the resources spent on a particular programme achieve their designated goals in cost-effective ways.

**WHO IS IT FOR?**

The course is designed for students with an interest in learning about effective ways to monitor and evaluate projects and the environments in which they work.

**WHO RUNS IT?**

The course is run by Maren Duvendack who has a PhD in Development Economics and is currently a lecturer here in the School of International Development. She teaches on the MSc Impact Evaluation and directs the professional annual short course on impact evaluation.

**WHAT ARE THE OBJECTIVES?**

This workshop will provide an overview of the changing context and practice of evaluation, including quantitative, qualitative and combined approaches for rigorous impact evaluation. It will include case study presentations on iconic impact evaluations, some practical tools and exercises, discussion of specific challenges and opportunities to use them.

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### FILMMAKING FOR DEVELOPMENT

**TAUGHT BY** Postcode Films  
www.postcodefilms.com

**DATES** 25 Mar & 3–6 Apr 2017

**COST** £60

Students who wish to be trained in the techniques required to employ film as a research or advocacy tool.

**WHO RUNS IT?**

The trainers for this course are Ed Owles and Jaime Taylor from Postcode Films (www.postcodefilms.com). Postcode Films is an award-winning documentary production company run by independent filmmakers with a background in visual anthropology. As well as making feature-length documentaries for broadcast and films for NGOs and the public sector, they have also been running workshops for the last decade that teach students how to create responsibly-made and engaging short films. Previous films made with UEA DEV students can be watched here: www.viewnr4.co.uk.

**WHAT ARE THE OBJECTIVES?**

Participants will receive practical training in camera work, sound recording, storytelling and editing and will work in small teams to produce, film and edit a short documentary using professional equipment. They will also learn about the theoretical and ethical implications of using films for research or advocacy purposes. By the end of the course, students will have had an introduction to the basics skills required to make a short documentary.

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### MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS (GIS)

**INTRODUCTION TO GIS FOR DEVELOPMENT/NATURAL RESOURCE MANAGEMENT**

**TAUGHT BY** Dr Nick Bearman and Dr Paul Munday

**DATES** 29–31 Mar 2017

**COST** £40

**WHO IS IT FOR?**

Students interested in developing practical skills in GIS for development. The course will be of benefit to students with interests in poverty and humanitarian mapping, livelihood analysis and/or understanding climate change impacts.

**WHO RUNS IT?**

Nick Bearman works as a Senior GIS Analyst at Clear Mapping Co and an Honorary Lecturer at the University of Liverpool. He uses GIS software in many analysis and design projects and teaches GIS to a wide variety of students and staff.

Paul Munday is a Senior Consultant working for the UK’s largest engineering and project management consultancy. He provides technical advice and management of climate change adaptation, renewable energy and hydrological projects in the UK and abroad.

**WHAT ARE THE OBJECTIVES?**

At the end of this workshop students will have familiarity and experience in using GIS and Global Positioning System (GPS) devices for data capture and analysis to solve spatial decision problems in an international development setting. Students will gain valuable practical experience of using GIS software, including commercial GIS (ArcGIS) and open source alternatives (QGIS), which they may use in their studies or in future employment. Grab a bargain – the equivalent cost of this course in a commercial setting would be approximately £1,200.
AN INTRODUCTION TO HUMANITARIAN PRACTICE

TAUGHT BY Jeremy Loveless
DATES 19–21 Apr 2017
COST £60

WHO IS IT FOR?
The course is for undergraduate and postgraduate students who are interested in a career in humanitarianism.

WHO RUNS IT?
Jeremy Loveless – a humanitarian professional who works in operations, policy and teaching – will manage the course. He will be supported by specialists in particular subjects, each of whom has recent hands-on experience of humanitarian operations.

WHAT ARE THE OBJECTIVES?
By the end of the course students will understand how the humanitarian sector functions and will have practised key skills essential for work in this sector. The following areas will be covered:

- Humanitarian architecture (who does what and why): the roles of national governments and organisations, affected communities, and international agencies.
- How it is done: programme planning, management and monitoring.
- Diversity and inclusion: involvement of affected people and working with diverse teams and communities.
- Security: practical security management and examination of the political and geographic context.
- Skills and standards: what humanitarian workers must be able to do and the standards and legal frameworks that govern humanitarian action.

The course will be very practical, based on “what it’s like on the ground” and using a range of simulation techniques. For example, participants will be given mock assessment tasks and will undertake planning for real disaster scenarios.

MAY 2017 WORKSHOP
FACILITATION SKILLS

SHORT COURSE IN FACILITATION SKILLS

TAUGHT BY  Jenny Nicholson
               Assisted by Dr Marisa Goulden

DATES  31 May – 2 Jun 2017

COST  £30

WHO IS IT FOR?
This course is suitable for anyone interested in facilitating group learning processes or improving how they work in teams with other people. Practical applications of facilitation skills include team working in almost any working environment and facilitating participation in research and development initiatives.

WHO RUNS IT?
Jenny Nicholson is a professional facilitator with a diploma in Humanistic Psychology from the Institute for the Development of Human Potential (IDHP) and 25 years of experience of facilitating a range of different groups.
Dr Marisa Goulden is a Lecturer in the School of International Development with extensive experience of facilitating focus groups and workshops for research and other purposes in international development contexts in Egypt, Ethiopia and Uganda as well as in the UK.

WHAT ARE THE OBJECTIVES?
The aim of this 3-day group facilitation skills course is to provide a firm foundation in theory and practice of group facilitation that participants can build on with confidence. A range of working methods will be used: experiential and creative activities, reflective practice, working with the process of the group, skills practice, coaching, games, theoretical input and discussion.