

Customized Training

MSA offers state of the art, high quality training in areas such as:

- ❖ Project Management Skills (Fundamental and Advanced levels)
- ❖ Understanding and practicing Organization Development
- ❖ Dynamic Management and Leadership Skills Course
- ❖ Supportive Supervisory Skills Development
- ❖ Effective Organizational Communication
- ❖ Monitoring for Result: Result-oriented M&E and MIS Systems
- ❖ Effective Advocacy for Health System Strengthening
- ❖ Making NGO Leaders and Board Very Effective
- ❖ Training of Trainers in facilitations skills (Basic and Advanced)
- ❖ Perfecting Grant-winning Proposal Writing Skills
- ❖ Knowledge Management in Contemporary NGOs
- ❖ Participatory Community Mobilization Skills Development

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 serenity, space for small/large working groups, and adequate facilities. Seating is arranged in a way that allows free movement and the required enabling environment.

Customized trainings, for specific organizations or projects, can be held 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 10% discount on all tuition fees for every organization/sponsor which has up to 3 and above participants enrolled in any of its courses.

To cancel participation in a course and be entitled to a refund, the individual or sponsoring organization will have to 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.

Training Follow-up

MSA follows up on its trainees three to six months after the training, through a designed highly interactive feedback mechanism tailored in to the needs of each trainee/organization. This is to ensure that participants are applying the knowledge and skills acquired, and that the training has added value to the work of the organization.

How to Apply:

Interested persons should contact MSA Abuja office for application forms. Applicants can also download application forms at:

http://msanigeria.org/documents/1281445707application_for_m_msa.doc and submit to the addresses below.

Contact Details:

Francis Ademola

Course Director

Email: francisademola@msanigeria.org

Copying anthonyinkwocha@msanigeria.org and info@msanigeria.org

Phone: 09 8765705 Mobile: 0 803 3704 433.



*African Solutions African Sensitivities,
in a Global Context*

2012 TRAINING BROCHURE

MANAGEMENT STRATEGIES FOR AFRICA

Katsina House (Third Floor)

Ralph Shodeinde Street, Central Area

PO Box 12193, Garki

Abuja FCT, Nigeria

Tel: (09) 8765705; 0803 3704 433

Email: info@msanigeria.org

Introduction

Management Strategies for Africa (MSA) is pleased to announce its training courses for year 2012. Four main courses are on offer this year. While we offer again three of our foremost courses on Facilitation Skills, Proposal Writing and M&E for the umpteenth time, we are also delighted to introduce the Business Skills for NGO Leaders course designed to enable NGO leaders hone their management skills and also use tested and proven business skills in NGO operation. We equally look forward to discussing your specific training needs with us so we can target and deliver our focused and customized courses to meet the your training needs.

Founded in 2000, MSA has a proven track record of delivering high quality state of the art capacity building for indigenous organizations working mainly in the health sector focusing on institutional, organizational, and management capacity.

Since 2009 MSA, as part of a consortium, is managing the organization development component of a 5- year health development project 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, child health, family planning and reproductive health services in Nigeria. MSA is also implementing an Organization Effectiveness Project, with funding from MacArthur Foundation, to support five beneficiary organizations to improve their efficiency, effectiveness and health.

Training in MSA

Training is one of a number of interventions implemented by MSA to build and strengthen institutional, management, and technical capacity, as well as secure increased funding,

Our highly coveted training courses are designed to equip trainees with, knowledge, attitude 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 an impactful cyclical process of assessing training needs, designing an enriched training curriculum, delivering the training, and evaluating training to assure enhanced learning.

It is part of our belief that, for a training to be useful and effective, recipients of training must have the right attitudes towards the training process and begin to envision where changes are needed to improve efficiency and effectiveness in their work right from the training workshop.

Training Package includes

- ❖ Training needs assessment to generate a baseline for the design of course curriculum.
- ❖ Participants' information brochure, informing participants on activities prior to the training.
- ❖ Participatory adult learning methods that values, share, and build upon trainees experiences
- ❖ Training evaluation which helps to determine participants' satisfaction and to gauge the level of

*“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)*

- learning that takes place during and after training.
- ❖ Well researched presentations and handouts enclosed in a CD package, given free-of charge after the training.

- ❖ Additional resource materials in hard and soft copies.
- ❖ Online support to trainees for up to three months after the training.

MSA 2012 Course Schedule

1. Practical Business Skills for NGO Managers

5 Days

Abuja, March 5-9, 2012

₦80,000

2. Monitoring for Results - 5 Days

5 Days

Abuja, June 18-22, 2012

₦80, 000

3. Project Design and Grant-Winning Proposal Writing

5 Days

Abuja, September 17-21, 2012

₦80, 000

4. Effective Training and Facilitation Skills

5 Days

Abuja, November 12-16, 2012

₦80, 000