

General course information



OUR APPROACH

MDF-ESA provides training courses that are practically applicable, as opposed to conventional, academic learning. We design our training courses around the needs of our participants to enable them to reflect on and learn from previous experience. This process is visualized in the Adult Learning Cycle inspired by the work of David A. Kolb (1984). In experiential learning the training effort is focused on creating situations where participants can learn from their own experience.

Courses are highly participatory thus creating an active and pleasant learning environment. Considerable emphasis is put on personal feedback. Participants are requested to bring case material from their project or organisation to be used for individual or group assignments. Group assignments facilitate the learning process and the exchange of experiences between participants from various professional backgrounds and cultures. The resulting reflections are then put in a broader theoretical perspective and the new skills and insights are then practised in practical exercises,

role-plays and real life cases supported by a mix of interactive learning methods. All our courses are finalised with a personal action plan that supports the implementation of new knowledge, skills and behaviour after the training session.

Depending on the size of the group, MDF-ESA courses are conducted by one or two trainers. The courses are quite intensive but in the weekend participants will have some time to go on safari or a trip or to just relax.

PARTICIPANTS PROFILE

MDF ESA organises many open-entry training courses and tailor made courses every year. On average, courses have 10 participants, with a maximum of 18. More than half of our participants come from Africa; the others are expatriates working in the region. Our participants work for (inter)national NGO's, national and local governments, private companies, UN and donor agencies.



Figure 1. Kolb's Learning Cycle with adaptation to add Honey and Mumford's Learning Styles (after Dearden et al 1999)

ACCOMMODATION

In Arusha all our trainings take place at Ilboru Safari Lodge. This lodge is situated at the foot of Mount Meru and lies at two kilometers from the town centre. It provides a pleasant learning environment and a lively international atmosphere. Lodge facilities include internet, wireless e-mail connection and a number of recreation facilities. Visit www.ilborusafarilodge.com for more information.

COURSE FEE

The course / training fee is as follows:

Duration	Euro	Number of nights	Accommodation costs
Three days	450	4	240
One week	750	6	360
Two weeks	1425	13	780

The accommodation (full board) includes bed & breakfast, lunch and dinner. Transport to and from Kilimanjaro airport (if requested) can be arranged at 70 Euro.

A reduced price of euro 1325 is given to participants that combine Project Cycle Management 1 (Planning) and Project Cycle Management 2 (Monitoring & Evaluation).

We offer a 10% discount on course fees to returning participants. To participants from the same organisation attending the same course, we offer a 5% discount for the second and the third participant and a 10% discount for a number of four and above.

Please check our website for more special offers in 2010!

REGISTRATION AND PAYMENT

To register for a course, please complete the registration form that you can download from our website or can request by email and send it to mdfesa@mdf.nl.

In addition to the registration form, please send us a letter of confirmation from your sponsoring agency. As soon as MDF receives this letter, we will confirm your registration and book your hotel accommodation.

Upon registration, an invoice for advance payment of the course fee will be sent. Payment should be received by MDF two weeks before the course starts. Only after receipt of the payment your participation is guaranteed.

MDF will send you a letter of invitation for your visa application at the Embassy in your country (if required). We recommend you allow plenty of time for your visa to be processed.

MDF reserves the right to withhold a fee for administrative and other costs for cancellations made within two months prior to the start of a course. In case of cancellation two to four weeks before the start date of a course, half of the total course fee will be charged. For cancellations within two weeks of the start of the course, 90 percent of the fee will be charged. A suitably qualified replacement may attend the course instead of the registered person at no extra charge. Please note that booked hotel accommodation is also subject to cancellation fees.

MDF also reserves the right to cancel a course if the number of participants is insufficient.