



ALIBELLA CONSULTING TRAINING CALENDAR

S/NO	TITLE	TARGET	DESCRIPTION	DATE	FEES
1	Training On Advocacy for Development	NGOs, CSOs and CBOs	<p>The advocacy training is intended to be a hands-on experience, focusing on designing, implementing, monitoring and evaluating advocacy for policy change campaigns on development issues at all levels</p> <p>Topics:</p> <ul style="list-style-type: none"> Identifying Problems, Policy Issues and Solutions Setting Advocacy Goals Setting SMART Objectives Identifying and Researching Audiences Developing and Delivering Advocacy Messages Formal and Informal Decision-making processes Building Alliances and Coalitions Self Development Skills and Effective Presentations Fundraising for Advocacy Monitoring and Evaluating Advocacy Efforts 	April 2010	N30, 000 (\$200) 2 Days
2	A Course On Fundraising for Development	NGOs, CSOs and CBOs	<p>Realising the significance of generating resources both locally and through grants from donor agencies to meet up with increasing challenges, this training is focused mainly on building the capacity of organisations and individuals to be able to harness especially locally generated resources and be self sustaining while preparing themselves for grant opportunities from donor agencies .</p> <p>Topics:</p> <ul style="list-style-type: none"> Identifying Organisations Assets Setting Fundraising Goals Identifying Individual and Institutional funders Choosing Fundraising Prospects Building Fundraising Team Mobilising Fundraising Team Developing Fundraising Plan Calendar Elements/components of a proposal How to write a concept note/paper Writing a good proposal Marketing your proposal Understanding the donor's need 	May 2010	N30, 000 (\$200) 2 Days
3	A Course On Project Management for Development Managers	NGOs, CSOs and CBOs	<p>Knowledge on project is essential in every organization to ensure proper implementation and coordination of projects</p> <p>Topics:</p> <ul style="list-style-type: none"> The concept Project and Program The Frame work of Project Planning: Initiation and setting up The Project Management Framework: Execution, Control ,Closing Understanding Project Management Knowledge Areas : Integration ,Scope , Schedule, Costing, Quality Assurance, Sourcing and managing Human <ul style="list-style-type: none"> Resources, effective Communication, Understanding and Managing Risk and Procurement Project Critical Path Work planning Human resources planning Roles and responsibilities Collaboration and partnership in project implementation Leading Project Teams Delegation and task sequences Writing project reports 	June 2010	N50, 000 (\$350) 2 Days

4	Training On Organisational Change Management	NGOs, CSOs and CBOs	<p>Managing Change is as important as advocating for the change itself hence the training will give a brief about change management which includes:</p> <p>Topics:</p> <ul style="list-style-type: none"> • Fundamentals and principles of Managing Change and Power • Building Change Management Team • Group dynamics • Conflicts (Inter personal, Intra Group and Inter Group) • Effective Communication • Effective Mentoring • Mediation and Conflict Resolution • Managing resistance to change 	July 2010	N50, 000 (\$350)
5	Monitoring and Evaluation In Development	NGOs, CSOs and CBOs	<p>This course is aimed at both managers and staff who have an active responsibility for M&E within their organisation. This course is a way of meeting other professionals working for development from a wide range of sectors around the globe. There is often a lively exchange of approaches between people from Government, NGOs and Private organisations from different countries.</p> <p>Topics:</p> <ul style="list-style-type: none"> • Monitoring and evaluation as the key to continuous sustained development and improved decision making • A logical approach to integrating M&E with planning and project management • Monitoring and Performance Management • Information and Management Information Systems • Quantitative & Qualitative Indicators • Tools for collecting and analyzing data • Tools for communicating findings • Eliminating evaluator bias • Participatory Monitoring and Evaluation • Evaluation Frameworks • TORs for Internal and External Evaluators • Managing Evaluations effectively & efficiently • Criteria for Measuring Development Impact and Sustainability 	August 2010	N40, 000 (\$250) 2 Days

Notes on our Trainings

- (a) **FEES:** Our fee is per participant and is inclusive of workshop materials, breakfast and lunch from arrival date to departure.
- (b) **APPLICATION DEADLINE:** We require payments be made for our trainings at least a week before the training date
- (c) **TEACHING METHODOLOGIES:** We use adult learning techniques and technologies; Presentations, Case studies, Practical project work in groups, Individual tutorial sessions, Action planning and Tool kits. This depends varies according to courses
- (d) **OFFICIAL LANGUAGES OF THE WORKSHOP:** Our standard trainings are conducted in English only. However special courses might be conducted in other languages based on request