

SOA Curriculum June 2009

Week – One:

- Welcome & Orientation
- Introduction to computers / history of computers
- Introduction to Admin
- Administration Vs practical leaders
- Foundational Values

Week –Two:

World view / movement and institution

- 4 spheres God created: Family, Government, Church, Economy/Business; their specifics, rules, characters and how to apply biblical truth into it on a daily life basis
- YWAM as a movement – and our institutions; What does God say about it?

Week – Three:

Godly character & money/finances

- Godly characters for office worker.
- Integrity / Identity/honesty/relationships

Ownership / damages / Responsibilities

Week – Four:

DISC - gifts and talents DISC Giftings profile

- knowing yourself and others you are working with. specify your gifts and talents. Team dynamics

DISC - more understanding of the different characters in action i.e. You will bring your own experiences

Week – Five:

Stewardship & Time management

- Planning, Organising, Controlling & Delivering.
- MAD – Making A Difference
- Planning, Allocating time/rule, prioritising, Evaluating , Reviewing & reassessing
- Working SMART – specific, measurable, achievable, realistic & timely.
- What to do? How to do? When to do?
- GROW – goal, Realistic, options, willingness
- Starting with the end in Mind - first things first
- Thinking with in the circle & thinking out side the circle...

Week – Six:

Communication / Public Relations and Personal Management

- Principles of public relations – establishing and maintaining public relations; use of different media, leaflets, Newsletter, internet & others
- Letters, phone, email, reception, one-to-one and group communication.
- NGO registrations
- Accountability to local Government
- Recruitment
- Go manual
- Other Websites
- How to respond to e-mails
- Leaflets & other information

Week – Seven:

Office running

- Maintaining relationships with supporters.
- Accountability relationships

- Job description.
- Setting up a weekly schedule / how do eat an elephant?
- Setting up an office
- Policies & procedures. Training others.
- Important documents – statutes, contracts e.g. rent
- Data management.
 - Backing Up our data
 - Filing

Week – Eight:

Money

- YWAMers & (their) money
 - Portfolio – Module II
 - use of finances
 - 4 columns of financial support
 - Staff fees
- Faith & Finances. Budgeting
- Financial - using Money Manager software
- Handling donations
- Emergencies (Insurance)

Week – Nine:

Leadership

- Introduction - What is leadership? Five exemplary practices. Servant leadership.
- How do leaders become leaders?
- Apostolic / Visionary, Prophetic, Pastoral and Operational Leadership – how we can work together.
- How do leaders develop those under them to become leaders?
- How do leaders bring change to their teams?
- How do you resolve conflict?

Week – Ten:

Christian event management

- Introduction – what is Christian event management?
- Concepts and procedures.

Community Development Project Management

(We are not teaching how to start a Com Dev Project but what is involved in administering one.)

- Introduction - What is community development and other definitions. How community dev projects are formed
- Overview of Proposal Writing
- Project Budgeting and Accounts, financial accountability to the donor
- Monitoring and Evaluation
- Report writing

Week – Eleven:

Fundraising

- Strategies & concepts
- How to write a report
- Understand why reports are written.

Week – Twelve:

- Income generation
- Business as Mission

Workshops

- UofN procedures and administering a school
- Website building + Digital photography
- Computer lessons