

2010 Training Courses



OUR COURSES

Continuous Quality Improvement- 3 Days

Abuja, March 24-26, 2010

₦50, 000

Facilitating Open Space Technology- 3 Days

Abuja, May 12-14, 2010

₦50, 000

Monitoring and Evaluation- 5 Days

Abuja, June 21-25, 2010

₦80, 000

Project Management Fundamentals- 3 Days

Abuja, July 22-24, 2010

₦50, 000

Improving Written Communication- 5 Days

Abuja, September 20-24, 2010

₦80, 000

Health Systems Strengthening- 10 Days

Ghana (Accra), October 18-29, 2010

₦300, 000

Budgeting and Financial Management for NGO Practitioners- 2 Days

Abuja, December 6-7, 2010

₦30, 000

Advanced Budgeting and Financial Management for NGO Practitioners- 3 Days

Abuja, December 8-10, 2010

₦50, 000

and Training Bouquet

- Data Management
- Project Management
- Strategic Review and Planning
- Organization Development
- Management Systems Development
- Management and Leadership Skills Development
- Supervisory Skills Development
- Effective Organizational Communication
- Advocacy for Health Programming
- NGO Governance and Board Development
- Training of Trainers
- Conflict Management
- Proposal Development and Project Design
- Knowledge Management
- Appreciative Enquiry
- Operations Research

ased to announce its 2010 training courses. Eight courses have been specially designed to meet the needs of our partners and prospective clients in the year. While offering a core open course thrice a year, MSA also offers five sub courses. We look forward to discussing specific training needs such as those listed in our **Customized Training Courses** section.

Management Strategies for Africa (MSA)-Nigeria is a charitable, social enterprise registered with the corporate Affairs Commission as a private company limited by guarantee. It is affiliated to MSA-International, a UK Charity based in London with other affiliates in Ghana and Tanzania.

Founded in 2000, MSA is an indigenous African social enterprise dedicated to capacity building for African development especially the health sector, focusing on institutional, organizational, and management capacity. MSA was founded to promote and support application of sound management concepts and practices to strengthen NGOs as well as government and private sector organizations engaged in health development programs, for better performance and increased effectiveness.

Additionally, MSA as part of a consortium is managing a 5 year program called Targeted States High Impact Project (TSHIP). This project is being funded by USAID, and focuses on the improvement of health systems and the management of health systems for higher quality maternal, neonatal, and child health, family planning and reproductive health services in Nigeria.

VISION AND MISSION

We envision MSA as a credible, innovative and effective technical resource organization, assisting African institutions and organizations engaged in health and development to strengthen their institutional, organizational and management capacity in order to increase their sustainable effectiveness and impact.

The mission of MSA is to assist and support institutions and organizations, especially those in health development, to achieve and sustain program and organizational effectiveness through capacity building,

management consulting, training and management research.

MSA SERVICES

MSA focuses on increasing program effectiveness, and organizational impact and sustainability, through institutional, organizational and management capacity development, with emphasis on:

- Governance and leadership, to strengthen the institutional framework and basis for action
- Strategic review and planning, to build consensus for action and to set and align challenging yet realistic organizational goals and objectives, in line with the environmental realities and needs
- Human resources development, to recruit, match and develop individuals and groups with defined roles and responsibilities in environments that encourage, motivate and support teams and the team spirit
- Management systems, to develop/streamline procedures, and enhance efficiency and cost-effectiveness of various accounting, administrative and procurement systems
- Monitoring & evaluation, to create/strengthen the culture of ongoing dedicated attention and resources to supervision, monitoring and evaluation, especially systematic collection and use of data for decision-making
- Partnership building, to encourage cooperation, coordination and collaboration, to maximize overall coverage and impact of interventions
- Training and skills development to prepare and/or reinforce human resources

“While offering a core open course thrice a year, we look forward to discussing specific training needs such as those listed in our **Customized Training Courses** section.”

Training is one of a number of interventions implemented by MSA to build and strengthen institutional, management, and technical capacity, to increase organizational effectiveness. Training complements our mentoring, management consulting, research and analysis, documentation and dissemination services.

MSA training courses are designed to equip trainees with learning, knowledge, and skills to improve performance. We therefore view training as both a process and an outcome designed to enable a desired performance. To ensure that each course is tailored to the needs of the participants, MSA undertakes a cyclical process of assessing training needs, designing the training curriculum and other materials, based on the identified needs, delivering the training, and evaluating training to assure desired outcomes.

MSA views training as critical, not only to impart technical knowledge and build skills but also and more importantly to develop positive attitudes and behavior towards management. We believe that in order for training to be useful and effective, recipients of training must have the right attitudes and behave in certain desired ways. Training is not an end but a means to enable, prepare, equip or reinforce the recipient to carry out a task or perform to a certain set standard or level.

OUR TRACK RECORD IN TRAINING

MSA has a good track record in designing, organizing, conducting and documenting outcomes of training. MSA has conducted customized training for donors, international development partners and internationally funded projects, which choose our services above those of others. Some of the trainings designed and facilitated for clients include, Proposal Development (GTZ, ENHANSE Project), Project Management (IPAS, SNR, GTZ, ARFH, NASCAP, ENHANSE Project), Organization Development (GTZ, SFH, Wateraid), Advocacy (SNR) Budget Monitoring (SNR, GHAIN) Governance and Board Development (HERFON).

In our quest to expand our training focus, MSA has ventured out of its comfort zone by conducting a

customized training for Aelox Law Firm, a company within the legal sector.

Our open training courses which debuted in 2005 are well subscribed. Participants who attended the training were drawn from CSOs, donor organizations, donor supported projects and government agencies. The participants attested to the relevance, usefulness and quality of the training.

During the preceding year, MSA conducted its first ever sub-courses for the benefit of individuals interested in building their capacity through affordable self funding process. The courses spread across a minimum of 2 to a maximum of 3 days. Similar privileges' apply to these courses just like our core courses.

“MSA trainings are always well organized and the facilitators are very knowledgeable. In addition I enjoyed their warm up and participatory exercises immensely.”

(Extract from participant's evaluation form)

TRAINING FACILITATORS

MSA deploys an in-house core of experienced and reputable senior specialists in areas of technical, programming and managerial aspects of health development and institutional capacity building, complimented by other specialists accessed through part-time work arrangements.

Our human resources have worked with and are familiar with bilateral donors, UN agencies, national and international foundations, NGOs, government agencies, corporate entities, and donor intermediary organizations, including USAID implementing partners. This gives them a rich pool of knowledge and experience to draw on to illustrate and exemplify training situations.

TRAINING METHODOLOGY

MSA recognizes the importance of participatory training methodology as best suited for adults who generally learn better and remember what they learned when they:

- Hear information
- See demonstrations and illustrations

active a wide range of participatory and interactive methodology such as brainstorming, plenary discussions, exercises, individual and small working group sessions, role-plays, case studies and games. Thus, the training experience is an active dialogue between trainer and trainee which constitutes a learning experience for both.

TRAINING VENUE

Our open courses are held in Abuja, Nigeria. The choice of training halls and facilities is guided by a set of criteria such as, space for small working groups, open space technology techniques and role plays among others. Seating is arranged in a way that allows free movement, and the required enabling environment.

However, customized trainings, for specific organizations or projects, can hold at venues acceptable to MSA and clients. In accordance to MSA policy, customized trainings can be conducted with not less than 15 participants.

TUITION

Each of our courses has its fee payable to MSA at least one week before commencement of the course. The course fee can be paid by cheque, or through bank draft drawn in the name of Management Strategies for Africa. Payments by cheque are not recognized until the cheques have been cleared. To facilitate direct payment to the bank, participants should call MSA to obtain the details. Cash payment is also allowed.

As part of MSA's aim to enable interested sponsors/organizations to build the capacity of employees affordably, MSA offers a deduction of 10% discount on all tuition fees for every organization/sponsor which has up to 5 and above participants enrolled in any of its courses. This however does not apply to the sub-courses.

TRAVEL AND ACCOMMODATION

Transportation: Transportation to the course venue is the responsibility of the trainee and/or his/her sponsor.

Accommodation: Trainees are encouraged to stay together in the designated hotel for each course.

However, as with transportation, accommodation is the responsibility of the trainee and his/her sponsor. If requested, MSA can make reservations in hotel(s) of choice for the trainee who will settle costs directly with the hotel.

Meals and Incidentals: The trainee and (his/her sponsor) is responsible for meals and other related costs. For courses donor or client funded, accommodation, breakfast, lunch and allowance for dinner and incidentals are provided for all trainees.

Insurance: We recommend that each person participating in a training course is insured for travel and during his/her stay while the course is ongoing. MSA can assist with arrangement of insurance with costs payable by sponsors/trainee.

REFRESHMENTS

For each course, MSA will arrange daily group lunch, morning coffee and afternoon tea breaks with snacks. The cost of group lunch and refreshment breaks is included in the tuition.

MSA TRAINING POLICY

TRAINING BENEFITS

Major benefits of our training include the following;

- Training needs assessment to generate a baseline for the design of course curriculum.
- Participants information brochure, informing participants on activities prior to the training
- Training evaluation form helps to determine participants satisfaction and to gauge the level of learning that takes place during and after training
- Handouts and PowerPoint presentations enclosed in a CD package after the training
- Relevant training materials

“MSA offers a deduction of 10% discount on all tuition fees for every organization/sponsor which has, 5 and above participants enrolled in any of its open and customized training courses”

the letter of attendance.

“Satisfactory completion” requires full attendance (present for all plenary and small working group sessions), active participation (completion of individual assignments, participation in working group exercises/assignments, and as judged by the course coordinator), and a post-training test score not less than 50% of the obtainable mark. Normally, only the certificate of satisfactory completion will be awarded.

The letter of attendance may be awarded at the end of a training course instead of a certificate. To receive a letter of attendance at a course (where the criteria for the full certificate have not been met), the trainee will have, in the judgment of the training coordinator, attended and participated in a good number of the training sessions, and scored a minimum of 30% of the obtainable mark.

TRAINING FOLLOW UP

In accordance with standard practice, MSA follows up on its trainees three to six months after the training. This is to ensure that participants are applying the knowledge and skills acquired and that the training had added value to the work of the organization.

MSA TRAINING INCENTIVES

MSA shows exceptional interest in the development of her trainees by providing attractive benefits especially in

our M&E course. We recruit three of our participants who show exceptional performance and participation during the course, into our volunteers’ scheme. They will be privileged to join our M&E experts to obtain further practical and professional on - the job training free of charge for six months. Only fresher’s who have demonstrated an outstanding performance and interest in the course, as recommended by our course facilitator, are eligible to benefit from this incentive.

HOW TO APPLY

Interested persons should contact the MSA Abuja Office at the address below for application forms and other details. Information can also be obtained from www.msanigeria.org. Completed application forms may be sent to:

Abiola Alade
Senior Technical Services Assistant
Email: abiolaalade@msanigeria.org
Mobile Nigeria: +234 0805 411 1164

Management Strategies for Africa,
Katsina House (3rd Floor)
Plot 80 Ralph Shodeinde Street, Central Area
PMB 675, Garki Abuja FCT, Nigeria
Tel: (09) 627 4109, 670 8327
Fax: (09)627 6191
Email: info@msanigeria.org

To cancel participation in a course and therefore be entitled to refund, the individual or sponsoring organization will give 72 hours notice in writing prior to commencement of the course. Refund of course fees paid, following proper cancellation, will be made less a 10% administrative charge.

Course Goal:

Improved skills in identifying challenges within an organization as well as designing and implementing strategies to improve organizational services continually.

Audience:

Middle to senior level program executives such as: Program/Project Coordinators/Managers, Program and Research Officers, Monitoring and Evaluation Officers, and Administrative Officers

Course Content:

The benefit of continuous quality improvement (CQI) is that it recognizes the problems that result from systems and processes, rather than individuals.

- The change process
- Concept of organizational effectiveness
- Overview of CQI process
- Understanding the principles of CQI
- Implementing the CQI cycle
- Using data in the CQI process
- Achieving results with CQI
- Initiating CQI activities
- Supporting your staff
- CQI tools and techniques

2. FACILITATING OPEN SPACE TECHNOLOGY WORKSHOP
Abuja, May 12-14, 2010

Course Goal:

Strengthened capacity to acquire the knowledge to tap into the spirit of an organization, and manage work force challenges using open processes approaches.

Audience:

Middle to senior executives with facilitating responsibilities, as well as professionals without formal training in facilitation who want to operate as consultants using the OST methodology to effect positive rapid change in organizations desiring growth, or experiencing challenges., New trainers, Training Coordinators, Training Managers, Supervisors with training responsibilities, Professionals engaged in training, and Technical Associates

Course Content:

Current thinking and effective practice regarding open space technology (OST):

- Introduction (what is open space technology?)
- Conducting an open circle and closing circle
- Setting the context for understanding OST
- Outlining key ingredients of OST
- Preparing the sponsor about an OST
- The different types of meeting design
- Convergence and action planning
- Debriefing the sponsor after the OST meeting

MONITORING AND EVALUATION

Abuja, June 21-25, 2010.

Course Goal:

Strengthened capacity to monitor and evaluate programs for decision making.

Audience:

Middle to senior level program executives such as: Program/Project Coordinators/Managers, Program and Research Officers, and Monitoring and Evaluation Officers

Course Content:

Current practice and thinking regarding monitoring, learning and evaluation in organizations and projects, including:

- Overview of Monitoring and Evaluation
- Purpose of Monitoring and Evaluation
- Monitoring (types, conducting monitoring activities, developing and using monitoring tools/checklist, monitoring techniques, and use of data monitoring)
- Evaluation (types, planning, and conducting evaluation, developing and using evaluation tools and evaluation techniques)
- Setting and using indicators in project management
- Developing data collection
- Data analysis and management
- Management Information System (MIS)
- Writing monitoring and Evaluation reports
- Developing Monitoring and Evaluation plan

4. PROJECT MANAGEMENT FUNDAMENTALS

Abuja, July 22-24, 2010.

Course Goal:

Increased skills in project management generally

Audience:

Middle to senior level program executives such as: Program/Project Coordinators/Managers, Program and Research Officers, and Monitoring and Evaluation Officers

Course Content:

Consists of topics to strengthen capacity for effectiveness in projects and programs

- Concept of project management
- Project cycle & logic
- Managing project budgets
- Project implementation
- Management control and systems in project management
- Effective communication and teams in project management
- Problem solving and conflict management
- Partnership and collaboration
- Planning and scheduling activities (work planning)

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increased capacity for quality writing.

Audience:

Program, research and administrative staff such as: Project/Program Coordinators/Managers, Program/Research Officers, Documentation Officers, M&E Officers, and Administration Officers

Course Content:

The impact of written communication for personal growth and organizational functioning

- Committing to quality writing
- Defining your audience
- What is your message?
- Different writing modes
- Writing winning proposals
- Writing reports (progress, activity, research, M&E, annual)
- Grammar in writing
- Formatting
- Ensuring content quality
- Editing and proof-reading
- Keeping it short and simple

6. Health Systems Strengthening
Accra- Ghana, October 18-29, 2010.

Course Goal:

Sustained commitment to strengthened health systems

Audience:

Program, research and administrative staff such as: Project/Program Coordinators/Managers, Program and Research Officers, Documentation Officers, Program Administrators and M&E Officers, and Administration Officers

Course Content:

Health Systems Strengthening Training Content

- Defining Health Systems & Health Systems Strengthening
- Leadership, Governance, Policy and Advocacy
- Health Systems Financing
- Health Workforce
- Service Delivery
 - ❖ Organisation and management of service delivery
 - ❖ Partnership with NGOs and Government, Community, Private Sector
 - ❖ Quality assurance
 - ❖ Technology and infrastructure
 - ❖ Coordination in Health Systems Strengthening
- Health Information Systems
- Types of HSS Interventions
- Monitoring and Evaluation of Health Systems Strengthening
- Use of research in Health systems

Audience:

This course is uniquely packaged to respond to needs of program, research and administrative staff such as: Account /Finance officers, Research Officers, Finance Directors, Project/ Program Managers, Administration Officers, and Auditors

Course Content:

Good financial management practices and its impact on organizational success

- Budgeting
- Guidelines to financial management
- Budget management and disbursements
- Internal resource control
- Record keeping
- Strategic financial management for NGO
- Financial reporting
- Auditing

8. ADVANCED BUDGETING AND FINANCIAL MANAGEMENT FOR NGO PRACTITIONERS
Abuja, December 8-10, 2010.

Course Goal:

Increased capacity to budget, report, track and monitor funds and spending of resources

Audience:

This course is a follow up to the Budgeting and Financial management for NGO Practitioners'. It is uniquely packaged to respond to needs of program, research and administrative staff such as: Account /Finance officers, Research Officers, Finance Directors, Project/ Program Managers, Administration Officers and Auditors

Course Content:

Good financial management practices and its impact on organizational success, with practical sessions on select donors budgeting and financial reporting processes.

- Budgeting and budgetary control
- Components of financial management
- Budget management and disbursements
- Internal resource control
- QuickBooks software facilitation
- Strategic financial management for NGO
- Auditing Process
- Major Donors budgeting & financial reporting process
(USAID, DfID, Global Fund World Bank, and several Foundations)

❖ **Participants are required to bring along laptops for these courses**



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T STRATEGIES FOR AFRICA

African Sensitivities in a Global Context

REGISTRATION APPLICATION FORM

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1. GENERAL INFORMATION

Name of Course being applied for: _____

Last Name: _____ First Name: _____ Middle Name: _____

Sex: _____ Designation: _____

Organization (Name and address):

Telephone: _____ Mobile: _____


Fax: _____ Email : _____

2. MAIN RESPONSIBILITIES (limit to three)

3. EDUCATIONAL QUALIFICATIONS (last 3 qualifications)

Institution	Subject/Discipline	Date	Degree/Certificate

4. WORK EXPERIENCE (past 3 years beginning with the most recent)



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	Date	Location

5. ADDITIONAL (PROFESSIONAL) TRAINING ATTENDED (past 3 years)

Name of Training/Course	Date	Degree/Certificate

6. APPLICANT'S EXPECTATIONS

7. ANY ADDITIONAL INFORMATION

Please Return Completed Form to:

The Course Coordinator,
 Management Strategies for Africa
 Katsina House (Third Floor),
 Ralph Shodeinde Street, Central Area
 P.M.B. 675, Garki, Abuja FCT, Nigeria.
Tel: (09) 627 6191, (09) 670 8327, **Fax:** (09) 627 6191
Email: abiolaalade@msanigeria.org or
info@msanigeria.org
onasogamolake@msanigeria.org
Website: www.msanigeria.org