Action Africa Institute

WHO WE ARE

We have been promoting Training in Development and Humanitarianism for over a decade now.
This has been necessitated by the need to reduce increasing gaps between the skills needed by
Development professionals and humanitarian aid workers in Humanitarian situations. We do this by
inquiring, Teaching and advising on leading Transitions in the Humanitarian sector. We are
Passionate about humanitarianism, and place it at the Heart of what we do.
Action Africa Institute (AAI) is an international organization with the mission of making
development and humanitarian work more effective. This is achieved through developing and
implementing high-quality consultancy projects and delivering innovative capacity building solutions
to United Nations (UN) agencies, governments and non-governmental organizations (NGOs)
worldwide.

Diploma in Food Security and Nutrition in Humanitarian Emergencies

Natural disasters as well as complex emergencies at times can have significant effects on household food security and nutritional status of the affected population. Assessing such impact and understanding the coping mechanisms of different affected social groups is needed to target, design and implement appropriate strategies that will protect and promote good nutrition and household food security throughout relief and rehabilitation responses. Activities in this area of study strive to strengthen capacity within governments and local institutions to design and implement such strategies and to improve collaboration among various organizations dealing directly with nutrition concerns in emergency relief and rehabilitation.

The course content will examine food insecurity and nutritional deficiencies as they appear in different types of humanitarian emergencies. The course discusses the profiles of international relief organizations that are involved in nutrition and food assistance are presented and common nutrition and food assistance interventions in emergency settings. Factors contributing to food insecurity are considered and various response modalities, including in-kind assistance and cash-based approaches, are discussed.

Modules

- Introduction to food security and Nutrition in Humanitarian emergencies
- Roles, responsibilities and key stakeholders in humanitarian assistance
- Social-political factors surrounding emergencies
- Approaches to Nutrition Situation Analysis in Crisis
- Strategies to support & strengthen food security and restore livelihoods
- Food aid/assistance
- Selective feeding programs
- Nutrition and care at household level
- Management of food and nutrition responses in emergency
- Monitoring and evaluation of food and nutrition responses in emergency

Organizers

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Diploma in Monitoring and Evaluation

Course Overview

In order to meet standards, organizations demand higher accountability for development-project funds and transparency regarding a program's results. It's understood now that you're more likely to receive future funding if you can demonstrate how a program performs. That's why employees who have specialized Monitoring and Evaluation (M&E) skills are in demand. This key knowledge helps to assess a project or program's performance and its lasting impact.

Project monitoring has the task of establishing sufficient controls over a project and to ensure that it stays in track in terms of achieving its objects and serves purposes for the various stakeholders. Project monitoring is an integral part of day to day management of projects. It provides information by which the project implementers can identify problems, and solve them or assess progress

Thematic areas

Module 1: Introduction to M&E Principles and Concepts

- Understand M&E basic principles
- Apply the principles of results-based management
- Use practical considerations and key steps in developing M&E systems

Module 2: Designing program monitoring systems

- Deciding on key aspects of the program to monitor
- Identifying data sources
- Designing sound data collection and collation tools
- Developing standard operating procedures (SOPs) for managing data

Module 3: Analyzing and reporting data for decision making

- Developing a data analysis strategy
- Selecting data analysis methods
- Presenting analyzed data
- Common pitfalls/errors in analyzing data

Module 4: Developing a data communication strategy for stakeholders

- Identifying program stakeholders and their information needs
- Selecting appropriate communication tools for different audiences

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Diploma in Grants Management

Course Overview

Successful organizations have a solid grant management program that starts long before any grant is awarded. Grant management includes strategic planning, efficient grant design, program development and effective tracking, and having sufficient resources to smoothly manage the process. Grants management is a key activity in Non-Government Organizations (NGOs), State Corporations and other Donor funded institutions. Most teams aim to use limited resources optimally and efficiently to achieve maximum impact.

This course is designed to build the confidence and skills of participants on the best practices and nurture essential skills of effective grants management i.e., monitoring your project, accountability, complying with grant regulations and how to prevent your organization from the challenges both legal and administrative that result from poor grants management.

Units

1. Introduction: Fundamentals of Grants Management
2. Grant Management Cycle, Roles, Responsibilities and Requirements
3. Types of Grants, Applications and the Obligating Documents
4. Grants Lifecycle
5. Elements of Grants Application
6. Grants Budgeting
7. Accounting Essentials for Grant
8. Compliance in Grants Management
9. Internal Control Systems in Grants Management
10. Fundraising, budgeting and costing
11. Grants reporting

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Diploma in Project Planning and Management

Course Overview

Project management is evolving with time. With the numerous tools, technologies, applications, and frameworks that are shaping project management for the modern world, it is important to stay ahead. Project managers need to consistently learn new techniques and best practices to optimize their work processes and project cycles.

This course will help equip learners with the skills, techniques, and understanding required for successful project management careers in both the public and private sectors of the economy. Through a combination of theory and unique, hands-on learning experience, the program allows learners to enhance their management skills and gain a professional edge in the job market.

Modules

Unit 1: Principles of Project Management
Unit 2: Elements of Management in Projects
Unit 3: Project Leadership & Governance
Unit 4: Environmental Impact Assessment & Analysis
Unit 5: Project Design, Planning & Implementation
Unit 6: Project Financing & Finance Management
Unit 7: Project & Strategic Management
Unit 8: Entrepreneurship & Project Management
Unit 9: Project Management Consultancy
Unit 10: Project Monitoring & Evaluation Reporting
Unit 11: Computer Application in Project Management

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Diploma in Water, Sanitation and Hygiene

There is need to empower practitioners working in emergency and development areas on the fundamentals of WASH. It provides a detailed explanation of the principles of planning, designing and implementing activities that are aimed at improving sustainable and equitable access to domestic water supply, sanitation services and improve hygiene behaviors and practices. It provides an understanding of the increasing number of complexities in the WASH sector, providing the latest contextual and technical skills that will help in planning, designing and implementing sustainable activities as well as programs within the framework of the fundamental principles of the WASH sector including Public Health, water and sanitation services.

Aligned with the SDG 6 of the vision 2030, the course focuses on all aspects of WASH interventions and allows a direct link between theory and reality on the ground.

Course Objectives

By the end of the course learners will be able to
- Identify and analyze context-specific challenges and plan tailor-made WASH interventions to improve sustainable access to WASH services and facilities in complex institutional environments, both in the field of cooperation and humanitarian aid
- Conduct a context-specific public health risk analysis of inadequate WASH services and design appropriate prevention strategies
- Conduct a systematic analysis of environmental, social and technical problems, both in urban and rural contexts, and design appropriate intervention strategies.
- Confidently implement the wide range of advanced WASH intervention tools: from specific technical approaches in water supply and sanitation to current approaches developed in the field of hygiene promotion, as well as sectoral assessment tools.

Modules
  I.   Introduction to WASH
 II.   Water sanitation and Hygiene in Emergencies
III.   Public Health
 IV.   Urban WASH services
  V.   Water provision, control and Pollution

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Diploma in Effective Communication in Emergencies

Effectively communicating information during emergencies or threats remains a significant and a highly difficult challenge. Such Communication not only needs to be carefully planned as well as implemented but must also be properly integrated with emergency management activities and operations. Emergency events at times present a unique challenge to those involved and those who involve themselves in life saving exercises to ensure that the affected populations have access to basic amenities.

When people are affected and in emergency situations, they need information to be able to communicate with each other and those who are helping them. When humanitarian actors have the right information they will be able to make informed decisions, faster provision of services hence keeping safe the affected people and their families.

At the end of the course, the learners should be able to;

- Grasp skills on how communication can be used to support disaster-affected people and program objectives;
- Acquaint self on assessment of the information needs of the community and decide through which channel(s) of communication to reach them;
- Have expertise on how to create and adapt information and messages to maximize impact;
- Be able to develop a communications strategy;
- Be able manage and respond to feedback from the community.

Thematic Areas of Study

1. Introduction to public safety communications
2. Crisis intervention-emergency communication
3. Customer service & ethics in emergency situations
4. Emergency management
5. Emergency services procedures
6. Handling the mainstream media and social media
7. Stress and wellness management

Diploma in Nutrition and Dietetics in Emergencies

In emergency situations, changes to the diet and to the health environment can cause a rapid deterioration of nutritional status. Malnourished individuals can no longer maintain adequate bodily functions such as growth, pregnancy, physical work and resisting and recovering from disease. This has negative effects on health status and in its severe forms can lead to death. Malnutrition results from a complex combination of factors. Thus, a broad-based approach is required to address malnutrition. These factors work on a number of levels affecting populations, households and finally individuals.

This course aims at equipping public health and humanitarian response persons with appropriate skills and techniques required to maintain good nutrition for vulnerable individuals during emergencies, in-order to reduce the risk of nutrition faltering and be well prepared for appropriate nutrition response in emergencies.   The course is appropriate for health service providers, disaster response workers, relief agency staff, public health practitioners and other professionals involved in disaster response and risk reduction.

Course Objectives

I.   Define common nutritional deficiencies in emergencies and specify how these should be corrected
II.   Assess population nutrition status and household food security
III.   Determine how a food assistance should be targeted, provided and monitored
IV.   Discuss the dynamics of food assistance in the emergency context, including policy factors, key organizations involved in provision of food assistance, and current food crises

Modules

- Introduction to Nutrition in Emergencies
- Common Nutrition Related Problems in Emergencies
- Causes of Malnutrition in Emergencies
- Vulnerability and Targeting In Emergency
- Methods of Nutrition Assessment in Emergency
- Methods of Nutrition Assessment in Emergency
- Nutrition Information Systems in Emergencies
- Food Aid
- Community Based Therapeutic Care
- Livelihood Support in Emergencies
- Monitoring and Evaluation in Nutrition in Emergencies
- Humanitarian Assistance and Standards

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Diploma in Supply Chain Management

The Diploma in Supply Chain Management offers students a deep understanding of the world of supply chain management, business to business marketing among others. This sector of business is a field that involves managing the practice of buying and selling goods. The importance of this sector is just beginning to become evident, as it is becoming prevalent and understood that the selling and buying practices of a corporation can detrimentally or positively affect is economic growth. It is important that companies continue to keep overhead costs down to promote profit; thus, leading to increased demand for professionals in this field.

A diploma in Supply Chain Management will allow students to garner an education that is focused on economic development and business management skills. To have within this field students will be trained in business development and strategies related to growth as well.

Modules

- Introduction to Supply Chain Management
- Research Methods
- Financial and Cost Accounting
- Principles of Negotiations
- Supply Chain Management
- Stores Management and Stock Control
- International Purchasing and Supply Management
- Principles of Logistics Management
- Purchasing and Supply Law

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DIPLOMA IN HUMAN RESOURCE MANAGEMENT

Human resource management practices influence employee skills through the acquisition and development of a firm's human capital. Recruiting procedures that provide a large pool of qualified applicants, paired with a reliable and valid selection regimen, will have a substantial influence over the quality and type of skills new employees possess. Providing formal and informal training experiences, such as basic skills training, on-the-job experience, coaching, mentoring, and management development can further influence employees' development.

The Diploma of Human Resource Management will introduce learners to a field of human resource management - and its growing importance to the success of the organization's overall performance and success. The course introduces students to the theories, ideas, controversies and challenges involved in managing human resources in contemporary work organizations. The course also focuses on the link between an organization's overall business strategies and an organization's` HR strategies, policies and practices.

Course Content

The course has four modules in the following thematic areas and the fifth module is a dissertation in an area of Human Resource Management

1. Introduction to Human Resource Management
2. Strategic Human Resource Management
3. Employee resourcing
4. Recruitment and selection
5. Human Resource Development
6. Gender issues in Human Resource
7. Personnel Management

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DIPLOMA IN HUMANITARIAN LOGISTICS

Whether its people suffering, goods needing to be delivered, reduced communications infrastructures, or major disruption of physical infrastructure, humanitarian organizations work by providing assistance to global crises as quickly and effectively as possible.

The objective of the Diploma in Humanitarian Logistics is to enhance the operational humanitarian logistics response capacity for logistics staff in field operations. The training will directly contribute to avoid the waste of resources through careful handling and storing of humanitarian cargo. In addition, participants will understand basic principles and procedures of procurement to minimize the risk of fraud or incorrect sourcing. It is based on a typical full supply chain cycle and follows the logical supply chain structure. The course starts from the concept of sourcing, with focus on procurement concepts and moves downwards in the chain until its end, by discussing the distribution process with a sector-neutral coverage. In order to go through this end-to-end overview, the content builds clear relations between logistics concepts and the operational context, adapting logistics to the trainees.

Thematic areas

- Responding to emergency situations
- Needs assessment/ situational analysis for the individual humanitarian situation
- Principles of Logistics Management
- Logistics Planning for emergency supplies
- Information and Communication protocols for emergency situations
- Humanitarian partners, cooperation and management
- Budgeting for logistics and reviewing goods availability against humanitarian needs of the operation
- Fleet Management
- Storage, Warehousing and stock controls
- Procurement and Contracts Management
- Transport and Logistics Operations
- Movement of people and supplies in emergency situations
- Risk management in the supply chain
- Emerging and Global Trends in Humanitarian Logistics

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Diploma in Monitoring & Evaluation of Nutrition & Food Security Projects

Monitoring and evaluation of agricultural projects for their impact on household food insecurity and nutrition is important given the paucity of data documenting successes and failures in such projects, and because possible adverse effects in such projects need to be identified and addressed rapidly. Recognizing, however, the lack of capacity and/or reluctance of some agriculture project managers and planners to incorporate nutrition considerations in their project planning or their management information systems, a feasible alternative approach is needed – one capable of meeting agriculture-nutrition M&E objectives without encumbering project managers.

This program aims to improve the effectiveness of Monitoring and Evaluation of Food Security and Nutrition programs through identifying and disseminating successful methods, tools and practices. This will, in turn, improve the monitoring and evaluation skills of the personnel implementing food security and nutrition programs in the implementing agencies.

Course Outline
Introduction to M&E

- Definition of Monitoring and Evaluation
- Why Monitoring and Evaluation is important
- Key principles and concepts in M&E
- M&E in project lifecycle
- Complementary roles of Monitoring and Evaluation

Food Security and Nutrition M&E Frameworks

- Food security and Nutrition Conceptual Frameworks

- Food security and Nutrition Results Frameworks
- Logical Framework Analysis (LFA)
- Log Frame - Design of Food security and nutrition projects using Log Frame

Food Security and Nutrition Indicators

- FSN indicators definition: Dietary diversity score, Food Consumption Score, Coping Strategy Index, Nutrition indicators
- Indicator metrics
- Linking indicators to results
- Indicator Matrix
- FSN indicator performance tracking

M&E System design and M&E Planning in FSN

- Importance of an M&E Plan
- Documenting M&E System in the M&E Plan
- Components of an M&E Plan- Monitoring, Evaluation, Data management, Reporting
- Using M&E Plan to implement M&E in a Project
- M&E plan vs Performance Management Plan (PMP)

Evaluation of Food Security and Nutrition Programs

- Determining evaluation points from results framework
- Components of evaluations: implementation and process evaluations.
- Performance evaluation process
- Evaluation findings sharing and dissemination

Impact Assessment of Food Security and Nutrition Programs

- Introduction to impact evaluation
- Impact evaluation methods: Double difference, Propensity score matching

Diploma in Proposal Writing and Fundraising

Getting funding for a project is not just a matter of luck, but a matter of learning a few skills and improving them each time one pens down to write a proposal. The approach that one takes to sell an idea will determine if the funds will be granted or not. The whole project should be very persuasive to woe the funder to your side. It is like a beautiful girl who has many suitors asking for her hand into friendship, the best suitor normally emerges the winner all factors kept constant.

Those who fund projects want to invest in projects that will solve a specific problem produce tangible benefits with lasting effects and meet the urgent need if it is a crisis situation. It is very important also to understand the funder and what the funder specializes in funding. There are organizations which deal with different sectors only or majorly, for example health, education, shelter, food and the girl child. The biggest challenge facing most of these organizations is lack of adequate appropriate in-house capacity to attract the right donors to the organization. With the right skills and capacity, there are thousands of donors available to fund projects out there. However many organizations, unfortunately, are still grappling with key fundamentals issues such as; where are the donors?

Topics: It will cover the following topic areas:

- Fundraising tips and Project Background
- Writing an Organizational Background
- Project Planning   and Design   and Writing a problem Statement
- Formulating a goal and Smart Objectives
- Developing Activities and Work plan
- Writing about Project Management and Monitoring and Evaluation
- Risks and Assumptions, Expected Outcomes and Impact
- Developing a Log Frame
- Developing a Project Budget
- Online Fundraising Tips
- Developing a Fund-Raising Strategy for your Organization

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Diploma in Purchasing and Supply Chain Management

The Diploma in Procurement and Supply Chain Management offers students a deep understanding of the world of procurement, supply chain management, business to business marketing among others. This sector of business is a field that involves managing the practice of buying and selling goods. The importance of this sector is just beginning to become evident, as it is becoming prevalent and understood that the selling and buying practices of a corporation can detrimentally or positively affect is economic growth. It is important that companies continue to keep overhead costs down to promote profit; thus, leading to increased demand for professionals in this field.

A diploma in Purchasing and Supply Chain Management will allow students to garner an education that is focused on economic development and business management skills. To have within this field students will be trained in business development and strategies related to growth as well. Purchasing involves strategic decision making and problem-solving skills. To develop this skillset, those studying purchasing will take classes regarding sociology and economy to help guide them through this factor.

Modules

- Introduction to Purchasing and Supply Chain Management
- Research Methods
- Financial and Cost Accounting
- Principles of Negotiations
- Supply Chain Management
- Stores Management and Stock Control
- Quantitative Methods
- International Purchasing and Supply Management
- Principles of Logistics Management
- Purchasing Strategies
- Purchasing and Supply Law

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Diploma in Security Management
Course Overview

The Diploma in Security Management course gives you a broad understanding of how security theory works with best practice information. Designed to add a formal qualification to some existing knowledge, you will learn how to form successful security initiatives in the workplace. Learners will explore a host of theoretically founded concepts, from your own ideas and experiences to scenarios related to the workplace, identifying issues and understanding ideas about the risks, to causes and prevention of crime. This course provides learners with an introduction to key ideas, techniques and issues central to professional security management. Learners will gain an understanding of policy, best practice and legislation associated with security management principles, including health and safety, asset protection and information security. It is designed for all who have experience in security management and who now wish to achieve professional recognition and gain an accredited security qualification

Modules

Module 1 Basic Security and Security Threats
Unit 1:   Security: Meaning and Approaches
Unit 2:   Forms of Security I
Unit 3:   Forms of Security II
Unit 4:   Forms of Security III
Unit 5:   Simulation in Security Planning and Management

MODULE 2: SECURITY THREATS
Unit 1:   Meaning & Types of Security Threat I: Natural Threats
Unit 2:   Meaning & Types of Security Threat II: Manmade Threats
Unit 3:   Information Warfare as a Security Threat
Unit 4:   Arms Production and Proliferation as a Potential Threat to Security
Unit 5:   War as a Security Threat

MODULE 3 SAFETY MEASURES IN SECURITY SITUATIONS
Unit 1:   Safety Measures to Management of Natural Threats
Unit 2:   Safety Measures to the Management of Manmade Threats I
Unit 3:   Safety Measures to the Management of Manmade Threats II
Unit 4:   Civil Security: Meaning and Approaches I
Unit 5:   Civil Security: Meaning and Approaches II

MODULE 4 INTELLIGENCE IN SECURITY MANAGEMENT
Unit 1:   Meaning of Intelligence
Unit 2:   Intelligence Collection and Disciplines
Unit 3:   Intelligence Analysis and Evaluation
Unit 4:   Counter Intelligence
Unit 5:   Data Mining and Automated Data Analysis

Diploma in Value Chain Development

Course Overview

This course combines value chain analysis and market based solutions (MBSs) to cater for the requirements of business and enterprises. Value chain analysis helps in the identification of markets, relationship between firms, and challenges that hinder organizational growth. MBS is made possible with the collaboration of markets and private sector in addressing the challenges of value chain. Therefore this course is anchored by the goal of equipping participants to the development of sustainable value chains.

Course Objectives

By the end of the six month course the learner should be able to;

- Determine value chain approach importance
- Learn value chain principles that enhance organizational competitiveness
- Understand market development foundations and promotion of value chain
- Determine the needs of the market and identify constrains
- Understand stakeholders roles in value chains
- Establish strategies, interventions, and methods in development of value chain

Course Modules

Introduction to Value Chain Development

- Value chains concepts

- Functions of value chains
- Significance of value chains
- Limitations of value chains

Value Chain Project Design Overview

- Selection and Analysis of value chain
- MBS facilitation identification
- Market-based solutions assessment
- Collaboration structuring and performance monitoring
- Practical examples of value chains in agriculture

Value Chain intervention concept and its relationship to

- Value chain finance
- Partnerships with lead firms
- Enabling environments
- Local economic development

Risk Identification and Management in Value Chains

- Framework of Risk management
- Techniques of the risk management

Strengths & Constraints Analysis in Value Chains

- Analysis of End market
- Governance of Value chain
- Inter-firm relationships
- Sustainable Solutions

Market Linkages in Value Chain

- Types of market linkages

Diploma in Public Health in Humanitarian Crises

Course Overview

Among the greatest challenges to ensuring the health of populations are natural and manmade catastrophes. Tsunamis, hurricanes and tornadoes—some of which are driven by long-term climate change—have displaced millions in recent years. Armed conflicts continue to destroy communities, wreaking havoc on food, sanitation, and supply chains, and propelling survivors into fragile refugee camps and crowded urban areas. Increasingly, humanitarian responders are also asked to promote health systems development in fragile states and post conflict scenarios.

Across all continents, there is a critical need for technically competent public health professionals who understand the global dynamics of acute and complex emergencies, including the continuum from prevention and risk reduction to emergency response, and the transition to development. Participants for this course will be equipped with the most up-to-date needs of international humanitarian organizations and acquire the skills necessary to succeed in complex emergencies, fragile states and post conflict environments.

Thematic Areas

- Humanitarian Disasters and Public Health
- Humanitarian Actors and coordination
- Water sanitation and Hygiene
- Livelihoods and food security in humanitarian crises
- Nutrition and humanitarian crises
- Management of diseases in Humanitarian Crises
- Health care in Humanitarian emergencies
- Shelter in Humanitarian setting
- Protection of displaced populations; human rights and Human law
- Emerging risks, challenges and opportunities for future Humanitarian emergencies

Diploma in Education in Emergencies

Course Overview

Conflicts, disasters caused by natural hazards and pandemics keep millions of children out of school and the numbers are rising. In crisis-affected countries, school-age children are more than twice as likely to be out of school as their peers in other countries.

Education is a critical component of emergency response. Children need continuous access to quality education opportunities to stay safe and learn effectively. It is essential that those responding to crises have the knowledge and technical expertise to appropriately plan for and implement education in emergencies interventions. To contribute to building this capacity we are offering training on.

The topics to be covered include the following;

- Introduction to education in emergencies
- Education and fragility
- Challenges in emergencies and reconstruction
- Disaster and risk reduction
- Planning and implementation of education in emergencies
- Affected populations/beneficiaries
- Education policy and coordination
- Access and quality learning environments
- Capacity building in emergencies for educational personnel
- Prevention of conflict and preparedness for disaster

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Diploma in Managing People and Projects in Humanitarian Emergencies

Course Overview

Effective responses to complex emergencies require exceptional management skills. Managing people and projects can be difficult at the best of times, but being able to deliver quality outputs on time and under pressure is even more crucial during the chaos and stress of a complex emergency.

The Diploma course focuses on the theoretical and practical application of Disaster Management, management tools, techniques, and approaches in the field, and on the nature of working in humanitarian response.

Course outline

Module One: Project Management in Emergencies
- Leadership and Group Decision Making
- Conflict
- Communication
- Grants and Finance Management

Module two: Introduction to Project and Disaster Management
- Nature and impact of Emergencies
- Leadership Communication and Problem-solving
- Leaders and Stress Management
- Conflict Management
- Fundamentals of Project Management
- Managing Groups and Teams
- Leading People and Organizations
- Effective Leadership and Management Principles

Module Three: Emergency and Disaster Management
- Impacts of Humanitarian Crises
- Assessment of Crisis Management Capacities
- Remedies for Reducing Vulnerabilities and Building Resilience
- WASH in emergencies

Module 4: **Leadership and Management of people in Humanitarian Contexts**
- Introduction
- Fundamental Principles of International Humanitarian Law Introduction
- Natural Disasters and Complex Emergencies
- Information Management and the Humanitarian Context
- Humanitarian Needs Assessments
- Basic terms & Concepts

Course Overview   **Diploma in Environmental Studies**

The prime consideration of man as the most intelligent being on this planet is to utilize and conserve the existing natural resources for sustainable development. The process requires continued understanding by man of the biotic and the abiotic conditions and their interrelationships. The pressure on natural resources for fuel and timber and on land in general, for crops and pasture, has led to forest recession, soil erosion, desertification and water-catchment degradation – all of which combine to impair the land and water resources.

The approach to education and training must accordingly be re-oriented. The emphasis needs to shift from a narrow base to a broad base so as to effect integration. The main objective is to produce resource conservationists and managers who are multi-disciplinary in approach and can view the management of natural resources holistically. Emphasis is placed on an ecological approach relative to the conservation and management of natural resources.

Course Modules
- Development Studies
- Principle of Environmental Science
- Fundamentals of Sustainable Community Development
- Principles of Environmental Planning and Management
- Global Warming and Climate Change
- Education For Sustainable Development
- Culture and Environmental Conservation
- Waste Management Planning
- Urban Ecology and Pollution
- Environmental Risk and Hazard Management
- Coastal Marine Resources Management
- Arid and Semi-Arid Lands Development

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Diploma in Peace and Development Studies

Course Overview

There is no single way of understanding peace – there are as many ways of making peace as there are diverse people and cultures. Sustainable development is threatened by insecurity and violence, encouraging wider engagement in the fields of peace and development in working to build stability and resilience. The course investigates debates about the origins and nature of conflict and explores a range of approaches to conflict resolution. Contemporary cases of conflict and responses to these are examined, as are the connections between peacebuilding and development. Participants will further examine theories of economic and political development and explore contemporary strategies and practices of development.

This program introduces participants to key debates about conflict resolution, peacebuilding and processes of economic and political development. A prime objective of the course is to provide individuals with expertise in peacebuilding and development issues and to provide informed and committed personnel to contribute effectively in these areas at a professional level.

Modules

- Theorizing Development
- Civilian Protection
- Security, conflicts and development
- Developing and managing projects
- Conflict studies
- Conflict Resolution: Models and Applications
- Social and Cultural Dimensions of Conflict and Peace
- Gender conflict and development
- Natural resources conflict
- Power and Politics
- Migration, refugees and Conflict
- Peace and Disarmament
- Disaster management
- Dissertation

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DIPLOMA IN AGRIBUSINESS MANAGEMENT

Background

This Agribusiness course has been developed to assist farmers and aspiring farmers to develop skills and knowledge in the agricultural sector including business management skills for agribusiness.

Target audience

This course is suitable for farmers, aspiring farmers and even agribusiness organizations. It is also suitable for students who want to get qualification certificate in the agribusiness.

Objective of the course

By the end of the course the learner should be able to:

- Acquire skills for managing agribusinesses
- Acquire knowledge of supply chain management in agribusiness, business and strategic decision making concepts

Course content

Module 1
Agribusiness management: scope, functions, tasks
- The business of agribusiness
- Managing the agribusiness
- Economics for agribusiness managers

Module 2
Agribusiness Management: organization and scope
- The organization of an agribusiness
- International agribusiness

Module 3
Marketing Management for agribusiness
- Strategic market plan
- The marketing mix
- Tools for marketing in agribusiness

Module 4
Financial management for agribusiness
- Understanding financial statements
- Analyzing financial statements
- Financing the agribusiness
- Tools for evaluation operating decisions
- Tools for evaluating capital investment decisions

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Diploma in International Humanitarian Assistance
Course Overview
The main aim of this training is to provide training in humanitarian action, disaster prevention, preparedness and response and thereby enhance human resource capacity for managing the humanitarian emergencies arising from natural disasters and complex emergencies worldwide. Experienced aid workers realize that their work may put them in danger, and they contribute to individual and group security by respecting sound security protocols, maintaining positive interpersonal relationships (with officials, community members, and colleagues), and collecting and sharing relevant information. In sum, the consummate humanitarian worker combines compassion, commitment, and integrity with technical proficiency in promoting the delivery of the most appropriate, evidence-based, and up-to-date preventive and curative health services—a tall order in what are often very challenging environments

The objectives of the course are:
- To provide volunteers and professionals from a wide variety of backgrounds with extensive insight into the needs of refugees and internally displaced people in acute and chronic settings and equip them with the awareness, understanding, and skills that are essential for effective service in a humanitarian crisis,
- To enable humanitarian workers to function effectively, both as individuals and members of a team, in acute and chronic situations of conflict and disaster,
- To promote cooperation and dialogue between international, governmental, and non-governmental agencies involved in humanitarian action (assistance and protection),
- To evaluate interventions and identify examples of good practice,
- To examine ways in which humanitarian crises can be anticipated and prevented.
- To create a more effective synergy between emergency humanitarian interventions and programs promoting sustainable development.

   Course Modules
- Introduction to Humanitarian Emergencies
- Humanitarian Assistance and Protection – Historical and Contemporary Perspectives
- Roles and Agendas of the Major Stake Holders
- Emergency preparedness and strategic planning
- The role of the Media
- Humanitarian Ethics and Codes of Conduct
- Gender issues; vulnerable groups in displaced populations
- Peacekeeping, peace-building and peace-making
- Exit strategies in humanitarian assistance programs

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Diploma in Livelihoods and Food Security

Course Overview

The overall objective of Food Security & Livelihoods (FSL) interventions is to ensure sustainable food and economic security for populations vulnerable to political, socioeconomic, climatic and health shocks. This course explains the concepts of food and nutrition, malnutrition, food security and livelihoods. Understanding these concepts is important to assess the nutrition situation, design and implement programs, investments and policies that address nutrition problems, and evaluate the nutritional outcomes of programs, investments and policies.

Modules

Module one; Introduction to livelihoods and food security

- Introduction and Definition of Terms
- Vulnerability to Food and Nutritional Insecurity
- Dimensions of Food Security
- Factors Associated with Food and Nutrition Security (1)
- Food Security Monitoring Systems
- Outcomes of Food and Nutrition Insecurity and Coping Strategies

Module Two; Nutrition and food Security

- Agricultural Approaches for Creating Food Security
- Intervention during Chronic Food Insecurity
- Food Policies and Food Balance Sheets

Module Three; Livelihoods and food Security in emergencies

- Assessment of Food Security in Emergencies
- Human Rights Based Approaches
- Nutrition Interventions in Emergencies
- Health Interventions in Emergencies
- Food Security and Livelihoods Interventions

Module Four; Nutrition in Emergencies

- Introduction to Nutrition in Emergencies
- Common Nutrition Related Problems in Emergencies
- Causes of Malnutrition in Emergencies
- Vulnerability and Targeting in Emergency
- Methods of Nutrition Assessment in Emergency (1)
- Nutrition Information Systems in Emergencies

Action Africa Institute

DIPLOMA IN PRODUCTION AND OPERATIONS MANAGEMENT

Course Overview

Production and Operations Management (POM) is to introduce you to the field of production and Operations Management. The field of POM is dynamic, and very much a part of many of the good things that are happening in business organizations. Generally, the subject matter represents a blend of concepts from industrial engineering, cost accounting, general management, marketing, quantitative methods and statistics. Production and Operations Management activities, such as forecasting, choosing a location for an office or plant, allocating resources, quality are core activities of most business organizations.

MODULE 1

Unit 1   Production and Operations Management
Unit 2   Operations Strategy
Unit 3   Forecasting in Production and Operations Management
Unit 4   Process Management
Unit 5 Job Design

Module 2

Unit 1   Management of Technology
Unit 2   Site Selection
Unit 3 Supply Chain Management
Unit 4   Inventory Management
Unit 5 Aggregate Planning

Module 3

Unit 1 Linear Programming (LP)
Unit 2 Material Requirements Planning
Unit 3 Just-In-Time System
Unit 4 Project Management
Unit 5 Productivity

Module 4

Unit 1 Work Methods
Unit 2 Work Measurement
Unit 3 Learning Curves
Unit 4 Total Quality Management
Unit 5   Maintenance and Reliability

DIPLOMA IN MONITORING, EVALUATION, RESEARCH AND LEARNING

Course Overview

The key to achieving organizational goals comes from determining and understanding the real needs and wants of target markets, to optimize delivery of desired outcomes more effectively and efficiently. MERL should be a continuous process that is integrated into any business or development program. MERL brings learning to the early stages of project implementation in a rigorous, empowering, and flexible way. It applies proven monitoring, evaluation, and analytic techniques to increase effectiveness systematically. MERL guides programs in testing key program adaptations to inform how best to achieve desired results – potentially at lower cost. This includes focusing feedback loops on specific aspects of the project, and may also include using advanced statistical methods to reduce required sample sizes and the use of tools that can support rapid data collection – cell phones and tablets for survey implementation, SMS and IVR technology for remote data collection, and geospatial imagery from satellites.

Course Objectives

•   Collect relevant, actionable data to support adaptive management/data-driven decision making and to measure the impact of our programs
•   Appropriately leverage technology to improve the efficiency, quality, and accessibility of data collected
•   Ensure monitoring and evaluation findings are effectively utilized and applied to design and improve programs
•   Promote/support the design, implementation and utilization rigorous and ethical research that improves program delivery and expands evidence
•   Share our learning with our staff, our program participants, local stakeholders, and the broader development community and policymakers

Course Modules

1.   Introduction to Monitoring, Evaluation, Research and Learning
2.   Frameworks and MERL Cycle Frameworks and approaches
3.   Data Collection and Management
4.   Use of Data obtained from monitoring and Evaluation for decision making and Management issues
5.   Enhancement and use of M&E data for project management

Action Africa Institute

Diploma in Social and Community Development

Diploma in social and Community Development equips students to engage community members in learning about and understanding community issues, and the economic, social, environmental, political, psychological, and other impacts associated with alternative courses of action. It incorporates the diverse interests and cultures of the community in the community development process, and lead to disengagement from support of any effort that is likely to adversely affect the disadvantaged members of a community.

The course primarily aims at equipping you with an in-depth knowledge of Community development and social change in relation to the meaning and intricacies of community development as well as the meaning and processes of social change and how these two are connected.

Module one
Unit 1 The concept of community development
Unit 2 The concept of Social Change
Unit 3 The community as a unit of social change
Unit 4 Micro and macro approaches to social change
Unit 5 Elements and processes of change
Module 2
Unit 1 Dimensions of change
Unit 2 An overview of the theories of development
Unit 3 Types of social change
Unit 4 Measurement of change in rural areas
Unit 5 Resistant and conductive forces of change
Module 3
Unit 1 Principles and Philosophies of development
Unit 2 The Concept of Rural development
Unit 3 Integrated Rural development
Unit 4 Social Infrastructures and rural development
Unit 5 Social change in Rural development
Module 4
Unit 1 Rural Education and development
Unit 2 Rural Community and its youth developments
Unit 3 Attitudes of local government staff towards rural development
Unit 4 Social negligence in rural development
Unit 5 Health and rural development
Unit 6 The theory and practice of community development
Unit 7 Problems of development at the community level

Action Africa Institute

Diploma Business Administration

Diploma Business Administration Program is designed to produce highly trained graduates in the following disciplines: Accounting, Finance, Marketing, Management, Human Resource Management (HRM) and Procurement and Supplies Management. The Program is also intended to provide students with professional foundation tailored to policy formulation and practice in Business Administration.

The overall objective of the program is to equip students with a range of skills, knowledge and practical experience to respond to the needs of various stakeholders in today's technology-oriented business world. The specific objectives of the program are to

- Equip learners with skills, techniques and practices in business;

- Develop learning process that enables progression to higher levels of studies;

- Motivate students to become entrepreneurial and able to respond positively to the changes and opportunities presented by new ideas and technologies;

- Assist the learner develop soft skills that enable acceptance as a team member in any environment;

- Promote ethics and ethical behaviour, especially in a business environment

Modules

- Introduction to Macroeconomics
- Principles of Management
- Principles of Business Communication
- Principles of Business Law
- Principles of Procurement
- Principles of Marketing
- Human Resource Management
- Marketing Management
- Communication Skills
- Social Studies and Ethics
- Research Methodology
- Business Studies
- Issues in Management
- Managerial Accounting and Control

Action Africa Institute

Diploma in Public Policy and Administration

This program thoroughly examines public administration and gives a complete overview of its nature, organization theory, personnel, finance, administrative responsibility, and international administration. It also covers the "government reinvention" movement and its clash with the traditional values of public administration. It looks at the various interpretations of government corruption and explains the differences between public and private organizations. It describes major models of public policy making and links their content with political science. This program analyzes the development of public administration in various countries.

Modules

- Nature of public administration
- Structure and organization of government
- The concept of public policy
- Public policy making process and analysis
- The context of public policy
- The impact of public policy on Development
- Role of Policy in resources allocation
- Government owned enterprises
- Public procurement and disposal procedures
- Public private partnerships
- Public participation in governance
- Case studies in Public administration and policy

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DIPLOMA IN PUBLIC RELATIONS

The course provides the students with applicatory knowledge of public relations practice. At the end of the tutorials in the course, students are expected to have acquired sufficient knowledge of public relations skills processes and practice. Students will also learn the relevant theories in guiding public relations practice. Precisely, the students who have gone through this course would be expected to have in-depth understanding of the basic principles imperative for effective public relations practice. Students would also be expected to acquaint themselves with mainstream literature in public relations principles and practice; the major discussion that embed the literature and be able to apply the basic and concepts of public relations successful public relations practice.

Module 1 Nature of Public Relations
Unit 1 Meaning of Public Relations
Unit 2 Publics in Public Relations Practice
Unit 3 Functions of Public Relations
Unit 4 Qualities of Public Relations Practitioners
Module 2 Public Relations Process and Application
Unit 1 Public Relations Strategy
Unit 2 Public Relations Tactics
Unit 3 Research in Public Relations
Unit 4 Budget and Budgeting in Public Relations
Module 3 Major Field of Public Relations Practice
Unit 1 Community Relations
Unit 2 Financial Public Relations
Unit 3 Media Relations
Unit 4 Government Relations
Module 4 Corporate Communications in Public Relations Practice
Unit 1 Press Release
Unit 2 Press Conference
Unit 3 Crisis Management
Unit 4 Issues Management
Unit 5 Speech Communication
Module 5 Theories in Public Relations Practice
Unit 1 System Theory and Public Relations Practice
Unit 2 Situational Theory and Public Relations Practice
Unit 3 Individual Differences Theory and Public Relations Practice
Unit 4 Innovation, Diffusion and Public Relations

Action Africa Institute

DIPLOMA IN REMOTE TEAM MANAGEMENT

Course Overview

Times have changed and many managers are having to adjust to managing their teams remotely. This course is designed to help you understand how to adjust to this new environment and manage your remote teams effectively.

You will begin the program by exploring strategies for establishing trust, engagement, and commitment: key cultural elements that can help teams meet their goals and can prevent remedial action. Then, you will examine methods for encouraging constructive conflict, building accountability, and fostering effective decision-making in a culture where employees are not together in a physical location. By the end of the program, you will be prepared to successfully lead multicultural virtual teams and manage common challenges that can arise in a remote environment.

Module One; Introduction to Remote Team Management

- Understanding the environment of remote working
- Benefits and challenges of working remotely

Module Two; Building Trust & Expectations

- Importance of building and maintaining trust between the manager and team
- Rules and expectations of remote workforce engagement
- Creating reliable systems, tools and working methods to build clarity and transparency

Module Three Management perspectives of Remote Teams

- Management Perspectives
- The Stuff of Organizational Behaviour
- Principles and Practices in Organizations
- Roles and Role Expectation
- Management of Changes

Module Four; Effective Remote Team Management Strategies

- Communication in Organizations
- Motivation
- Motivational Processes
- Money
- Organizational Structure

DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

This Diploma in Records and Archives Management course is designed to equip an individual with competencies for setting up records and archives management. It further aims at equipping the individual with competencies for managing information creation and collection, managing organization records and archives, managing electronic records, preserving organization archives and records, managing archives and records unit, conducting research in archives and records management, performing archiving management and conducting records disposal.

Course Objectives

- Understand the theoretical underpinnings of this field and apply them in practice.

- Understand the nature of information and how it's created, organized, and distributed.

- Communicate effectively with information users and team members.

- Assess the impact emerging technologies has on this profession.

- Understand issues in the ethical use of information and demonstrate how ethical practices may be followed in the workplace.

Modules

- Introduction to Archives and Record Management

- Processing Records and Archives

- Reference and User Services

- Preservation Management

- Storing, Retrieving, and Numeric Management

- Electronic File Management

- Disaster Recovery

- Common Methods of Records Transfer

- Lifecycle of Electronic Records

Assignments

There are four assignments (continuous assessment tests), a research paper and one examination to be offered at the end of the course. Assignments account for 40%, research paper accounts for 30% while Examination accounts for 30% of the final mark. Upon completion of the course, you shall be issued with a Diploma Certificate and a course transcript.

Course Completion

Certificate and Transcripts will be sent after the successful completion of the course.

Course Duration: 26 weeks (6 months)
Organizers: Action Africa Institute
Target Region: Global
Course Fee: USD 700
Language: English
FORMAT: Web-based and Distance Learning facilitated
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