



STAFF TRAINING - BROCHURE

Monitoring and Evaluation Training for Practitioners

Lead Consultant: Eustace Onuegbu FIMC, CMC, L LM, B IBM, B Sc

Certified ISO Integrated Management Systems Consultant and Auditor

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NGN 150,000.00 (minimum number of participants = 10)

(Excl. VAT @ 7.5%)

www.incsr.org

admin@incsr.org

+234 81 718 61482 / 81 086 10482

Monitoring and Evaluation Training Programme for Practitioners

About this course:

This programme is designed for individuals who are actively involved in the Monitoring and Evaluation process of those who intend to be in the near future but have basic knowledge of project implementation either through training or work exposure.

The course examines a plethora of tools and techniques available to a practitioner. A number of case studies will be discussed, and delegates will be expected to complete a project assignment during the course. The course includes a series of interactive discussions, activities, assignments and quizzes as part of the learning process.

Duration: 3 days

Course objectives:

- To develop a basic understanding of project management
- To develop skills required for creating a Business Case to support monitoring and evaluation
- To develop techniques required for effective requirements gathering
- To develop outcome maps which lead to sustainable impacts
- To develop effective leadership skills required within monitoring and evaluation projects
- To develop awareness of how to understand and manage monitoring and evaluation stakeholders

Course outline:

Understanding influences on monitoring and evaluation strategy

A consideration of internal and external influences which drive the project definition and the approach taken towards monitoring and evaluation projects.

Developing a Business Case to support monitoring and evaluation

An in depth consideration as to what should be included in a business case to get approval for monitoring and evaluation projects. Financial and nonfinancial elements are considered. Since many of the benefits identified may be intangible, consideration is given as to how this can be effectively presented in a manner that is appealing to the Project Sponsor.

Developing a stakeholder management and communication strategy

This session addresses the challenge of understanding and managing the needs and expectations of multiple stakeholders. Consideration is given to methods of identifying and analysing the stakeholders

before determining the most appropriate way of managing and communicating with them throughout the monitoring and evaluation lifecycle

Effective requirements gathering for monitoring and evaluation

A consideration of the various techniques available to elicit requirements together with the attributes of a good requirement. Further consideration will be given as to how to manage requirements and ensure requirements are traceable.

Determining Critical Success Factors and Key Performance Indicators

The second day of the course includes an evaluation as to what is meant by Critical Success Factors and Key Performance Indicators, how these relate to organisation and local objectives and how to ensure a balanced range of measures is achieved.

Modelling the current and future state

In order to effectively define and communicate the change that will be delivered, a range of models will be considered that help to define the current situation and how this will be improved through the monitoring and evaluation project.

Scope and change management

It is vital that the scope of the project is fully understood and that change is managed so as to avoid this causing a monitoring and evaluation project to fail. This session considers scope management techniques available to the practitioner, common causes of change and a stable change control process that can be used to manage requests for change.

Identifying and delivering sustainable impacts

Since the most effective projects are sustainable, consideration is given as to questions that must be asked to determine how sustainable an impact will be. A resource audit is used to look at local capacity and capability and to provide an indication of further support that may be required from the delivery organisation.

Effectively leading a monitoring and evaluation project

Monitoring and evaluation projects require effective leadership. The third day starts with a consideration of the attributes of an effective leader and leadership theories that can be applied in a practical way to improve project performance.

Managing a team through the monitoring and evaluation lifecycle

Monitoring and evaluation projects involve a range of people who enable the project to be successful. This session considers how to manage a team effectively, how to get the members to support the change that

is being delivered and how to ensure the team is more skilled at the end of the project than at the commencement.

Creating a learning culture within monitoring and evaluation

Organisations and individuals must commit to learning from conception to closure. This session of the course promotes the benefits of continuous learning and development and methods that can be used to prove this contributes to project success.

Testing Knowledge - Project work and presentation

For further information, please contact us at admin@incsr.org, or call +234 (0) 81 086 10473 / +234 (0) 81 718 61482