



## **Being the Best**

### **Professional training 1 year course for those representing mission in churches**

#### **The Curriculum**

The six sessions included in the programme will be delivered in the following order:

#### **Training Day 1**

1. Vision for the ministry
2. Building Relationships

#### **Training Day 2**

3. Presentation Skills 1
4. Presentation Skills 2

#### **Training Day 3**

5. Organising my ministry
6. Motivating and Managing Volunteers

## The Content

### Training Day 1

#### 1. Vision for the ministry

- Setting goals and targets
- Clarifying the purpose of the ministry
- Ensuring that activities meet purpose
- Meeting the needs of the church
- Understanding the church and its needs
- Providing as solution to meet the needs
- Representing ""
- Describing what I represent
- Things to avoid, things to include

#### 2. Building relationships

- Establishing the network
- Various spheres of influence
- Using my contacts
- Developing Trust
- Credibility and Dependability
- Reducing Self interest
- Improving loyalty
- Different stages of relationship
- Moving from contact to partner

### Training Day 2

#### 3. Presentation Skills 1

- Setting objectives
- What I want to achieve
- Understanding the vital points
- Meeting the expectations of the audience
- Different types of people
- How to include them
- Developing a structure
- Putting the material together
- Using different structures

#### 4. Presentation skills 2

- Communication Techniques
- Using Visual Aids
- Dealing with short attention spans
- Body language
- Using the voice
- Dealing with nerves

## Training Day 3

### 5. Organising my ministry

- Priorities
- Important and Urgent
- Do, Plan, Delegate and leave
- Long term planning
- Understanding the way forward
- Establishing the mile stones
- Overcoming obstacles
- Clearing away the rubble
- Managing stress

### 6. Motivating and Managing volunteers

- Motivation
- What motivates volunteers?
- What annoys volunteers?
- Managing
- Types of management
- Engaging with volunteers
- Dealing with difficult volunteers
- Understanding the volunteer

### Getting the best from them

Each session will conclude with a time of action planning taking the things learnt from the session into concrete and attainable actions that will contribute to the ministry.

### Style of training

Each session will be highly participative and will always be looking to how what is being learnt can be applied in practice. The atmosphere of each session should be open and honest, enabling each individual to feel comfortable to explore new ideas for themselves and for their ministry.

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Christian Training  
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*(adapted from 2 year programme to a 1 year format by SEL August 2009)*