

Management Course for Development Coordinators/ Project Officers

12th June To 21st July 2017

Target:

The course is designed to equip Program managers, Development Coordinators/Project Officers with relevant skills and knowledge for successful implementation of development programs.

Course Objectives:

- To address challenges and equip managers with new and creative strategies to proactively handle them. Participants ought to have 3 years' experience in development work.

Course content

Module 1: Fundamentals for Effective Management

- Stewardship & Accountability.
- Organizational and personal Integrity.
- Dual Nature of human beings and managerial controls.
- Time management and Delegation.

Module 2: Development Perspectives, Issues and Strategies

- What is Management?
- Understanding Development Theories and Principles.
- Meaning of development and role of church in development.
- Development challenges in Africa.
- Peace, justice and conflict reconciliation.
- Gender and development.
- Gender Analysis Framework.

Module 3: Working with people.

- Getting the most from self and from others.

Module 4: Planning

- Introduction to planning.
- Needs Assessment(Environmental Analysis).
- Stakeholder Analysis.
- Strategy formulation.
- Vision/Mission/Objectives.
- Monitoring and Evaluation.
- Log Frame Approach.

Module 5: Financial Accounting

- Financial Management Overview.
- Budgeting and budgetary controls.
- Basic Financial Transactions.

- Final Accounts.
- Audits.

Module 6: Collecting and using Information

- Lobbying and Advocacy.
- Globalization.
- Climate change and environmental management.
- Social Entrepreneurship.
- Micro-enterprise.
- MDG's.
- Resource mobilization.
- Donor trends.

Module 7: Effective communication

Module 8: Human Resource Management

- Staff recruitment/selection.
- Employment contract.
- Personnel.
- Administration.
- Performance management.
- Training and development.
- Job evaluation and specification.

Module 9: Function of Human Resource

- Office Administration.
- Office procedure.
- Filing.
- ICT and Development.

Tuition Fee: US \$ 1,250

Accommodation Fee: US \$ 950