



DECEMBER 2025

TRAINING WORKSHOP CALENDAR



Where Learning Meets Adventure — Nairobi Workshops with a Safari Twist!

<https://courses.humanitarianglobal.com/December/workshops/>



Introduction

Humanitarian Global offers tailored, on-demand training solutions in a wide range of areas listed below, designed to align with clients' schedules and convenience. Our flexible approach ensures that organizations and individuals can access expert training whenever and wherever they need it, empowering them to achieve their goals effectively.

COURSE	ONLINE	FEES	ONSITE	FEES	DAYS
Environmental and Social Safeguarding Training	1st– 12th December	USD 500	1st– 5th December	USD 850	Online: 10 days Onsite: 5 days
Data Collection using ODK and Kobo Toolbox	8th – 19th December	USD 500	1st– 5th December	USD 850	Online: 10 days Onsite: 5 days
Fundraising and Resource Mobilization	1st– 12th December	USD 500	8th – 12th December	USD 1200	Online: 10 days Onsite: 5 days
Leadership and Project Management	1st– 12th December	USD 700	1st– 5th December	USD 1200	Online: 10 days Onsite: 5 days
Finance Management for NGOs & Donor Funded Projects	8th – 19th December	USD 500	8th – 12th December	USD 1200	Online: 10 days Onsite: 5 days
Grants Acquisition and Management for NGOs	8th – 19th December	USD 500	8th – 12th December	USD 1200	Online: 10 days Onsite: 5 days
Data Analytics & Visualization using SPSS & PowerBi	8th – 19th December	USD 500	8th – 12th December	USD 850	Online: 10 days Onsite: 5 days
Humanitarian Global (HG) Training of Trainers (TOT) Program	1st – 12th December	USD 700	1st– 5th December	USD 1200	Online: 10 days Onsite: 5 days



The training Workshops include the following:

1. ENVIRONMENTAL AND SOCIAL SAFEGUARDING TRAINING

Module	Topics
1: Introduction to Environmental & Social Safeguards	• What safeguards are and why they matter • Role in project management • Key regulations and international standards • Core principles: prevention, mitigation, monitoring
2: Environmental Safeguards	• Environmental Impact Assessment (purpose, process, and components) • Mitigation measures • Monitoring and reporting practices
3: Social Safeguards	• Social Impact Assessment (SIA) • Community engagement strategies • Addressing vulnerable groups
4: Integration into Project Planning	• Risk assessment and planning • Implementation strategies
5: Best Practices & Action Planning	• Case studies of successful implementation • Lessons learned from challenges • Tools and resources • Creating an actionable plan

2. FUNDRAISING, RESOURCE MOBILIZATION AND PROPOSAL DEVELOPMENT FOR NGOS

Module	Topics
1. Essentials of Fundraising & Resource Mobilization	• Purpose and importance of fundraising for NGOs, • Key funding sources (grants, donors, corporate, community) • Understanding stakeholders, and maintaining ethical standards.
2. Developing a Fundraising Strategy	• Steps for creating effective strategies and fundraising plans, • Assessing organizational capacity • Prospect research • Donor segmentation for targeted outreach.
3. Fundraising Techniques & Channels	• Using online platforms, events, campaigns, major gifts, • Compelling storytelling to engage donors.
4. Donor Relationships	• Techniques for acquiring and retaining donors • Stewardship practices • Personalized engagement • Effective donor database management.

5. Introduction to Proposal Writing	• Understanding donor requirements • Decoding formats and guidelines • Identifying core components of a strong proposal.
6. Writing a Proposal (Part 1)	• Crafting impactful introductions • Problem statements • Project justification to align with donor priorities.
7. Writing a Proposal (Part 2)	• Designing projects with Theory of Change/Logical Framework, • Planning implementation, • M&E • Risk management strategies.
8. Writing a Proposal (Part 3)	• Integrating project management • Addressing cross-cutting issues (gender, environment, inclusion), • Budgeting effectively.
9. Proposal Writing Best Practices	• Proven tips for writing winning proposals • Common mistakes to avoid • Reviewing case studies for practical insights.
10. Sustainability	• Connecting fundraising and proposals for long-term impact • Planning for sustainability, • Nurturing relationships for repeat funding.

3. GRANTS ACQUISITION AND MANAGEMENT FOR NGOS

Module	Topics
1.Grants Acquisition and Management for NGOs	• Overview of grants management • Project development • Types of grant awards • Preparation and planning, • Funding trends for non-profits in developing contexts.
2. Grants Lifecycle	• Understanding the full grant lifecycle: pre-award (acquisition), award/start-up, post-award (implementation), close-out processes, • Integrating budgeting and financial management at each stage.
3. Grants Budgeting & Financial Management	• Linking budgets to project narratives • Common budget lines • Donor compliance • Monitoring expenditures with accurate cost reporting.
4. Grants Management & Compliance	• Interpreting grant agreements and contracts • Meeting compliance requirements (reporting, procurement, audits), • Managing risk, and • Creating strong internal systems and SOPs.

5. Donor Engagement & Sustainability

- Building and maintaining donor relationships
- Controlling and reporting grants
- Leveraging outcomes for future funding,
- Developing strategies for resource mobilization beyond grants.

4. DATA COLLECTION FOR HUMANITARIAN USING KOBOTOOLBOX AND OPEN DATA KIT(ODK)

Module	Topics
1. Introduction to Data Collection	• Importance of data in humanitarian work, • Ethical considerations • Data protection, overview and comparison of KoBoToolbox and ODK, and their key benefits.
2. Form Design with KoBoForm	• Creating customized forms, using various question types and logic • Adding multimedia elements.
3. Data Collection with KoBoCollect	• Installing and configuring KoBoCollect on Android devices • Offline data collection strategies, • Real-time submission and reporting.
4. Data Management on KoBoToolbox Server	• Setting up and hosting a server • Uploading forms, • Managing access, aggregating, exporting, and sharing data.
5. Data Security & Privacy (KoBoToolbox)	• Encryption • Secure data transmission, authentication, access control, • Compliance with data protection regulations.
6. Form Design with ODK Build	• Designing customized forms with question logic • Multimedia integration using ODK Build.
7. Data Collection with ODK Collect	• Installing and configuring ODK Collect, • Offline data strategies, • Real-time field data submission.
8. Data Management on ODK Aggregate	• Hosting an ODK Aggregate server, • Uploading forms, • Managing users, aggregating, exporting, and sharing data.
9. Data Security & Privacy (ODK)	• Encryption, authentication, access control, • Compliance with data protection standards.
10. Data Security & Privacy (ODK)	• Reviewing key concepts, practical exercises, case studies, addressing field challenges, group discussions, • Strategies to enhance humanitarian responses using data.

5. DATA ANALYTICS & VISUALIZATION USING SPSS & POWER BI

Module	Topics
1. SPSS Fundamentals	• SPSS interface & options • Data entry, cleaning, and coding (manual & imports) • Data validation and editing
2. Variable Management	• Variable types (string, numeric, date, scale, ordinal, categorical) • Data transformation with recode • Creating new variables using compute module
3. Hypothesis Testing	• Basic non-parametric tests (Chi-square, comparison of means) • Editing and exporting outputs (Word, Excel) • Exploratory & confirmatory factor analysis
4. Descriptive Statistics & Regression	• Correlation analysis • Simple linear regression • Interpreting correlation & regression outputs
5. Power BI Environment	• Overview of Power BI Desktop & Service • 5PBIX interface, features, options, and functions • Data entry, cleaning, transformation & merging queries
6. Intelligent Dashboards & Visualization	• Reporting with Power Map • Charting, visuals, map-based graphs, heat & region maps • Data mapping in pivots
7. End-to-End Reporting Solutions	• Creating infographics & data classifications • Case studies & dashboard presentations • Interpreting results
8. Publishing & Sharing Reports	• Printing & exporting dashboards • Power BI Mobile, publishing to web, embedding in SharePoint • Exporting to PowerPoint

6. LEADERSHIP & PROJECT MANAGEMENT FOR NGOS AND DEVELOPMENT ORGANIZATIONS

Module	Topics
1. Project Management Fundamentals & Leadership Essentials	• Understanding project management • Leadership competencies & styles • Leading multidisciplinary teams • Project life cycle • Agile & Waterfall methods • Triple constraint (scope, time, cost)
2. Project Initiation & Stakeholder Engagement	• Project initiation & charter • Setting clear objectives • Stakeholder analysis & engagement • Roles of sponsor, manager, and customer



3. Advanced Project Planning & Risk Management	• Scope definition • Work breakdown structure (WBS) • Cost estimation & budgeting • Schedule development • Risk identification & mitigation • Baseline & change control
4. Leadership in Project Execution & Team Development	• Execution phase essentials • Team development stages • Effective communication • Conflict resolution & decision-making • Project review & oversight
5. Strategic Project Closure & Post-Project Analysis	• Project closure activities • Post-project analysis & improvement • Leadership impact on outcomes • Strategic thinking for growth • Personal leadership action plan

7. FINANCE MANAGEMENT FOR NGO'S AND DONOR-FUNDED PROJECTS

Module	Topics
1. NGO Strategies	• Fundraising • The Future-ready NGO • NGO Strategic Positioning
2. NGO Financial Management	• Capital Budgeting • Financial Analysis • Financial Management & Control • Donor Guidelines for Fiscal Responsibility
3. Donor Relationship Management	• Donation Processes • Donor Benefit Proposition • Reporting Framework • Compliance with Donor Guidelines
4. Operational Compliance	• Taxation & Legal Compliance • Regulatory Compliance • M&E: Assessing Donor-Funded Projects
5. Risk Management & Audit	• Risk Management • Internal Control Systems for NGOs • Conducting the Audit

8. HUMANITARIAN GLOBAL (HG) TRAINING OF TRAINERS (TOT) PROGRAM

Module	Topics
1. Understanding Adult Learning Principles	• Characteristics of adult learners (e.g., self-directed, experienced, goal-oriented). • Learning styles (visual, auditory, kinesthetic). • Engaging and motivating adult learners
2. Facilitation Skills	• Techniques for leading group discussions and activities. • Managing group dynamics and addressing challenges. • Encouraging participation and active learning.
3. Training Design and Planning	• Needs assessment to identify training objectives. • Structuring training sessions (agenda setting, timing, sequencing). • Adapting content for diverse audiences.
4. Presentation Skills	• Verbal and non-verbal communication techniques. • Using visuals, handouts, and digital tools effectively. • Building confidence and stage presence.
5. Content Delivery Techniques	• Interactive methods (role plays, simulations, case studies). • Storytelling to illustrate key points. • Demonstrating and practical application exercises.
6. Evaluation and Feedback	• Evaluation and Feedback • Measuring training effectiveness (pre- and post assessments). • Gathering feedback from participants. • Continuous improvement based on evaluations.
7. Trainer Competencies	• Emotional intelligence and adaptability. • Subject matter expertise. • Time management during sessions.
8. Handling Challenges	• Managing disruptions or conflicts. • Adjusting to unforeseen situations or technical issues.
9. Cultural Sensitivity and Inclusivity	• Creating a safe and inclusive learning environment. • Respecting and addressing cultural differences • Ensuring accessibility for all participants.
10. Use of Training Aids and Technology	• Selecting and using tools like flip charts, projectors, or online platforms • Integrating e-learning or blended learning methods. • Designing interactive multimedia content.
11. Follow-Up and Support	• Post-training mentorship or coaching • Providing resources for continued learning. • Building a community of practice for peer support.

CONTACT US:

- ✉ info@humanitarianglobal.com
- 🌐 www.humanitarianglobal.com
- 📞 +254 111 052 551
- 📞 +254 111 052 554 || +254 111 052 555 || +254 111 052 556

