

PROGRAMME CONTINUES..

10.30 – 10.45	Refreshment and Networking Break
10.45 – 13.00	Reporting the Findings Video-based case study and review
13.00 – 14.00	Lunch
14.00 -15.00	Using the Findings
15.00 -15.20	Refreshment and Networking Break
15.20 – 17.00	Sustaining the M&E System within the Organisation Video-based case study and review
Day 4	
08.30 – 10.30	Morning Quiz M&E role plays Video-based case study and review
10.30 – 10.45	Refreshment and Networking Break
10.45 – 13.00	M&E role plays Video-based case study and review
13.00 – 14.00	Lunch
14.00 – 15.00	Team presentation preparation
15.00 – 15.15	Refreshment and Networking Break
15.15 – 17.00	Team presentation preparation
Day 5	
08.30 – 10.30	Morning Quiz Team presentations Personal action plan
10.30 – 10.45	Refreshment and Networking Break
11.45 – 13.00	Workshop feedback Closing ceremony
13.00 – 14.00	LUNCH/CLOSURE

Botswana DFI Network Members



The SADC DFRC is accredited by the Botswana Qualification Authority as a training provider



The SADC-DFRC is a Subsidiary institution of SADC

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MONITORING AND EVALUATION



Building Partnerships for Economic Growth & Development

6th - 10th March 2017

Gaborone International Convention Centre

Gaborone, **BOTSWANA**

Objective

The programme is aimed at assisting participants in gaining a broad understanding of Monitoring and Evaluation, learn a World Class framework for Monitoring and Evaluation, learn how to select indicators, how to set targets and monitor them, develop Monitoring and Evaluation specific skills and acquire practical tools for Monitoring and Evaluation implementation.

Scope and Approach

This workshop provides an introduction to the essentials of Monitoring and Evaluation. This practical course will be based on the publication “Ten Steps to a Results-Based Monitoring and Evaluation System (Kusek and Rist, published by the World Bank, 2004). A number of case studies will be used to enhance the delegates learning opportunities. Delegates will be given the opportunity to build their own examples of Monitoring and Evaluation using a practical spreadsheet-based tool.

Participants

The programme will be targeted at Monitoring and Evaluation managers, Monitoring and Evaluation team leaders, Monitoring and Evaluation practitioners, project managers and project team leaders.

Facilitator

Dr. Peter Tobin has extensive experience in the Project Management field as a practitioner, consultant, researcher, conference speaker, educator, and coach. He has delivered numerous Project Management workshops to clients across the Southern Africa region including in Botswana, Namibia, South Africa (SA), Zambia and Zimbabwe. Following nineteen years working with IBM on two continents, he was an academic for thirteen years at three of SA's leading business schools and has extensive experience in designing and facilitating learning interventions at all levels of expertise, for groups both large and small. Dr. Tobin holds B.A (Hons) Economics,

Post-Graduate Diploma in Management Studies, Master of Business Administration (MBA), Project Management Professional (PMP), PRINCE2 Foundation & Practitioner, Doctor of Philosophy (DPhil), Certified in the Governance of Enterprise IT (CGEIT).

Programme

Day 1	
08.30 – 09.30	Inaugural Session <ul style="list-style-type: none"> Welcome Remarks Programme Overview Introductions of Participants Photo session - Group picture
09.30 – 10.30	Concepts and definitions: what is Monitoring and Evaluation?
10.30 – 10.45	Refreshment and Networking Break
11.45 – 13.00	Introduction to the 10 Step Method for M & E
13.00 – 14.00	Lunch
14.00 – 15.00	Conducting a Readiness Assessment
15.00 – 15.20	Refreshment and Networking Break
15.20 - 17.00	Agreeing on Outcomes to Monitor and Evaluate Video-based case study and review
Day 2	
08.30 – 10.30	Morning Quiz Selecting Key Performance Indicators to Monitor Outcomes
10.30 – 10.45	Refreshment and Networking Break
10.45 – 13.00	Setting Baselines and Gathering Data on Indicators Video-based case study and review
13.00 – 14.00	Lunch
14:00 – 15:00	Planning for Improvement—Selecting Results Targets
15.00 – 15.20	Refreshment and Networking Break
15:20 – 17:00	Monitoring for Results Video-based case study and review
Day 3	
08.30 -10.30	Morning Quiz Using Evaluation Information to Support a Results-Based Management