### Day 4

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</table>
| 08.30 – 10.30 | Morning Quiz  
M&E role plays  
Video-based case study and review |
| 10.30 – 10.45 | Refreshment and Networking Break  
M&E role plays  
Video-based case study and review |
| 10.45 – 13.00 | Lunch  
Video-based case study and review |
| 13.00 – 14.00 | Lunch  
Team presentation preparation |
| 14.00 – 15.00 | Team presentation preparation  
Video-based case study and review |
| 15.00 – 15.15 | Refreshment and Networking Break  
Team presentation preparation |
| 15.15 – 17.00 | Team presentation preparation  
Video-based case study and review |

### Day 5

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</table>
| 08.30 – 10.30 | Morning Quiz  
Team presentations  
Personal action plan |
| 10.30 – 10.45 | Refreshment and Networking Break  
Workshop feedback  
Closing ceremony |
| 10.45 – 13.00 | Lunch  
Team presentation preparation |
| 13.00 – 14.00 | LUNCH/CLOSURE |

**Botswana DFI Network Members**

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**Postal Address**

**Physical Address**

- Private Bag 0034  
Gaborone  
Botswana  
Tel: +267-319146  
Fax: +267-319147

- Plot S4052, West Avenue,  
Zambezi Towers,  
CBD, Tower A, 7th  
Floor South Wing,  
Gaborone  
Botswana  
www.sadc-dfrc.org  
info@sadc-dfrc.org

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**Building Partnerships for Economic Growth & Development**

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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.

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).

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.

Day 1

08.30 – 09.30 Inaugural Session
  • 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