

Project Cycle Management Compact (5 days)

Fast-track project management for practitioners

Location: Cairo, Egypt

Dates: 15 – 19 January 2011

Registration deadline: 6 January 2011

Course overview

This comprehensive course provides fast-track training on project management. It is designed for practitioners in project management who have either not yet obtained basic training, or not yet on all subjects of the project cycle. This course provides training on all phases of the project cycle in a compact format: Needs assessment, designing and planning a project, monitoring the implementation of the project, and preparing an evaluation.

Who should attend

The course is designed for practitioners in project management with at least one year of experience, and who have either not yet obtained basic training, or not yet on all subjects of the project cycle. This includes:

- Project managers
- Programme coordinators
- Key field and HQ staff involved in designing and planning projects
- Managers supervising project development and implementation

Learning objectives:

At the end of the course, participants know how to make a needs assessment, to design, plan and monitor a project following the results-based management concept and using the logical framework as a tool.

Course programme

The training course is based on a series of modules, which can be adapted to the requirements of the course participants.

The emphasis is put on practice and exercises and includes:

- Group-work
- Brainstorming
- Questions and answers
- Role play
- Simulation
- Short presentations.

Day 1	<p>1. Results-Based Management Concept</p> <ul style="list-style-type: none"> - Project cycle management - Interventions: problems and responsibilities - Results driven interventions <p>2. Needs Assessment</p> <ul style="list-style-type: none"> - Aim and process of a needs assessment - Participatory approach: The PRA tools and interview techniques
Day 2	<p>3. Designing and Planning Projects with the Logical Framework approach</p> <ul style="list-style-type: none"> - Step 1: Problem identification and analysis - Step 2: Choosing the operational strategy
Day 3	<p>3. Designing and Planning Projects with the Logical Framework approach - <i>Continued</i></p> <ul style="list-style-type: none"> - Step 3: Designing the project - Step 4: Planning the project implementation
Day 4	<p>4. Introduction on Sampling Methods and Techniques</p> <ul style="list-style-type: none"> - Terminology - Types of sampling <p>5. Monitoring and Evaluation</p> <ul style="list-style-type: none"> - Why monitoring and evaluating? - Definitions <p>6. Monitoring</p> <ul style="list-style-type: none"> - Types of monitoring - When and how to conduct activity monitoring - When and how to conduct situation monitoring
Day 5	<p>6. Monitoring (continued)</p> <ul style="list-style-type: none"> - When and how to conduct results monitoring <p>7. Evaluation</p> <ul style="list-style-type: none"> - When and how to do an internal evaluation - How to contribute to an external evaluation

Individual consultation Participants can obtain an individual consultation from the trainer during the course.

For further information and registration:

NGO Management School Switzerland (www.ngoms.org)

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SEKEM Development Foundation (www.sekem.com)

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Fee: Early bird fee until 15 November 2010 / full fee:

- **National organisations: Euro 650 / 750**

- **International organisations: Euro 750 / 850**