

## Four Day Workshop on **Project Management** April 18-21, 2017 – Mirpurkhas, Sindh



### **COMMUNITY WORLD SERVICE ASIA**

Community World Service Asia is a regional organization implementing humanitarian and development initiatives throughout Asia since 1954. We aim to address factors that divide people by promoting inclusiveness, shared values, diversity, and interdependence. Respecting the right to choose how to live, we work with marginalized communities in order for them to overcome inequality and lead peaceful, dignified and resilient lives. We engage in the self-implementation of projects, cooperation through partners, and the provision of capacity building trainings and

resources at the national, regional, and global levels. Our organization demonstrates clear ownership towards partner CSO's through the provision of various skill trainings and workshops. We aim to strengthen institutions and improve their efficiency.

### **TRAINING OVERVIEW**

Small organizations often struggle to access and implement project management tools and processes in their organizational system. Completing projects within the set timeframe and budget is already a challenge and the time and resources required to undertake project

management training are usually outside the existing capacities of these small organizations. However, strong project management is vital to the successful implementation of a good quality project, as well as to the prospects of the organization for obtaining funding and continuing in their interventions in the future.

The 4-day project management training will cater to the specific project management needs of smaller NGO's to enable them to plan, organize, implement, and evaluate their project. Over the course of these four days, workshop participants will build a solid foundation of project management tools spanning the entire project cycle.

### TARGET AUDIENCE

This 4-day training session is suitable for CSO and NGO workers of all levels, particularly from locally-based organizations with a small staff size.

### METHODOLOGIES

- Participatory workshop is adopted for the training. Participants will be asked to share personal experiences and their level of awareness regarding the topic.
- Lectures, role plays, group work, audio visual aids and presentations will be used for making the concept of project management clearer.
- Handouts and leaflets will be distributed and discussed.

### LANGUAGE

Proficiency in Urdu is required with a minimum understanding of English to understand some technical terminologies; however, the medium of instruction will be Urdu.

### COURSE CONTENT

- What is project Cycle Management?
- Stages of the project cycle
- What is ZOPP?
- Logical Framework Approach (LFA)
- Key tools of Monitoring and evaluation
- Project Planning Matrix (PPM)

### ABOUT THE TRAINER

Sohail Muhammad Ali is a leading Consultant, Trainer and Educationist with over 20 years of Social Development Sector's experience. His expertise in Communication Techniques, Organizational Development (OD), Project Cycle Management (PCM, Resolution, Negotiation Skills, Conflict Resolution, Social Mobilization, Advocacy techniques.

Sohail Muhammad Ali is running his own organization with the name of Tao of Leadership. He got a diploma in Participatory Communication from Ohio University, USA and a diploma in Leadership Skills from Coghill & Berry (London). As a seasoned Consultant and a Trainer, he has served multiple organizations including, but not limited to, Transparency International, Action Aid Pakistan, Lead Pakistan, British Council, UNICEF, British High Commission, Aga Khan Foundation, Association International des Audients en Sciences Economies et Commerciaux (AIESEC), as well as the International Foundation for Electoral System (IFES).

### DETAILS

This training will take place from April 18-21, 2017 from 9:00 a.m. to 5:00 p.m. daily in Peshawar. Venue details will be shared with confirmed participants.

A registration fee of PKR 10,000 is required and covers the cost of food and accommodation. A 30% early-bird discount will be given to applications received before April 05, 2017

The deadline for applications is April 10, 2017. Incomplete applications will not be entertained.

Note: For female 50% discount is available before the deadline April 10, 2017

#### Contact Information:

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**DISCLAIMER:** Community World Service Asia will not be held liable for any damage, loss, illness, injuries, or death that may occur during the course of the training or travel to and from the training venue.