

***FCSS
Professional
Development
Training
Program***



Produced by:

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Product of

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Purpose of Workbook

- Expanding capacity for community programming to deal with today's complex, pervasive social issues is challenging.
- Helping you to meet the needs of your community through peer support, opportunities and resources.
- This workbook is designed to enhance your knowledge, skills, strategies and, ultimately, your capacity to benefit your entire community.

Overall Program Outcomes

- More knowledge and skills in the area of capacity building
- Development of peer learning and support structures within your organization
- Increased FCSSAA Resource Bank to support program capacity across the province

How to Use this Workbook

Development of Workbook

- The Professional Development Training Program, originally known as the Program Capacity Building Project, has been evolving since June 2004.
- Initially, FCSS Directors were trained to become trainers. The first group, chosen to represent a cross section of the province, co-developed the initial set of training modules with the consultant in the spring of 2005.
- After a pilot program, feedback from participants and trainers resulted in revisions to content and design.
- Six modules make up the FCSS Professional Development Training Program. They are:

1

Working in Community: Community Development

Learn the basic techniques for building capacity: community engagement, advocacy and social action.

- Engage with diverse community members and groups.
- Ensure a broad range of issues are considered during planning processes.
- Make community members aware of issues and include them in decisions that affect them.
- Advocate effectively on behalf of community.

2

Research

Understand why you need research, how to conduct qualitative, quantitative, and secondary research, and how to perform a Community Needs and Strengths Assessment.

- Improve your chance of receiving funding by demonstrating need.
- Show communities and stakeholders the rationale for programs and services.
- Provide services that meet your community's needs.
- Understand the issues within and strengths possessed by community.
- Define preferred outcomes and prioritize needs.

3

Evaluation Planning

Learn evaluation methods and tools to ensure programs and projects meet the established goals.

- Understand the impact/results of your work.
- Improve the quality of current and future work.
- Choose the right evaluation process for the job.
- Write effective evaluation plans.

4

Strategic Planning

Discover the benefits of careful consideration of broader goals when planning projects.

- Set the context for your plan and prepare for change.
- Involve stakeholders in designing a strategic planning process.
- Write an effective strategic plan.
- Create action plans to achieve your strategies.
- Use the right strategic planning consultants at the right time.

5

Advocacy

Text to come.

- Understand what advocacy is.
- Understand the different types and levels of advocacy work.
- Understand the steps involved in good advocacy practices.
- Have the knowledge and skills to write an advocacy plan.
- Have the basic knowledge and skills to carry out or participate in advocacy.

6

Resources and Examples

Competency Assessment Scale

You might find it useful to work through the assessments below for each of the modules before reading them. Then come back to the assessments upon completion of each module and rate your competence again to see whether or not it has increased.

Working in Community: Community Development						
Level of Competency >>	Less than acceptable		Acceptable		More than acceptable	
	Pre-Workbook	Post-Workbook	Pre-Workbook	Post-Workbook	Pre-Workbook	Post-Workbook
I understand community development						
I understand how to engage in and support community development						
I understand and can support community engagement						
I can develop and use different community engagement skills and tools						
I understand and can use different levels and types of advocacy						
I have the skills required for implementing strategic advocacy						

Research						
Level of Competency >>	Less than acceptable		Acceptable		More than acceptable	
	Pre-Workbook	Post-Workbook	Pre-Workbook	Post-Workbook	Pre-Workbook	Post-Workbook
I am familiar with doing research in general, and different types of research methods						
I have a basic understanding of quantitative research						
I have a basic understanding of qualitative research						
I understand the connections between research, policy and advocacy						
I have the skills to conduct secondary research						
I can describe the difference between qualitative and quantitative research methods						
I can describe different approaches to doing community needs and strengths assessments, and choose the best method to fit my situation						

Evaluation

Level of Competency >>>	Less than acceptable		Acceptable		More than acceptable	
	Pre-Workbook	Post-Workbook	Pre-Workbook	Post-Workbook	Pre-Workbook	Post-Workbook
I understand evaluation and why it is done						
I can describe the different kinds of evaluation processes						
I have the knowledge and skills to prepare an evaluation plan						
I have the knowledge and skills to participate in an evaluation process						
I have the knowledge and skills to implement an evaluation process						

Strategic Planning

Level of Competency >>>	Less than acceptable		Acceptable		More than acceptable	
	Pre-Workbook	Post-Workbook	Pre-Workbook	Post-Workbook	Pre-Workbook	Post-Workbook
I understand what a strategic plan is and how it is used						
I can describe key concepts and definitions of strategic planning						
I understand and can describe the strategic planning process						
I have the knowledge to hire a strategic planning consultant						

Advocacy

Level of Competency >>>	Less than acceptable		Acceptable		More than acceptable	
	Pre-Workbook	Post-Workbook	Pre-Workbook	Post-Workbook	Pre-Workbook	Post-Workbook
I understand and can describe what advocacy is and why it is done						
I understand and can describe the different types and levels of advocacy work						
I understand and can describe the steps involved in good advocacy practices.						
I can write an advocacy plan						
I have the knowledge and skills to carry out or participate in advocacy						