

## Programme – week 1 Planning for Development and Change

Mon	Trainer	Time	
<b>A</b>	<b>All</b>	<b>10.00 – 11.30</b>	<b>Welcome - Introduction to the Course</b>
<b>B</b>	<b>HE/JVR</b>	<b>11.45 – 12.30</b>	<b>Getting to know each other</b>
<b>C</b>	<b>HE/JVR</b>	<b>14.00 – 15.00</b>	<b>Learning</b>
<b>D</b>	<b>HE/JVR</b>	<b>15.15 – 16.30</b>	<b>Introduction to Management for Development Results (MfDR)</b>
<b>Tue</b>			
<b>A</b>	<b>KRE/JVR</b>	<b>09.00 – 10.30</b>	<b>Context Analysis</b>
<b>B</b>	<b>KRE/JVR</b>	<b>10.45 – 12.30</b>	<b>Context Analysis</b>
<b>C</b>	<b>KRE/JVR</b>	<b>14.00 – 15.30</b>	<b>Stakeholders + Stakeholders Alliances</b>
<b>D</b>	<b>KRE/JVR</b>	<b>15.45 – 17.00</b>	<b>Stakeholders + Stakeholders Alliances</b>
<b>Wed</b>			
<b>A</b>	<b>KRE/HE</b>	<b>09.00 – 10.30</b>	<b>Tasks and roles of a Project manager</b>
<b>B</b>	<b>KRE/HE</b>	<b>10.45 – 12.30</b>	<b>Tasks and roles of a Project manager</b>
<b>C</b>	<b>KRE/HE</b>	<b>14.00 – 15.30</b>	<b>Active Listening and Feed-back</b>
<b>D</b>	<b>KRE/HE</b>	<b>15.45 – 17.00</b>	<b>Active Listening and Feed-back</b>
<b>Thu</b>			
<b>A</b>	<b>KRE/JVR</b>	<b>09.00 – 10.30</b>	<b>Overview of PME</b>
<b>B</b>	<b>KRE/JVR</b>	<b>10.45 – 12.30</b>	<b>Results Chains</b>
<b>C</b>	<b>KRE/JVR</b>	<b>14.00 – 15.30</b>	<b>Results Chains</b>
<b>D</b>	<b>KRE/JVR</b>	<b>15.45 – 17.00</b>	<b>Results Chains</b>
<b>Fri</b>			
<b>A</b>	<b>KRE/JVR</b>	<b>09.00 – 10.30</b>	<b>Assessing implementing org. (IOM)</b>
<b>B</b>	<b>KRE/JVR</b>	<b>10.45 – 12.30</b>	<b>Assessing implementing org. (IOM)</b>
<b>C</b>	<b>HE/JVR</b>	<b>14.00 – 15.30</b>	<b>Positioning and Added Value</b>
<b>D</b>	<b>HE/JVR</b>	<b>15.45 – 17.00</b>	<b>Closure + Week evaluation</b>

Dinner at 19.00 hrs; Weekend: Sunday – Excursion Amsterdam

Trainer	Abbreviation
Heleen Reedijk (Course Director)	HE
Jan de Vries	JVR
Nancy Jaspers	NJA
Karen Reijnen	KRE
Jolanda Buter	JB

Course Coordinator: Mariet Arentsen (MA)  
Course Secretary: Charity Meynhard van Schoor (CH)

## Programme – week 2 Planning, Implementation, Study-Visit and Excursion

Mon	Trainer	Time	
A	NJA/KRE	9.00 – 11.30	Recap week 1 + Presentation skills
B	NJA/KRE	11.45 – 12.30	Presentation skills
C	KRE/JVR	14.00 – 15.30	Theory of Change
D	KRE/JVR	15.45 – 17.00	Theory of Change
<b>Tue</b>			
A	KRE/JVR	09.00 – 10.30	So that chains
B	KRE/JVR	10.45 – 12.30	So that chains
C	HEJVR	14.00 – 15.30	Risk Analysis
D	HE/JVR	15.45 – 17.00	Risk Analysis
<b>Wed</b>			
A	KRE/JVR	09.00 – 10.30	Indicators
B	KRE/JVR	10.45 – 12.30	Indicators
C	HEJVR	14.00 – 15.30	Appraisal
D	HE/JVR	15.45 – 17.00	Appraisal
<b>Thu</b>			
	MA/CH	09.00 – 17.00	Study-visit to Brussels
<b>Fri</b>			
	MA/CH	09.00 - 17.00	Excursion to Paris

Dinner at 19.00 hrs

Weekend: Saturday evening back from excursion Paris, Sunday free

### Programme – week 3 Implementation

Mon	Trainer	Time	
A	KRE/JVR	9.00 – 11.30	Result based Monitoring practices
B	KRE/JVR	11.45 – 12.30	Result based Monitoring practices
C	KRE/JVR	14.00 – 15.30	Result based Monitoring practices
D	KRE/JVR	15.45 – 17.00	Result based Monitoring practices
<b>Tue</b>			
A	NJA/JB	09.00 – 10.30	Organisational Performance
B	NJA/JB	10.45 – 12.30	Organisational Performance
C	NJA/JB	14.00 – 15.30	Motivation
D	NJA/JB	15.45 – 17.00	Motivation
<b>Wed</b>			
A	NJA/JB	09.00 – 10.30	Communication
B	NJA/JB	10.45 – 12.30	Communication
C	NJA/JB	14.00 – 15.30	Conflict Management
D	NJA/JB	15.45 – 17.00	Conflict Management
<b>Thu</b>			
A	NJA/JB	09.00 – 10.30	Presentations
B	NJA/JB	10.45 – 12.30	Presentations
C	NJA/JB	14.00 – 15.30	Surprise
D	NJA/JB	15.45 – 17.00	Surprise
<b>Fri</b>			
A	NJA/JB	09.00 – 10.30	Teambuilding
B	NJA/JB	10.45 – 12.30	Teambuilding
C	NJA/JB	14.00 – 15.30	Peer Learning
D	NJA/JB	15.45 – 17.00	Evaluation week 3

Dinner at 19.00 hrs

Weekend: free

### Programme week 4 Budgeting and Evaluation

Mon	Trainer	Time	
A	HEJVR	9.00 – 11.00	Community of Learning
B	HE/JVR	11.15 – 12.30	EU grants
C	HEJVR	14.00 – 15.30	EU grants
D	HE/JVR	15.45 – 17.00	Budgeting
<b>Tue</b>			
A	KREJVR	09.00 – 10.30	Evaluation of interventions
B	KRE/JVR	10.45 – 12.30	Evaluation of interventions
C	KREJVR	14.00 – 15.30	Evaluation of interventions
D	KRE/JVR	15.45 – 17.00	Evaluation of interventions
<b>Wed</b>			
A	HE/JVR	09.00 – 10.30	Terms of Reference
B	HE/JVR	10.45 – 12.30	Terms of Reference
C	HEJVR	14.00 – 15.30	Negotiation skills
D	HE/JVR	15.45 – 17.00	Negotiation skills
<b>Thu</b>			
A	NJA/KRE	09.00 – 10.30	Open Space for last questions
B	NJA/KRE	10.45 – 12.30	Open Space for last questions
C	NJA/KRE	14.00 – 15.30	Integration Game
D	NJA/KRE	15.45 – 17.00	Integration Game
E	All	Evening	Farewell party
<b>Fri</b>			
A	HE/NJA	09.00 – 10.30	Personal Action Planning
B	HE/NJA	10.45 – 12.30	Personal Action Planning
C	All	14.00 – 15.00	Evaluation of Course
D	All	15.15 – 16.00	Closure

Dinner at 19.00 hrs