

AMREF Headquarters,
P.O. Box 27691 00506,
Nairobi, Kenya.

27th/4/2011

Mr. Mwangi Wanjumbi
New Times Business Sultions.

Dear Sir,

RE: INVITATION TO FACILITATE IN A SHORT COURSE

You have been invited to facilitate in Management and Sustainability of Programmes w.e.f. 3rd to 13th May 2011 [see attached timetable]

You will be paid _____ per hour of contact with the participants. In addition you will have midmorning tea, lunch and evening tea during the day.

Your participation and contribution to the success of this programme will be highly appreciated. Kindly confirm your participation in writing.

Yours faithfully,



Manana David
Regional Training Coordinator
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Email: David.Manana@amref.org
Or manana_david@yahoo.com

MANAGEMENT AND SUSTAINABILITY OF PROGRAMMES COURSE 3rd – 13th MAY 2011

WEEK ONE: 3rd – 7th May 2011

Time	Monday 03/05/2011	Tuesday 04/05/2011	Wednesday 05/05/2011	Thursday 06/05/2011	Friday 07/05/2011
8.30 – 10.30 a.m.	- Introduction , Expectations, Course Objectives <i>(David/Dawn Marie)</i>	Team Building <i>Mwangi Wanjumbi</i>	Developing organization’s vision, mission, objectives and activities <i>(Chelule)</i>	Internal and External Organisational Assessment <i>Mwangi Wanjumbi</i>	NGO Financial Management <i>(Peter Kithuka)</i>
10.30 – 11.00 a.m.	TEA				
11.00 – 1.00 p.m.	Management: Definition and Overview <i>(Chelule)</i>	Team Building <i>Mwangi Wanjumbi</i>	Analysing Programme Sustainability <i>(Chelule)</i>	Internal and External Organisational Assessment <i>Mwangi Wanjumbi</i>	NGO Financial Management <i>(Peter Kithuka)</i>
1.00 – 2.00 p.m.	LUNCH				
2.00 – 3.15 p.m.	Functions of management <i>(Chelule)</i>	Communication <i>Mwangi Wanjumbi</i>	Identifying Collaborators and Competitors <i>(Chelule)</i>	Identifying strategic priorities <i>Mwangi Wanjumbi</i>	NGO Financial Management <i>(Peter Kithuka)</i>
3.15 – 3.30 p.m.	TEA				
3.30 – 5.00 p.m.	Functions of management <i>(Chelule)</i>	Communication <i>Mwangi Wanjumbi</i>	Managing Change in organizations <i>(Chelule)</i>	Organizational Niche <i>Mwangi Wanjumbi</i>	NGO Financial Management <i>(Peter Kithuka)</i>

WEEK TWO: 9th – 13th May 2010

Time	Monday 9/05/2011	Tuesday 10/05/2011	Wednesday 11/05/2011	Thursday 12/05/2011	Friday 13/05/2011
8.30 – 10.30 a.m.	Proposal writing <i>(Waweru)</i>	Applying Results Based Management in programme planning <i>(Rachel)</i>	Leadership <i>(Chelule)</i>	Monitoring and Evaluation of Results <i>(Rachael)</i>	Community Participation and Mobilisation <i>(Solomon Nzyuko)</i>
10.30 – 11.00 a.m.					
11.00 – 1.00 p.m.	Proposal writing <i>(Waweru)</i>	Applying Results Based Management in programme planning <i>(Rachel)</i>	Leadership <i>(Chelule)</i>	Monitoring and Evaluation of Results <i>(Rachael)</i>	Project phase out/exit strategy <i>(Solomon Nzyuko)</i>
1.00 – 2.00 p.m.					
2.00 – 3.15 p.m.	Proposal writing <i>(Waweru)</i>	Applying Results Based Management in programme planning <i>(Rachel)</i>	Human Resource management <i>(Chelule)</i>	Monitoring and Evaluation of Results <i>(Rachael)</i>	Project Phase out/exit strategy <i>(Solomon Nzyuko)</i>
3.15 – 3.30 p.m.					
3.30 – 5.00 p.m.	Fundraising <i>(Waweru)</i>	Results Based Management Reporting <i>(Rachel)</i>	Human Resource management <i>(Chelule)</i>	Monitoring and Evaluation of Results <i>(Rachael)</i>	Closing <i>(David/Dawn Marie/Nzomo Mwita Solomon Nzyuko)</i>