



*We Believe Two Heads Are Better ...*  
**WWW.ABUSUAFOUNDATION.ORG**

## **In Collaboration with**

The Commonwealth Youth Programme (CYP), Ghana  
The Federation of Youth Associations of Ghana (FEDYAG)  
School of Business, University of Cape Coast  
Global Youth Action Network (GYAN), Ghana  
Students World Assembly, (SWA), Ghana

# **Presents**

## EXECUTIVE TRAINING PROGRAMMES

>> DECEMBER 2006 <<

### Course Title 1: **Organising Social Events**

**Date:** 15th December, 2006

**Time:** 4pm - 7pm

**Venue:** Sassakawa Conference Centre, UCC

*Repeated on:*

**Date:** 19th December, 2006

**Time:** 10am - 1pm

**Venue:** Sch. of Business Seminar Rm, UCC

#### **Description:**

This course will highlight events management in general and social events in particular. It will afford participants an insight into organising events with a professional touch, smoothly running through the pre-events, events execution and post events evaluation stages. It will cut across social events by corporates, individuals and groups looking to organise their own events.

*The Facilitators, Barima Asamoah and P. K. Mensah, are members of the Events Management Association of Ghana (EMAG), and lecturers at the Imhotep Media Institute in Accra and in the Ghana Institute of Journalism's Events Management Programmes.*

### Course Title 2: **Workshop Facilitation Skills**

**Date:** 16th December, 2006

**Time:** 8am - 2pm

**Venue:** Adabor Conference Room, UCC

#### **Description:**

The course is designed to bring to the fore salient issues in Workshop facilitation, especially for training workshops. Participants will be able to differentiate between facilitation and training, training and capacity building, as well as understudy various methods of facilitation. It is designed for trainers or potentials, managers and leaders of groups, students and civil society and all who will participate in various workshops in the future.

*The Facilitator, Dr. Henry Akplu, formerly of GIMPA is now a Senior Lecturer at the University of Cape Coast School of Business where he lectures in Human Resource Management. He has facilitated and been consulted in several projects with JICA, NACVET, etc,*

### Course Title 3: **Report Writing - The 'FOTM' Approach**

**Date:** 16th December, 2006

**Time:** 9am - 1pm

**Venue:** Sassakawa Conference Centre, UCC

#### **Description:**

Develop your report writing skills with up-in-time methods of updating your progress fact-file logs and enabling efficient and accurate recall when finalizing your reports. This sharing and workshop will further present participants with the necessary resources for data gathering, evaluation and use in preparing the project report that meets the standards of current donors and support lines.

*The Facilitators are seasoned contributors to the Topic. Tsike-Sossah is the Chief Executive officer of Abusua Foundation and the Ghana Country Coordinator of Work The World, UK. Victor Mensah lectures in Business Communication with the Centre for Continuing Education at the University of Cape Coast.*

## Course Title 4: Church/Ministry Leadership and Management

**Date:** 17th December, 2006

**Time:** 2pm - 6pm

**Venue:** Sassakawa Conference Centre, UCC

### **Description:**

The course will explore the principles of Management and how it relates to the work of Churches and Faith Based Organisations (FBOs). The differences in Leadership and Management, synchronizing the positives of current church administration with the ideals of effective management, etc. Will be explored. Participants will analyze cases in developing church visions, church time management, committee conflict management, budgeting and church finances, staffing and events among other topics. This course is designed for leaders of churches, ministries, FBOs, groups and committees in churches and potentials.

*The Facilitators, E. Marfo-Yiadom and V. P. K. Mensah are members of the School of Business, University of Cape Coast. Mr. Marfo-Yiadom, a Christian and Elder of a church, is the Dean of School of Business. Mr. Mensah is a Senior Research Assistant of the School of Business and a dedicated Christian.*

## Course Title 5: The Art of Fund-Raising

**Date:** 18th December, 2006

**Time:** 8am - 1pm

**Venue:** SOB Conference Room, UCC

*Repeated on:*

**Date:** 19th December, 2006

**Time:** 8am - 1pm

**Venue:** SOB Conference Room, UCC

### **Description:**

Raising funds for projects has become easier for previous participants of the course. Funds - despite all arguments and myths against this - are available and up for grabs. The tools needed for increasing your potential of attracting them is what is packaged for participants of this course. Practical sources of funds for participants projects are suggested with ratings of available fund sources and their requirements given.

*The Facilitators, Mr. & Mrs. Akorsu are experts seasoned contributors to this field of knowledge. With several project experience and training on the subject matter, participants should be prepared for nothing but the best. Mrs Akorsu lectures in the Mphil Programmes at the Centre for Development Studies (CDS), of the Faculty of Social Science, UCC, while Mr. Akorsu is a lecturer with the School of Business and Coordinator of the UCC-Unilever Entrepreneurship Training Project Team*

## Course Title 6: Negotiation Skills for Winners

**Date:** 18th December, 2006

**Time:** 9am - 2pm

**Venue:** Sassakawa Conference Centre, UCC

*Repeated on:*

**Date:** 19th December, 2006

**Time:** 9am - 2pm

**Venue:** Sassakawa Conference Centre, UCC

### **Description:**

Indeed, there are four outcomes in every negotiation: a win-win situation, a win-lose situation, a lose-win situation and a lose-lose situation. The fact that the options are more than one however does not present you with 'great' options. You have to decide, prior to every negotiation what you want - and non is bad! You can even decide to opt for a lose-lose situation but still come out as a victor. Experience the 'how' of this saying in the course that has impacted several groups of participants. Issues in personality profiling, conflict rationalisation and control, point development and hits, communication strategies as well as the famous Negotiation-toolbox set of tactics, will be underscored in this presentation.

*The Victor and Simon team of facilitators for this course have been doing same for years. Their presentations have helped modified our Negotiation Skills programmes for student leaders, women, and corporate executives at large. Simon is Chief Executive Officer of Abusua Foundation and Ghana Country Coordinator of WTW. Victor is an Executive Director of the Foundation in charge of Human Resources. Together, they have authored the manual, 'Negotiation Skills'.*

## Course Title 7: Youth Leadership: Best Practices

**Date:** 20th December, 2006

**Time:** 9am - 3pm

**Venue:** Sassakawa Conference Centre, UCC

### **Description:**

This is a brainstorm session for youth leaders across the globe. Participants, forming a think-tank will share the practices that have enabled them chalk successes in their various organisations. The final document will be prepared for circulation as toolkits for participants' organisations and possible free distribution.

*Ms. Phillis Andoh is the Facilitator. With extensive knowledge and background in youth work she is best suited for this task. She is the Deputy Coordinator, (Africa) for the Commonwealth Youth Programme (CYP) and an Executive of the Federation of Youth Associations of Ghana (FEDYAG). She is a member of the Central University College and Ghana's Representative at the CYP.*

## Course Title 8: Proposal Writing for the Funds Hunter

**Date:** 21st December, 2006

**Time:** 8am - 1pm

**Venue:** SOB Conference Room, UCC

### **Description:**

You don't have to miss this course if you want to experience the all new methodology of accessing funds for your projects. Different techniques apply for different funding opportunities. Discover the varied range of opportunities available to you by sharing at, and participating in this programme.

*The Facilitator is a seasoned contributor to the Topic. Tsike-Sossah is the Chief Executive officer of Abusua Foundation and the Ghana Country Coordinator of Work The World, UK. The author of the award winning manual 'Proposal Writing for the Funds Hunter' and having facilitated several of such sessions, he is best suited to lead discussions on the topic.*

## Course Title 9: Business Ethics: The Dynamics

**Date:** 22nd December, 2006

**Time:** 9am - 2pm

**Venue:** SOB Conference Room, UCC

### **Description:**

The globalisation of our hither to 'small' world has brought about several challenges not only to for-profit making organisations, but to civil society as well. What standards should we use to measure actions, who should set these standards, who should police these standards, what are the roles of the various actors in this field, etc, are but few of the questions to be discussed at this forum. It is designed for business practitioners, marketers, students and civil society at large.

*Edward Marfo-Yiadom is the Dean of the School of Business at the University of Cape Coast, Cape Coast, Ghana. A Chartered Accountant by profession, he has talked on the topic to his fellows and others at several gatherings. With his specialty in Strategic Management, he combines a fact-based approach with an explorative method of facilitation for the mutual benefit of all participants.*



LOOK OUT FOR THE ...

**1:4:3**  
Charity Ball

>>Poverty Reduction, Support for HIV Patients or a Community Project<<

**Say I(1) Love(4) You(3)**

to someone desperately in need of one today, with a minimum of \$3 or ₵20,000 only. In a real democratic style, participants will vote for a cause, vote for a target amount and raise funds and/or pledges to meet the cause.

**16th December, 2006>> 7pm**



While enjoying good *highlife* Music from Ghana and the best catering services!!

# GENERAL INFORMATION

## VENUE:

All venues for the above courses can be located on the North Campus (New Site) of the University of Cape Coast, Cape Coast, Ghana. Taxies move from Kotokoraba Main station in Cape Coast Town or from the STC yard to the venue. Call 0244768555 or 0244978428 for directions if any.

## RATES:

Course	Rate	Volunteers*	Affiliates**	Int. Participants
Title 1	¢400,000	¢100,000	¢200,000	\$50
Title 2	¢500,000	¢200,000	¢400,000	\$70
Title 3	¢300,000	¢100,000	¢200,000	\$40
Title 4	¢300,000	¢100,000	¢200,000	\$40
Title 5	¢300,000	¢100,000	¢200,000	\$40
Title 6	¢300,000	¢100,000	¢200,000	\$40
Title 7	¢300,000	¢100,000	¢200,000	\$40
Title 8	¢400,000	¢100,000	¢200,000	\$50
Title 9	¢400,000	¢100,000	¢200,000	\$50

\* Volunteers = Registered Volunteers with Abusua Foundation

\*\* Affiliates = Members of FEDYAG, GYAN, TIG, SWA and students.

(International Participants who are affiliates will receive a \$5 rebate on each course)

Accommodation may be arranged for participants who desire it. Rates range from \$10 to \$20 for basic accommodation to between \$40 and \$50 for executive lodges.

## FEE DETAILS:

Fees include resource materials, snacks and refreshments, and other souvenirs, as well as an Executive Certificate for participation. Participants will also be added to Abusua Foundation's exclusive network list. Access is provided on our website for Members on this list.

## PAYMENT DETAILS:

1. By Money Order in the Name of Abusua Foundation, Cape Coast, or

2. By Bank Transfer to:

Account Name: Abusua Foundation

Account Number: 1046208

Bank: Barclays Bank

Branch: Cape Coast

Swift Code: BARCGHAC

## BURSARIES:

Part bursaries are available but limited. Bursaries will only cover accommodation costs for multiple course participants. Recipients will still have to pay the workshop fee. Indicate request on the registration form.

## VISAS

Apart from ECOWAS citizens, all other persons require a visa to enter Ghana. FEDYAG will facilitate the visa process with the Ghanaian consulates in your country.

## CONTACT:

Charity - 042 37746,

Victor - 024 4768555,

Simon - 024 4978428

**EMAIL:** [abusua\\_foundation@yahoo.com](mailto:abusua_foundation@yahoo.com) and [info@abusuafoundation.org](mailto:info@abusuafoundation.org)

**EVENT URL:** <http://www.abusuafoundation.org/events.php>

**WEBSITE:** <http://www.abusuafoundation.org>

**WE LOOK FORWARD TO WELCOMING YOU ALL TO CAPE COAST, GHANA.**