

**Menno Simons College**  
**International Development Studies**



***SKILLS LEARNING***  
**TO ENGAGE IN**  
**INTERNATIONAL**  
**DEVELOPMENT**

**June 2008**

## Table of Contents

<b>Introduction</b> .....	2
<b>IDS SKILLS SELF-ASSESSMENT</b> .....	4
<b>PROFESSIONAL DEVELOPMENT TRAINING ORGANIZATIONS</b> .....	7
<b>PROFESSIONAL DEVELOPMENT COURSE OFFERINGS</b> .....	9
<b>LINKS TO FREE OR AFFORDABLE SKILLS LEARNING OPPORTUNITIES</b> .....	13
<b>Electronic International and Local Development Networks</b> .....	37

### Introduction

This is a summary of key resources related to skills learning useful for IDS students. These materials are from a report prepared by Louise Simbandumwe in 2006. That report originated with an external review of the International Development Studies (IDS) program conducted in 2004-05. Ms. Simbandumwe, our Esau Visiting Instructor for 2006 engaged in a research project on skill learning needed to engage in International Development. This involved a series of consultations. Participants in the consultations welcomed this initiative and expressed strong support for the provision of more opportunities for learning skills needed for work in the field of development. Consultations were conducted with students, alumni, employers (local and international), Menno Simons' faculty members, and external academics.

The review, as well as reflection among IDS faculty and feedback from students suggested that skills-related learning would be a valuable area for further development of the IDS program. This project sought to identify the most critical skills required by IDS students and avenues, both within and beyond the university, for providing students with priority skills that are not addressed in the current IDS curriculum.

What is included in this report is a list of key skills useful for IDS students, a self-assessment tool, as well as and listings of different resources that may be useful to achieve these skills. Please note that the courses and programs listed here have not been reviewed by the IDS program, and because of this the IDS department cannot vouch for their quality. We offer these resources and courses as samples that may be appropriate. We encourage interested students to investigate them carefully before considering enrolling.

## Doing Development: Top 12 Skills Required of IDS Graduates

### Doing Development: Top 12 Skills Required of IDS Graduates

The consultation process highlighted a number of priority skills required by IDS students to work effectively in the field of community development (locally and internationally). While it is recognized that skills-focused education can include abstract conceptual components, the emphasis of this project was on identifying specific tools and techniques that have direct practical application to work in the field of development. Through the consultation process, the following skills have been identified. The skills are listed in order of priority with the most critical skills listed first.

- 1. Cross-Cultural Competence**
- 2. Personal Skills** (creative problem solving, flexibility, self-knowledge & realistic expectations)
- 3. Interpersonal Skills** (leadership, interpersonal relationships & teamwork)
- 4. Self Management Skills** (time management & organization skills)
- 5. Fundraising & Public Relations**
- 6. Program Planning and Project Management**
- 7. Communication Skills**
- 8. Applied Research Skills**
- 9. Conflict Resolution Skills**
- 10. Training & Facilitation**
- 11. Community Organizing & Capacity Building**
- 12. Computer Skills**

**Fill out the Self-Assessment to help you identify your training needs**

This list is based on consultations conducted in 2006 with international employers, local employers, IDS graduates, IDS students, IDS faculty and external academics/experts. Participants were asked to identify the key skills required for entry level positions in local and international development NGOs. A total of 33 consultations were carried out and over 40 people contributed their ideas about development related skills.

## IDS SKILLS SELF-ASSESSMENT

This is a questionnaire designed to help you the IDS student think about how confident you feel about particular skills that have been identified as important to have to engage in international development. This questionnaire is intended to help you become more aware about your own confidence regarding these skills.

### Skill Area: Board Management

1. Are you aware of the intricacies of board management? Do you know how to work effectively with a volunteer Board?      Definitely!       Somewhat       Not Sure       Need Help!

### Skill Area: Communication

2. Are you able to write in different styles for different types of audiences (i.e. brochures, reports, press releases, etc.)?      Definitely!       Somewhat       Not Sure       Need Help!

### Skill Area: Computer Applications

3. Are you able to use a variety of computer software applications (word processing, spread sheet, database, graphics design, web design, etc.)?      Definitely!       Somewhat       Not Sure       Need Help!

### Skill Area: Conflict Resolution

4. Do you have strong interpersonal conflict resolution skills?      Definitely!       Somewhat       Not Sure       Need Help!

### Skill Area: Cross-Cultural

5. Are you able to work effectively in a cross-cultural setting?      Definitely!       Somewhat       Not Sure       Need Help!

### Skill Area: Evaluation

6. Are you aware of and able to use different approaches to evaluate a project?      Definitely!       Somewhat       Not Sure       Need Help!

### Skill Area: Facilitation

7. Are you able to effectively lead a group of people towards a common goal, or within a common task?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Financial Management**

8. Can you understand, manage, and work within a budget?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Fundraising**

9. Do you know how to build strong relationships with funding organizations? Can you plan a successful event?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Interpersonal**

10. Do you work well as part of a team?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Leadership**

11. Do you have strong leadership skills? Have you had experience in leading others?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Media**

12. Do you know how to interact with media organizations? Can you write a press release?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Negotiation**

13. Do you have experience in negotiating between two parties?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Problem Solving**

14. When presented with a problem are you able to use different techniques to identify innovative solutions?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Project Planning**

15. Do you know how to strategically design a project?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Proposal Writing**

16. Do you know how to write a good funding proposal?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Writing: Public Relations**

17. Are you able to make good public presentations?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Strategic Planning**

18. Are you able to set and keep short-term and long-term goals? Are you able to see and work with the “big picture” of a task or goal?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Time Management**

19. Do you manage your time well when you are working on many different tasks?      Definitely!       Somewhat       Not Sure       Need Help!

**Skill Area: Volunteer Management**

20. Do you know how to work with community members to genuinely involve them in a common task or goal?      Definitely!       Somewhat       Not Sure       Need Help!

I need to learn more and/or gain experience in the following areas:

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<hr/>	<hr/>
<hr/>	<hr/>

# PROFESSIONAL DEVELOPMENT TRAINING ORGANIZATIONS

This is a list of organizations that have been identified to engage in a skills learning. We have not reviewed these organizations or their courses and we offer them here as samples.

Organization	Mission	Contact Information
<b>Charity Village</b> 	<i>Charity Village provides job postings, information and resources for the non profit sector in Canada through its website.</i>	160 Main Street South P.O. Box 92536, Brampton, ON L6W 4R1 Website: <a href="http://charityvillage.com">charityvillage.com</a>
<b>Centre for Intercultural Communication</b>  The University of British Columbia Continuing Studies	<i>CIC provides programs and resources to enhance communication across cultures. CIC offers online courses designed to address the challenges faced by organizations and individuals in international and multicultural settings.</i>	410 - 5950 University Boulevard Vancouver, BC V6T 1Z3 Phone: (604)822-1436 Fax (604) 822-0388 Email <a href="mailto:cic@cstudies.ubc.ca">cic@cstudies.ubc.ca</a> Website: <a href="http://cic.cstudies.ubc.ca">cic.cstudies.ubc.ca</a>
<b>Mediation Services Training &amp; Certificate Program</b> 	<i>Mediation Services is an organization which promotes peace and restorative justice within the community by empowering people, through education and mediation, to resolve conflict using non-violent conflict resolution processes.</i>	302 – 1200 Portage Avenue Winnipeg, MB R3G 0T5 Phone: (204)925-3410 Fax: (204) 925-3414 Email: <a href="mailto:info@mediationserviceswpg.ca">info@mediationserviceswpg.ca</a> Website: <a href="http://mediationserviceswpg.ca">mediationserviceswpg.ca</a>
<b>Red River College Community Development/Community Economic Development Program</b>	<i>This program was established to upgrade the skills of people who are involved, or would like to be involved, in revitalizing low-income, inner-city communities in Winnipeg</i>	2055 Notre Dame Avenue Winnipeg, MB R3H 0J9 Phone: (204) 632-3960 Website: <a href="http://www.rrc.mb.ca">www.rrc.mb.ca</a>

 Subsidy available for individuals living on a low income

 Online course

NOTE: This listing is based on information provided by the training organizations. It is the responsibility of students to obtain updated information about course offerings and to assess the quality and suitability of these offerings.

## **Volunteer Manitoba Training & Development**

*Volunteer Manitoba supports groups and individuals in the voluntary sector to develop and enhance their capacity to anticipate, understand, celebrate, and meet community needs in Manitoba.*

410-5 Donald Street South  
Winnipeg, MB R3L 2T4  
Phone: (204) 477-5180  
Fax: (204) 284-5200  
Email: [vm@mts.net](mailto:vm@mts.net)  
Website: [volunteermanitoba.ca](http://volunteermanitoba.ca)

## **U of W Toastmasters Club**

*At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. Each meeting gives everyone an opportunity to practice public speaking skills.*

University Of Winnipeg, Rm 2M70  
515 Portage Avenue  
Winnipeg, MB R3B 2E9  
Phone: (204) 669-2685  
Email: [uwtoastmasters@hotmail.com](mailto:uwtoastmasters@hotmail.com)  
Website: [toastmasters.org](http://toastmasters.org)

## **U of W Division of Continuing Education**

*The Division of Continuing Education provides over 300 courses and programs in a broad range of areas.*

294 William Ave.  
Winnipeg, MB R3B 0R1  
Phone: (204) 982-6633  
Website: [www.uwinnipeg.ca/index/dce](http://www.uwinnipeg.ca/index/dce)

## **City of Winnipeg Community Services Department** Leisure Guide

*The Community Services Department seeks to enhance quality of life by delivering integrated neighborhood services that build community capacity and contribute toward the protection of our public health, safety and environment, and to provide for the diverse cultural, recreational, knowledge pursuit, and information needs of the citizens of Winnipeg.*


2-395 Main Street  
Winnipeg, MB R3B 3N8  
Phone: (204) 986-5663  
Fax: (204) 986-7569  
Website  
Email: [CommunityServices@winnipeg.ca](mailto:CommunityServices@winnipeg.ca)  
Website: [winnipeg.ca/cms/leisure/](http://winnipeg.ca/cms/leisure/)

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 Online course

## PROFESSIONAL DEVELOPMENT COURSE OFFERINGS

This is a list of skills learning courses offered by a number of organizations. We have not reviewed these organizations or their courses and we offer them here as samples.

Course Title	Skill Area	Length	Cost	Institution	Website
Board Dynamics	Board Development	1 day	\$190	Mediation Services	<a href="http://www.mediationserviceswpg.ca">www.mediationserviceswpg.ca</a>
Consensus Decision Making	Board Development	1 day	\$190	Mediation Services	<a href="http://www.mediationserviceswpg.ca">www.mediationserviceswpg.ca</a>
How Boards Work 	Board Development	2 hrs	\$127 USD	Charity Village	<a href="http://www.charityvillage.com">www.charityvillage.com</a>
Leading Meetings	Board Development	1 day	\$190	Mediation Services	<a href="http://www.mediationserviceswpg.ca">www.mediationserviceswpg.ca</a>
Parliamentary Procedures using Robert's	Board Development	8 hrs	\$109	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
Recruiting Board Members? - What You Need To Tell Them	Board Development	1 hr	\$10	Volunteer Manitoba	<a href="http://www.volunteerwinnipeg.mb.ca">www.volunteerwinnipeg.mb.ca</a>
Communication at Work	Communication	1 day	\$190	Mediation Services	<a href="http://www.mediationserviceswpg.ca">www.mediationserviceswpg.ca</a>
Contemporary Communication Theory	Communication	8 days	\$495	UofW Continuing Education	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Designing and Writing Manuals	Communication	40 hrs	\$379	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
Effective Communications	Communication	3 hrs	\$25	Volunteer Manitoba	<a href="http://www.volunteerwinnipeg.mb.ca">www.volunteerwinnipeg.mb.ca</a>
Effective Oral Communication	Communication	11 days	\$425	UofW Continuing Education	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Effective Written Communication	Communication	11 days	\$445	UofW Continuing Education	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Presenting to Challenging Audiences	Communication	1 day	\$195	UofW Continuing Education	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Report Writing	Communication	40 hrs	\$415	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
Communicating with Blogs, Wickis and Podcasts	Communication	4 hours	\$340	UofM Continuing Edication	<a href="http://www.extended.umanitoba.ca">www.extended.umanitoba.ca</a>
Introduction to MS Office	Computer Applications	?	\$250	UofW Continuing	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>

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 Online course




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Course Title	Skill Area	Length	Cost	Institution	Website
				Education	
MS 2007 Access Level 1	Computer Applications	8 hrs	\$188	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
MS 2007 Excel – Level 1	Computer Applications	8 hrs	\$188	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
MS 2007 Powerpoint – Level 1	Computer Applications	8 hrs	\$188	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
MS 2007 Word – Level 1	Computer Applications	8 hrs	\$188	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
MS Publisher	Computer Applications	40 hrs	\$448	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
Communicating in Conflict	Conflict Resolution	8 hrs	\$109	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
Culture and Conflict	Conflict Resolution	2 days	\$380	Mediation Services	<a href="http://www.mediationserviceswpg.ca">www.mediationserviceswpg.ca</a>
Difficult Conversations	Conflict Resolution	2 days	\$380	Mediation Services	<a href="http://www.mediationserviceswpg.ca">www.mediationserviceswpg.ca</a>
Managing and Resolving Conflict in the Workplace	Conflict Resolution	1 day	\$195	UofW Continuing Education	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Managing Conflict	Conflict Resolution	11 days	\$425	UofW Continuing Education	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Polarities: Managing Unresolvable Issues	Conflict Resolution	1 day	\$190	Mediation Services	<a href="http://www.mediationserviceswpg.ca">www.mediationserviceswpg.ca</a>
Culture and Conflict	Cross-Cultural	2 days	\$380	Mediation Services	<a href="http://www.mediationserviceswpg.ca">www.mediationserviceswpg.ca</a>
Effective Feedback Skills and Strategies	Evaluation	1 day	\$195	UofW Continuing Education	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Designing and Delivering Dynamic Workshops	Facilitation	1 month	\$350	UofM Continuing Education	<a href="http://www.extended.umanitoba.ca">www.extended.umanitoba.ca</a>
Effective Group Facilitation	Facilitation	1 day	\$190	Volunteer Manitoba	<a href="http://www.volunteerwinnipeg.mb.ca">www.volunteerwinnipeg.mb.ca</a>
Leading Meetings	Facilitation	1 day	\$190	Mediation Services	<a href="http://www.mediationserviceswpg.ca">www.mediationserviceswpg.ca</a>
Budget & Cash Management Basics for Non-Profits	Financial Management	3 hrs	\$75	Volunteer Manitoba	<a href="http://www.volunteerwinnipeg.mb.ca">www.volunteerwinnipeg.mb.ca</a>
Financial Management	Financial Management	4 months	\$390	UofM Continuing Education	<a href="http://www.extended.umanitoba.ca">www.extended.umanitoba.ca</a>
Financial Management for Non-	Financial Management	7 days	\$385	UofW Continuing	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>

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Course Title	Skill Area	Length	Cost	Institution	Website
Financial Managers				Education	
Financial Reporting I	Financial Management	4 months	\$390	UofM Continuing Education	<a href="http://www.extended.umanitoba.ca">www.extended.umanitoba.ca</a>
Conference and Special Event Management	Fundraising	40	\$359	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
Effective Community Fundraising	Fundraising	3 hrs	\$25	Volunteer Manitoba	<a href="http://www.volunteerwinnipeg.mb.ca">www.volunteerwinnipeg.mb.ca</a>
Ethical Fundraising	Fundraising	1 hr	\$10	Volunteer Manitoba	<a href="http://www.volunteerwinnipeg.mb.ca">www.volunteerwinnipeg.mb.ca</a>
Event Marketing	Fundraising	36 hrs	\$349	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
Event Planning 	Fundraising	2 hrs	\$127 USD	Charity Village	<a href="http://www.charityvillage.com">www.charityvillage.com</a>
How Fundraising Works 	Fundraising	2 hrs	\$127 USD	Charity Village	<a href="http://www.charityvillage.com">www.charityvillage.com</a>
Interpersonal Relationships	Interpersonal	40 hrs	\$269	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
Leadership Development	Leadership	5 days	\$595	UofW Continuing Education	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Leading Organizations, Individuals, and Teams	Leadership	1 month	\$450	UofM Continuing Education	<a href="http://www.extended.umanitoba.ca">www.extended.umanitoba.ca</a>
Media Relations in Public Relations	Media	5 days	\$385	UofW Continuing Education	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Embrace Your Inner Negotiator	Negotiation	4 hrs	\$95	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
Negotiating Skills	Negotiation	8 hrs	\$109	Red River College	<a href="http://www.rrc.ca/c+de">www.rrc.ca/c+de</a>
Creative Thinking for Problem Solving	Problem Solving	1 day	\$195	UofW Continuing Education	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Program Planning and Evaluation 	Project Planning	5 weeks	\$130	Volunteer Manitoba	<a href="http://www.volunteerwinnipeg.mb.ca">www.volunteerwinnipeg.mb.ca</a>
Project Management	Project Planning	11 days	\$450	UofW Continuing Ed	<a href="http://www.dce.uwinnipeg.ca">www.dce.uwinnipeg.ca</a>
Project Management	Project Planning	2 months	\$390	UofM Continuing Education	<a href="http://www.extended.umanitoba.ca">www.extended.umanitoba.ca</a>
Successful Project Planning	Project Planning	1 day	\$40	Volunteer Manitoba	<a href="http://www.volunteerwinnipeg.mb.ca">www.volunteerwinnipeg.mb.ca</a>

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 Online course

NOTE: This listing is based on information provided by the training organizations. It is the responsibility of students to obtain updated information about course offerings and to assess the quality and suitability of these offerings. Your feedback on these training options is welcomed.

Course Title	Skill Area	Length	Cost	Institution	Website
Effective Proposal Writing	Proposal Writing	1 day	\$110	Volunteer Manitoba	www.volunteerwinnipeg.mb.ca
Grantseeking 	Proposal Writing	2 hrs	\$127 USD	Charity Village	www.charityvillage.com
Proposal Writing 	Proposal Writing	2 hrs	\$127 USD	Charity Village	www.charityvillage.com
Case Studies in Public Relations	Public Relations	11 days	\$385	UofW Continuing Education	www.dce.uwinnipeg.ca
Case Studies and Issues in Public Relations	Public Relations	6 days	\$385	UofW Continuing Education	www.dce.uwinnipeg.ca
How to Prepare a Good Newsletter	Public Relations	8 hrs	\$109	Red River College	www.rrc.ca/c+de
Organizational Planning and Development	Strategic Planning	40	\$476	Red River College	www.rrc.ca/c+de
Strategic Planning 	Strategic Planning	2 hrs	\$127 USD	Charity Village	www.charityvillage.com
Building a Great Volunteer Program 	Volunteer Management	2 hrs	\$127 USD	Charity Village	www.charityvillage.com
Encouraging Community Involvement	Volunteer Management	1 day	\$40	Volunteer Manitoba	www.volunteerwinnipeg.mb.ca
Volunteer Management Introduction	Volunteer Management	3 days	\$260	Volunteer Manitoba	www.volunteerwinnipeg.mb.ca

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## LINKS TO FREE OR AFFORDABLE SKILLS LEARNING OPPORTUNITIES

### Getting Connected

From time to time free or subsidized skills learning opportunities are provided for community members. These opportunities are often advertised through electronic mail lists. You can find out about these opportunities by joining these lists or asking Student Services to forward the most relevant notices to you.

#### **Joining the Lists**

You can ask to be added to these lists by providing your email address. In addition to finding out about workshops and seminars, you will also receive information about upcoming learning opportunities, conferences, social justice campaigns, job postings, etc. The section below provides information about joining email outreach lists that focus on local and international development.

#### **Asking Student Services to Send You Notices**

If you are concerned about being overwhelmed by emails, you can simply pass on your email address to Student Services at Menno Simons College. Student Services offers a ListServ which includes up to date opportunities on upcoming local workshop and learning opportunities. To be added to the Student Services email outreach list, contact MSC Student Services at [msc@uwinnipeg.ca](mailto:msc@uwinnipeg.ca)

## **Electronic International and Local Development Networks**

This is a list of organizations that have been identified to work in the field. We have not reviewed these organizations or their courses and we offer them here as samples.

### **Canadian Association for the Study of International Development (CASID)**

To join the CASID listserv visit:

<http://www.casid-acedi.ca/english/listserv.htm>

To find out more about CASID visit:

<http://www.casid-acedi.ca/>

### **Institute of Urban Studies (IUS), University of Winnipeg**

To be added to the IUS email outreach list visit:

<https://mta.uwinnipeg.ca/mailman/listinfo/iuscommunitylink>

To find out more about IUS visit: <http://ius.uwinnipeg.ca/>

### **The Canadian CED Network (CEDNET)**

To be added to the local CEDNET email outreach list contact:

Brendan Reimer, Regional Coordinator (Prairies and Northern Territories)

Phone: (204) 927-3203

Email: [breimer@ccednet-rcdec.ca](mailto:breimer@ccednet-rcdec.ca)

Brendan welcomes inquiries and questions from students about community development and community economic development.

To find out more about CED NET visit:

<http://www.ccednet-rcdec.ca>

### **Community Economic Development (CED) Training Intermediary**

The CED Training Intermediary is hosted by the Community Education Development Association (CEDA). The CED Training Intermediary organizes workshops in various inner-city neighborhoods. These workshops are generally open to inner-city residents. The CED Training Intermediary does not maintain a listserv or email outreach list but they will provide you with information about new training opportunities if you contact them. To find out about upcoming training contact:

Tammy Ernst

Co-ordinator, CED Training Intermediary

Phone: 582-5800 ext. 17

Email: [tammy@ceda.wpg.org](mailto:tammy@ceda.wpg.org)

### **Partners for Careers**

Partners for Careers operates an electronic mail list on community development with particular emphasis on youth. To be added to the Partners for Careers email outreach list contact:

Roberta Hewson, Executive Director

Email: [rhewson@gov.mb.ca](mailto:rhewson@gov.mb.ca)