



TRAINING WORKSHOPS

Online and onsite training workshops for humanitarians
and development practitioners





Upcoming Events

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Water, Sanitation & Hygiene in Humanitarian & Development Contexts Training Workshop

Social & Behavior Change Communication (SBCC) Training Workshop

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Data Collection for Humanitarians using Ko-boToolbox and Open Data Kit Training Workshop

Monitoring, Evaluation, Accountability & Learning Training Workshop

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Data Analytics & Visualization Using SPSS & Power Bi Training Workshop

Fundraising & Resource Mobilization for NGOs Training Workshop

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Writing Winning Proposals & Report Writing for Donor-funded Projects Training Workshop

Leadership & Project Management for NGOs & Development Training Workshop

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Water, Sanitation & Hygiene In Humanitarian & Development Contexts: A Training Workshop Event

2ND - 6TH OCT 2023	2ND - 13TH OCT 2023	8TH - 19TH JAN 2024
Onsite 5 Days (1 Week) HG Training Center, Nairobi, Kenya	Online 10 Days (2 Weeks) Online (Zoom)	Online 10 Days (2 Weeks) Online (Zoom)
\$750	\$500	\$500

WASH is not only a prerequisite to health but contributes to the improvement of livelihoods, school attendance and dignity and helps to create resilient communities living in healthy environments. It is scary to imagine people losing their lives to circumstances that can be avoided. Do you ever ask yourself how you can implement impactful WASH projects? This course aims to equip learners with skills in Water and sanitation and be able to improve their skills in hygiene as well.

Training programme

SESSION 1: INTRODUCTION TO WASH AND WATER SUPPLY COMPONENTS

Introduction to Water, Sanitation and Hygiene
Global Availability of Fresh Water
Right to Water & Sanitation – Un Global Development Goals
Water Quality issues
Hygiene and Disease Transmission
Hygiene Types

SESSION 2: SANITATION HARDWARE AND SOFTWARE

Basic Concepts of Sanitation
Desludging of Pits and Septic Tanks
Reuse-Oriented Sanitation Technologies
Sanitation-Related Behavior Change
Sanitation Marketing
Sanitation Approaches (CHAST, PHAST & CLTS)

SESSION 3: WASH FINANCING

Introduction and Basic Components to WASH Financing
Enabling conditions to Crowd in private finance to WASH
Financing Strategy
Service Provider perspective
Financier Perspective
Use Perspective

SESSION 4: BOREHOLE DRILLING – PLANNING, CONTRACTING AND MANAGEMENT

Principles for Planning, Contracting and the Management of Borehole Drilling Projects
Procurement Considerations for Borehole Drilling Works.
Borehole Siting and Drilling Supervision Consultancy
Terms of Reference for Borehole Drilling Works and Pump Supply and Installation.

SESSION 5: HYGIENE PROMOTION

Principles and Components of Behavior Change Programs
Risks, Attitudes, Norms, Abilities and Self-Regulation (Ranas)
Health Belief Model (HBM)
Communication for Behavioral Impact (COMBI)

Social & Behavior Change Communication (SBCC) Training Workshop

9TH - 11TH OCT 2023	16TH - 20TH OCT 2023	15TH-19TH JAN 2024
Onsite 3 Days HG Training Center, Nairobi, Kenya	Online 5 days Online (Zoom)	Online 5 days Online (Zoom)
\$500	\$250	\$250

The Social and Behavior Change Communication training offers participants an understanding of principles and contexts of communication to convey meaning, designing and creating messages that enhance behavioural adoption and maintenance, while employing effective monitoring and evaluation of the campaigns to ensure sustained adoption. This training course will provide participants with the practical skillsets required to apply effective communication techniques to change behaviours and promote social change by influencing knowledge, attitudes, and social norms.

Training programme

SESSION 1: INTRODUCTION TO SBCC

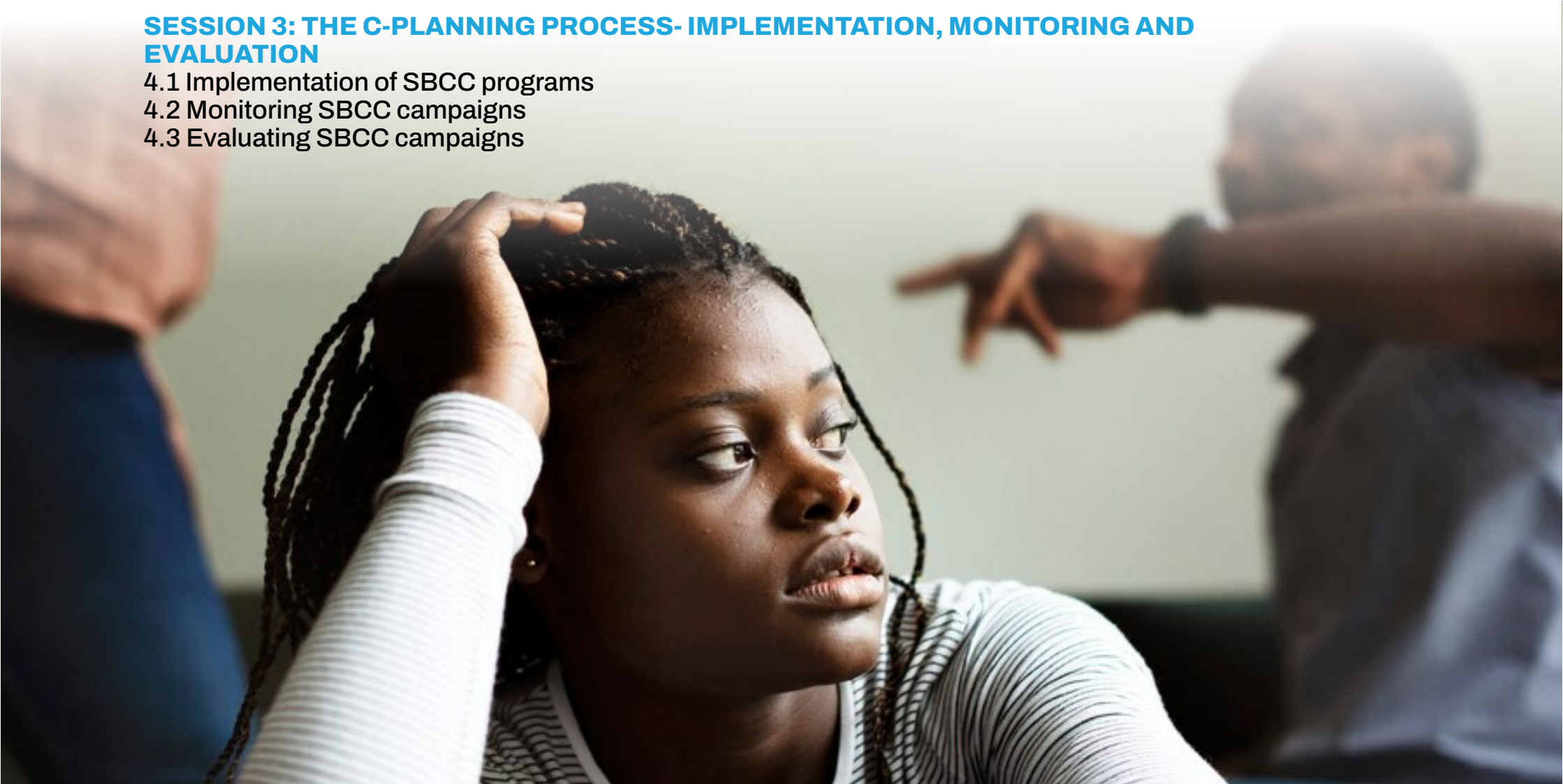
- 1.1 Definition, evolution and characteristics of SBCC
- 1.2 Essential steps to communication planning, SBCC Strategies & Principles of SBCC
- 1.3 The C-planning process – understanding the situation
- 1.4 People, Context & Summary Analysis and Formative Research.

SESSION 2: THE C-PLANNING PROCESS- FOCUSING, DESIGNING AND CREATING MESSAGES

- 3.1 Communication strategies, audience segments, priorities and profiles
- 3.2 Barriers and Facilitators to Change
- 3.3 Channels, activities and materials mix
- 3.4 Creating effective materials, concept testing and pretesting

SESSION 3: THE C-PLANNING PROCESS- IMPLEMENTATION, MONITORING AND EVALUATION

- 4.1 Implementation of SBCC programs
- 4.2 Monitoring SBCC campaigns
- 4.3 Evaluating SBCC campaigns



Data Collection for Humanitarians using Kobo Toolbox and Open Data Kit Training Workshop

16TH - 20TH OCT 2023	16TH - 27TH OCT 2023	22ND JAN - 2ND FEB 2024
Onsite 5 Days (1 Week) HG Training Center, Nairobi, Kenya	Online 10 Days (2 Weeks) Online (Zoom)	Online 10 Days (2 Weeks) Online (Zoom)
\$750	\$500	\$500

Data collection for humanitarian purposes is a critical step in ensuring that assistance is targeted, efficient, and responsive to the specific needs of affected populations. It enables humanitarian organizations to make informed decisions and allocate resources effectively in crisis situations. KoBoToolbox is an open-source suite of tools and services designed for data collection and management in humanitarian and development work. It provides a platform for creating and deploying forms, collecting data using various devices, and managing and analysing the collected data. ODK, or Open Data Kit, is an open-source set of tools and standards designed to help organizations collect, manage, and use data for various purposes, including humanitarian work. This comprehensive course is designed for humanitarian professionals and organizations seeking to enhance their data collection capabilities in the field. Participants will learn how to effectively utilize two powerful open-source tools, KoBoToolbox and Open Data Kit (ODK), to design forms, collect data in challenging environments, and manage and analyse the collected data. Through practical exercises and real-world scenarios, participants will gain the skills and knowledge necessary to improve data-driven decision-making and humanitarian responses.

Training programme

Session 1: Introduction to Data Collection in Humanitarian Work

- Understanding the importance of data collection
- Ethical considerations and data protection
- Overview of KoBoToolbox and ODK (Differences between the two open-source tools)
- Key features and benefits of KoBoToolbox
- Key features and benefits of ODK

Session 2: Form Design with KoBoForm

- Creating customized data collection forms in KoBoForm
- Designing forms with various question types and logic
- Incorporating multimedia elements into KoBoForm

Session 3: Data Collection with KoBoCollect

- Installing and configuring KoBoCollect on Android devices
- Offline data collection strategies with KoBoCollect
- Real-time data submission and reporting in the field

Session 4: Data Management on KoBoToolbox Server

- Setting up and hosting a KoBoToolbox server
- Uploading forms and managing user access
- Aggregating, exporting, and sharing data on KoBoToolbox

Session 5: Data Security and Privacy in KoBoToolbox

Encryption and secure data transmission in KoBoToolbox
User authentication and access control
Ensuring compliance with data protection regulations in KoBoToolbox

Session 6: Form Design with ODK Build

Creating customized data collection forms in ODK Build
Designing forms with various question types and logic
Incorporating multimedia elements into ODK Build forms

Session 7: Data Collection with ODK Collect

Installing and configuring ODK Collect on Android devices
Offline data collection strategies with ODK Collect
Real-time data submission and reporting in the field using ODK Collect

Session 8: Data Management on ODK Aggregate

Setting up and hosting an ODK Aggregate server
Uploading forms and managing user access on ODK Aggregate
Aggregating, exporting, and sharing data using ODK Aggregate

Session 9: Data Security and Privacy in ODK

Encryption and secure data transmission in ODK
User authentication and access control in ODK
Ensuring compliance with data protection regulations in ODK

Session 10: Applying KoBoToolbox and ODK in Humanitarian Work

Review of key concepts and skills learned in the course
Practical exercises and case studies in humanitarian contexts
Data collection, management, and analysis challenges in the field
Using KoBoToolbox and ODK to address humanitarian needs
Group discussions and peer review of data collection projects
Strategies for enhancing the impact of humanitarian responses through data

Monitoring, Evaluation, Accountability & Learning Training Workshop

23RD - 27TH OCT 2023	30TH OCT - 10TH NOV 2023	5TH - 16TH FEB 2024
Onsite 5 Days (1 Week) HG Training Center, Nairobi, Kenya	Online 10 Days (2 Weeks) Online (Zoom)	Online 10 Days (2 Weeks) Online (Zoom)
\$750	\$500	\$500

Monitoring, evaluation, accountability, and learning (MEAL) are part of everyday programme management and are critical to the success of most programs, projects, initiatives, interventions and even organizations as a whole. This course aims to equip learners with skills in monitoring and evaluation and be able to improve their skills in learning as well.

Training programme

SESSION 1: INTRODUCTION TO MEAL

What is MEAL
The MEAL Phase Model
Ethical Standards in MEAL
Cross-cutting themes in MEAL

SESSION 2: DESIGNING LOGIC MODELS

Theory of Change
Result Framework
Logical Framework (LogFrame)
M&E Framework

SESSION 3: COLLECTING AND ANALYZING MEAL DATA

Data Source & Data Quality
Quantitative and Qualitative Data Collection
Quantitative and Qualitative Analysis
Data Visualization
Data Interpretation

SESSION 4: USING MEAL DATA

MEAL Communication Plan
MEAL Learning Plan
Adaptive Management
Reporting

SESSION 5: EVALUATION DESIGNS AND APPROACHES

Experimental Design
Quasi-experimental Design
Non-Experimental Designs
Comparison Matrix
Feminist Evaluation Approach
Transformative Evaluation Approach
Real World Evaluation & Realist Evaluation Approach
Equity-Focused Evaluation & Developmental Approach to Evaluation

Data Analytics & Visualization Using SPSS & Power Bi Training Workshop

30TH OCT - 3RD NOV 2023	13TH - 24TH NOV 2023	19TH FEB - 1ST MAR 2024
Onsite 5 Days (1 Week) HG Training Center, Nairobi, Kenya	Online 10 Days (2 Weeks) Online (Zoom)	Online 10 Days (2 Weeks) Online (Zoom)
\$750	\$500	\$500

This course will help you establish a practical approach to SPSS. Participants will look at different SPSS options, and be able to know how to use and implement the different applications under SPSS. This will also enable them to understand how to interpret output and graphically display results. Power BI certification training will help you get the most out of Power BI, enabling you to solve business problems and improve operations. This course helps you master the development of dashboards from published reports, discover better insight from the data, & create practical recipes for the various tasks that you can do with Microsoft Power BI.

Training programme

SESSION 1: SPSS Fundamentals

Introduction to the SPSS user interface
SPSS options and
Data entry and Data cleaning
Data coding – Validation and editing: manual and imports

SESSION 2: Variable Management

Definition of variables (string, numeric, date, coma, dot and scientific notation; scale, ordinal and categorical variables)
Data transformation using the recode function
Using the compute module to create new variables

SESSION 3: Hypothesis Testing

Basic non-parametric tests like chi-square and comparison of means Editing of output using the output viewer.
Exporting output to other programs like MS Word and Excel
Conducting exploratory and confirmatory factor analysis

SESSION 4: SPSS Descriptive statistics.

Correlation analysis
Simple linear regression analysis
Interpretation of correlation and regression outputs

SESSION 5: POWER BI ENVIRONMENT

Overview of Power BI Desktop and Power BI Service
Introduction to the PBIX user interface
BI features, options, and functions.
Data entry and Data cleaning
Data transformations and Merging Queries
Loading, Shaping & Transforming Data with Power Query

SESSION 6: INTELLIGENT DASHBOARDS: COLLABORATIVE METRICS DASHBOARD REPORTS

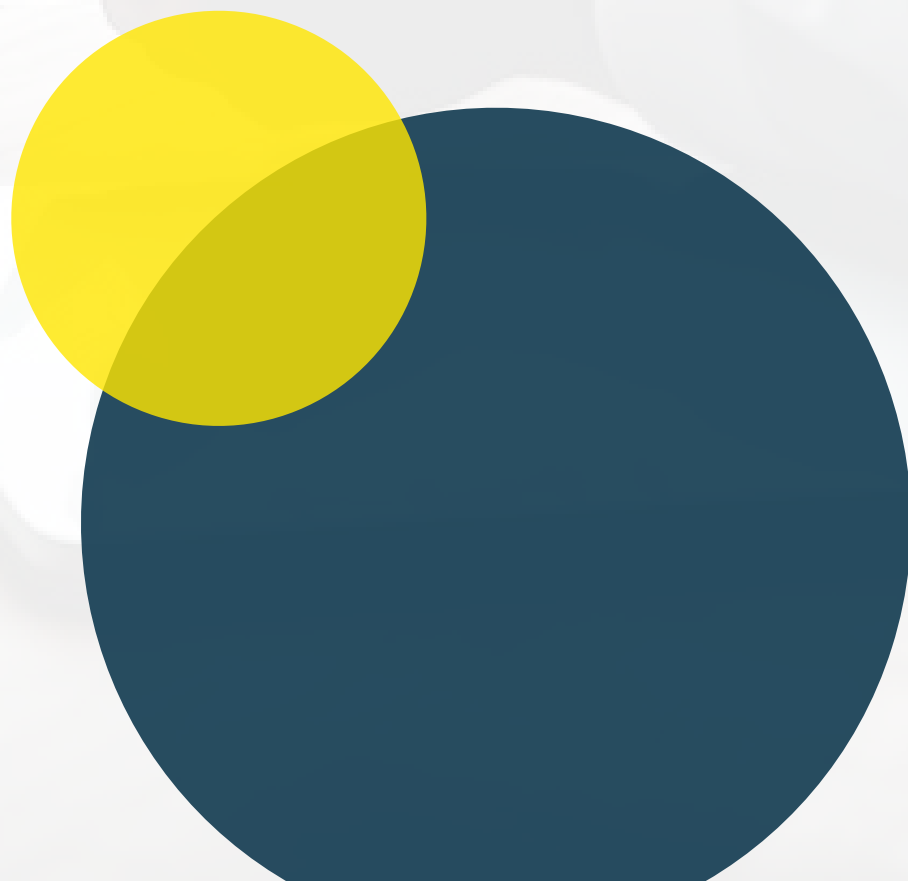
Reporting & Data Visualization with Power Map
Data Mapping in Pivots
Charting and visualisation
Visuals, Map-Based Graphs, Heat & Regions Maps

SESSION 7: END-TO-END REPORTING SOLUTIONS

Creating Info Graphics
Data Classifications & Case Studies
Presenting PBIX dashboards
Interpretation of result

SESSION 8: PUBLISHING AND SHARING REPORTS

Print & Export Dashboards
Power BI Mobile
Publishing to Web
Embed in SharePoint and export to PowerPoint



Fundraising & Resource Mobilization for NGOs Training Workshop

6TH - 10TH NOV 2023	6TH - 17TH NOV 2023	4TH-15TH MAR 2024
Onsite 5 Days (1 Week) HG Training Center, Nairobi, Kenya	Online 10 Days (2 Weeks) Online (Zoom)	Online 10 Days (2 Weeks) Online (Zoom)
\$750	\$500	\$500

The Fundraising & Resource Mobilization for NGOs training is a comprehensive program designed to equip individuals and organizations in the non-profit sector with the knowledge, skills, and strategies necessary to effectively raise funds and mobilize resources for their mission-driven initiatives. This training aims to provide participants with a solid foundation in fundraising principles and practical tools to diversify their funding sources, engage donors, and ensure long-term sustainability for their NGOs.

Training programme

Session 1: Understanding Fundraising Essentials

1.1. Introduction to Fundraising

Definition and significance of fundraising for NGOs
Historical perspective and evolution of fundraising

1.2. Types of Funding Sources

Grants: Government, foundations, and private donors
Individual Donors: Major gifts, regular giving, and planned giving
Corporate Partnerships: Sponsorships, cause-related marketing, and CSR
Earned Income: Social enterprises and fee-for-service models

1.3. Key Stakeholders in Fundraising

Roles and responsibilities of fundraising staff and volunteers
The board of directors and their role in fundraising
Building effective fundraising teams

1.4. Ethical Considerations and Best Practices

Fundraising ethics and principles
Donor rights and responsibilities
Avoiding common ethical pitfalls

Session 2: Fundraising Strategy and Planning

2.1. Developing a Fundraising Strategy

Aligning fundraising with the organization's mission and vision
Setting clear fundraising goals and objectives
SWOT analysis for fundraising planning

2.2. Creating a Fundraising Plan

Identifying funding needs and budgeting
Timeline and action plan development
Risk assessment and mitigation strategies

2.3. Assessing Organizational Capacity

Evaluating staff and volunteer skills
Infrastructure and technology needs
Organizational readiness for fundraising campaigns

2.4. Prospect Research and Donor Segmentation

Techniques for identifying potential donors
Segmenting donors based on capacity and interest
Creating donor profiles and personas
Session 3: Fundraising Techniques and Channels

3.1. Online Fundraising

Crowdfunding and online donation platforms
Email marketing and e-newsletters
Social media fundraising campaigns

3.2. Events and Campaigns

Planning and executing fundraising events
Peer-to-peer fundraising and community engagement
Capitalizing on seasonal and thematic campaigns

3.3. Major Gifts and Donor Cultivation

Identifying major gift prospects
Cultivation strategies for major donors
The art of making the ask

3.4. Storytelling and Communication

Crafting compelling narratives for fundraising
The role of visuals and multimedia
Using storytelling in grant proposals and appeals

Session 4: Building and Maintaining Donor Relationships

4.1. Donor Acquisition

Strategies for attracting new donors
Leveraging networks and partnerships
Effective online and offline donor acquisition techniques

4.2. Donor Retention

Building donor loyalty and trust
Donor stewardship and engagement
Strategies for retaining long-term donors

4.3. Donor Database Management

Importance of donor databases and CRMs
Data hygiene and management best practices
Using data for personalization and targeting

Session 5: Compliance, Reporting, and Measuring Impact

5.1. Legal and Ethical Compliance

GDPR and data protection regulations
Tax implications and reporting requirements
Ethical considerations in fundraising campaigns

5.2. Budgeting and Financial Management

Creating a fundraising budget
Monitoring and controlling expenses
Financial transparency and reporting to donors

5.3. Impact Measurement and Evaluation

Setting measurable outcomes and indicators
Data collection and analysis for impact assessment
Reporting impact to donors and stakeholders



Writing Winning Proposals & Report Writing for Donor-funded Projects Training Workshop

13TH - 15TH NOV 2023	20TH - 24TH NOV 2023	18TH-22ND MAR 2024
Onsite 3 Days HG Training Center, Nairobi, Kenya	Online 5 Days (1 Week) Online (Zoom)	Online 5 Days (1 Week) Online (Zoom)
\$500	\$250	\$250

The Fundraising & Resource Mobilization for NGOs training is a comprehensive program designed to equip individuals and organizations in the non-profit sector with the knowledge, skills, and strategies necessary to effectively raise funds and mobilize resources for their mission-driven initiatives. This training aims to provide participants with a solid foundation in fundraising principles and practical tools to diversify their funding sources, engage donors, and ensure long-term sustainability for their NGOs.

Training programme

SESSION 1: INTRODUCTION

- Understanding donors' requirements
- Donor proposal formats and guidelines
- Project development and proposal writing
- Concept note, proposal and pitch deck
- Components of a funding proposal

SESSION 2: WRITING A PROPOSAL/REPORT

- Introduction/background
- Problem statement
- Project Justification/Rationale
- Project Design
- Implementation Strategies
- Project Monitoring and Evaluation
- Risk Management
- Project Management
- Cross Cross-cutting issues in Proposal Writing
- Work Plan
- Organization Capacity
- Budget

SESSION 3: PROPOSAL AND REPORT WRITING BEST PRACTICES

- Common mistakes during proposal writing
- Tips for successful proposal writing
- Case studies of successful proposals



Leadership & Project Management for NGOs & Development Training Workshop

4TH - 8TH DEC 2023	4TH - 15 DEC 2023	25TH MAR - 5TH APR 2024
Onsite 5 Days (1 Week) HG Training Center, Nairobi, Kenya	Online 10 Days (2 Weeks) Online (Zoom)	Online 10 Days (2 Weeks) Online (Zoom)
\$850	\$600	\$600

The Leadership in Project Management for NGOs & Development Organizations is an intensive and comprehensive training program designed to empower participants with the advanced knowledge and skills required to excel in project leadership roles within the non-profit and development sectors. This training provides an immersive and advanced learning experience that includes interactive discussions, practical exercises, and a focus on leadership aspects in project management. Participants will undergo intensive training which is designed to equip participants with project management skills, ensuring they are well-prepared to take on leadership roles in complex and impactful projects.

Training programme

Session 1: Project Management Fundamentals and Leadership Essentials

Sub-Topic 1: Understanding Project Management

Significance of Project Management
Project Management vs. General Management
Project, Program, Portfolio, and Operation Differences

Sub-Topic 2: Leadership in Project Management

Leadership Competencies for Project Success
Leadership Styles in Project Management
Leading Multidisciplinary Teams

Sub-Topic 3: Project Management Framework

The Project Management Life Cycle
Types of Development Life Cycles (e.g., Agile, Waterfall)
The Triple Constraint: Scope, Time, and Cost

Session 2: Project Initiation and Stakeholder Engagement

Sub-Topic 1: Strategic Project Initiation

The Project Initiation Phase
Importance of a Well-Defined Project Charter
Setting Clear Project Objectives and Goals

Sub-Topic 2: Stakeholder Analysis and Engagement

Steps in Stakeholder Analysis
Stakeholder Identification and Mapping
Effective Stakeholder Engagement Strategies

Sub-Topic 3: Roles and Responsibilities

Understanding the Project Sponsor's Role
The Role of the Project Manager
Defining the Project Customer's Role

Session 3: Advanced Project Planning and Risk Management

Sub-Topic 1: Project Scope Definition

Defining Product Scope vs. Project Scope
Developing a Comprehensive Project Scope Statement

Sub-Topic 2: Work Breakdown Structure (WBS)

Creating an Effective WBS

Identifying Work Package Characteristics

Sub-Topic 3: Cost Estimation and Budgeting

Advanced Cost Estimation Techniques

Determining and Managing the Project Budget

Sub-Topic 4: Project Schedule Development

Creating a Detailed Project Schedule

Value and Significance of the Project Schedule

Sub-Topic 5: Project Risk Management

Advanced Strategies for Risk Identification and Assessment

Risk Mitigation and Response Planning

Monitoring and Controlling Project Risks

Sub-Topic 6: Project Baseline and Change Control

Components of a Project Baseline

Implementing Effective Project Change Control Strategies

Session 4: Leadership in Project Execution and Team Development

Sub-Topic 1: Execution Phase Essentials

Technical and Human Resource Aspects of Project Execution

Monitoring and Controlling Project Progress

Sub-Topic 2: Team Development and Leadership

The Project Manager's Role in Team Development

Navigating the Five Stages of Team Development

Sub-Topic 3: Effective Communication

Advanced Communication Methods in Project Management

The Project Manager's Role in Facilitating Communication

Sub-Topic 4: Conflict Resolution and Decision Making

Advanced Conflict Resolution Options and Strategies

The Decision-Making Process in Complex Projects

Sub-Topic 5: Project Review and Oversight

Types of Project Reviews

Techniques for Effective Project Oversight

Session 5: Strategic Project Closure and Post-Project Analysis

Sub-Topic 1: Project Closing Activities

Key Activities Involved in Project Closure

Benefits of Efficient Project Closeout

Sub-Topic 2: Post-Project Analysis and Continuous Improvement

Conducting a Post-Project Analysis

Developing a Continuous Improvement Plan

Sub-Topic 3: Leadership Impact on Project Outcomes

Evaluating the Role of Leadership in Project Success

Leveraging Leadership for Long-Term Organizational Growth

Sub-Topic 4: Strategic Thinking in Project Management

Applying Strategic Thinking to Achieve Long-Term Goals

Leveraging Project Success for Organizational Advancement

Sub-Topic 5: Personal Leadership Action Plan

Developing a Personal Leadership Action Plan for Ongoing Improvement

Certification

After successful completion of your preferred training workshop, you will be issued with a digital certificate.





Contact Information

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