

Final Training Report for Five Day Training Workshop on

Project Cycle Management

Client:	Afghanistan Education Production Organization (AEPO)
Implementing Agency:	Risalat Consultants International
Venue:	BBC/AEPO office, Kabul, Afghanistan
Dates:	13 – 17 March 2016
Total Participants:	21
Total Duration:	5 Days
Reported by:	RCI Training Department



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Introduction

This document is prepared to report the proceedings of the five day training program on “Project Cycle Management” which was conducted for 21 participants introduced by Afghanistan Education Production Organization (AEPO) at their offices here in Kabul.

The session was conducted as a result of a public bidding by BBC / AEPO for undertaking the assignment which was awarded to RCI after it submitted the winning proposal. The training was completed, in five days, as planned.

Background

Risalat Consultants International (RCI) is founded by a team of management experts who bring with them many years of practical experience in the fields of Management Consulting, Capacity Building, Trainings Management, R&D and M&E.

Risalat is currently positioning itself as a global consultant focusing on building organizational and human capacity through an approach based on research of global best practices and industry specific solutions. It aims at enhancing its client’s organization through Capacity Building, Strategy Advisory, Organizational Development and Talent Solutions.

Risalat works closely with its client organization in developing solutions that can show direction, enhance organizational effectiveness and build the capability of people through offering practical tools and enabling implementation. It always offers the latest and up to date methodologies, concepts, industry best practices and the appropriate benchmarks in executing its clients’ assignments. Risalat believes in what it offers to its clients as a real solution that can certainly lead to results in organizational effectiveness and performance enhancement.

The company has access to tremendous resources of senior consultants, subject matter experts, researchers, trainers and facilitators who cover five continents around the world and are ready to deliver projects in various industry disciplines and in multitude of consulting areas such as Strategy Advisory, Business Planning, Leadership Development; Management Skills; Monitoring & Evaluation; Service Excellence; Entrepreneurship; Coaching & Mentoring; Human Resource Management and Organizational Effectiveness.

Risalat remains one of the most active organizations in the region with a global reach ready to partner with prime organizations for high impact consulting projects that yield sustainable results.

About Participants

The participants were all coming with some management background and responsibilities for managing a group of sub-ordinates.

Training Objectives

The main purpose of the training workshops was to increase the level of knowledge and build the capacity of the AEPO personnel to be able and handle their day-to-day project activities as well as plan properly for their upcoming projects.

Meanwhile, to develop the capacity of the AEPO staff to become fully knowledgeable and integrate existing knowledge and skills into the AEPO project performance efficiency at AEPO.

Time Schedule

Every day the training followed the following timescale:

Daily timing was 09:00 am to 03:30 pm and there were two tea breaks of 15 minutes on 10:30 and then on 02:30. The lunch break was for one hour and the session would break at 12:30 pm.

Course Facilitator

RCI had assigned one of its expert trainers Mr. Abdul Malik Wafa for conducting the training.

Mr. Wafa has more than a decade of working experience in conducting training workshops to public and private sector organizations both in Kabul and other provinces of the country. Their working experience gives them a good insight in to many aspects of the organizational administration in a diverse list of organizations.

He has attended a medium-term training workshop on PCM in Netherlands conducted by MDF Development organization based there. He has a good reputation among his training audiences.

Workshop Contents

The following topics were covered in the training program:

- Project Management
- Project life cycle
- Identification/ Need assessment of project
- Planning and project design
- Stakeholder analysis
- Problem analysis
- Preparing a project concept note

- Logical frame work matrix
- Monitoring and evaluation
- Indicators and
- M&E tools

Facilitation Techniques

The primary mode of facilitation was modified lecture with enough time for discussions and Q&A sessions with practical group exercises, The participants appreciated the training methodologies specifically the discussion and practical group exercises in which they were able to share their own opinions and input to prepare and developed the problem tree, objective tree, Logical frame work matrix and Monitoring & Evaluation plan during the five days training the following training methods were used:

- a. Modified lecture
- b. Discussion
- c. Asking and answering
- d. Brainstorming
- e. Group discussion
- f. Group working
- g. Brainstorming and
- h. Practical working

The practical work included, participants working on some parts of the projects they already knew about and implementing what they had discussed during the training. Problems in them were pointed out and improvements were devised on each specific instance.

Training Procedures – In brief

The training started with brief opening remarks by the Risalat representative who introduced the company and its services and welcomed the participants to the session.

The trainer proceeded with his own introduction and an introduction of the overall program. This was followed by trainees' introduction of themselves, their positions in the organization and how the program is relevant to their day today activities.

A brief pre-test conducted which asked five questions from the respondents. This was aimed at assessing the trainees' existing knowledge of the subject matter and how much they already know about some of the topics which are included in the training program.

A summary of the results comparison from the pre-test and the post test results is provided later in the report.

General objectives of the training were shared by the trainer and the participants were asked whether they felt something missing which they expected to be covered, but is not included. The response was luckily in negative.

The first session started with discussion about some general concepts about projects and managing projects. The rest of the first day and the ensuing four days went ahead normally with discussions of the concepts by the trainer on the multimedia projector and relating the concept to the trainees' day to day activities. The trainees would share their experiences regarding the topics discussed. They would also take notes apart from the general handout which was provided by RCI to them. The trainers used different methods for delivering the contents and also involving the participants.

The second and following days would start with a revision of previous day's main topics. This was done by asking the participants about what they learnt yesterday and what were the main points discussed. The trainees would also ask questions about issues which they faced during their day today activities regarding managing others. Their questions were satisfactorily responded by the trainers.

At the end of the fifth day there was a post-test conducted with the purpose of gauging the knowledge and understanding of the participants about the topics discussed during the training and how much they have improved after taking the training.

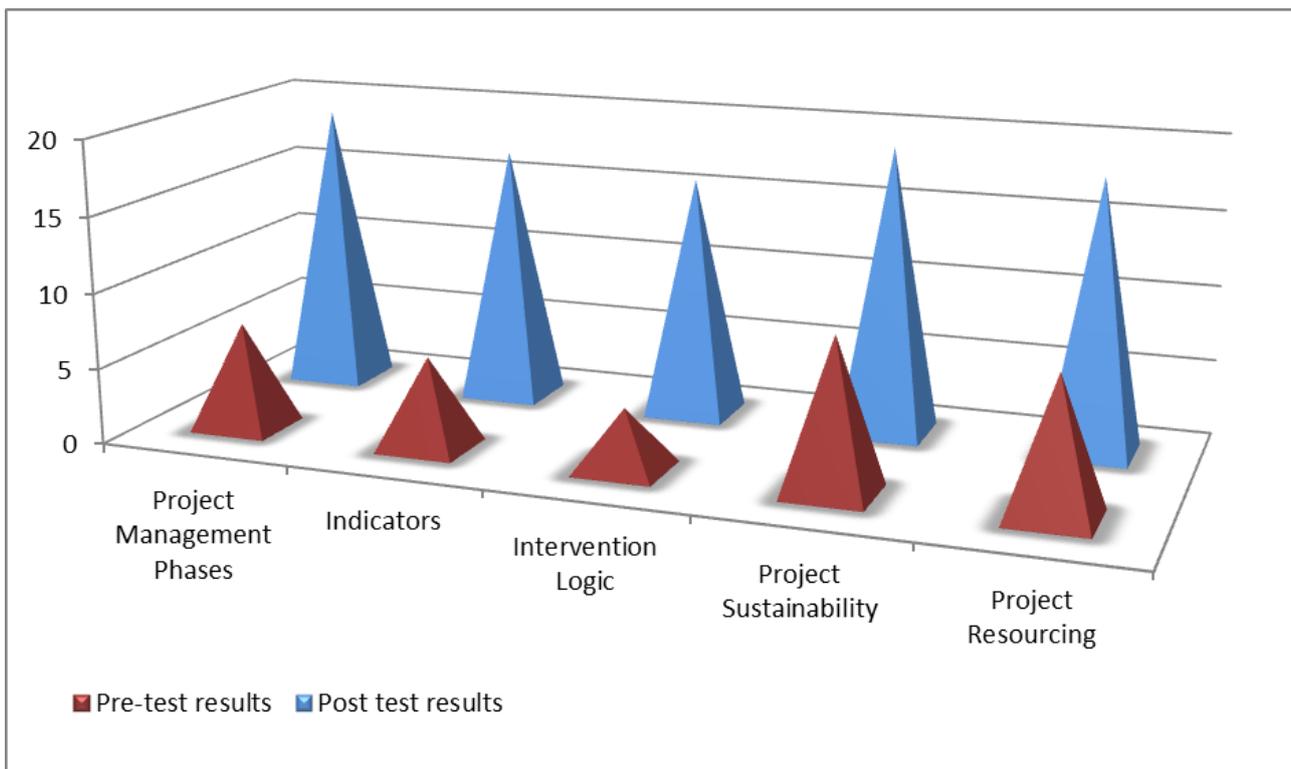
An overall program evaluation was conducted by at the end of the program with the purpose of finding out about participants' views regarding different aspects of the training – from the list of topics discussed during the program to the teaching skills of trainers and the overall program effectiveness. Graphs summarizing the views of the delegates are provided at the end of the report.

Challenges

Neither the trainers nor the trainees faced any major challenges during the whole workshop.

Effect of the Training Program

After reviewing the pre and post-test results from the training as well as the practical performance of the trainees at the end of the training we can see that the trainees not only improved on their existing knowledge of the topics discussed in the training, but also learnt new skills. The graph below shows a comparison of the test results before and after the training delivered on the concepts of Project Cycle Management.



Participants' Evaluation

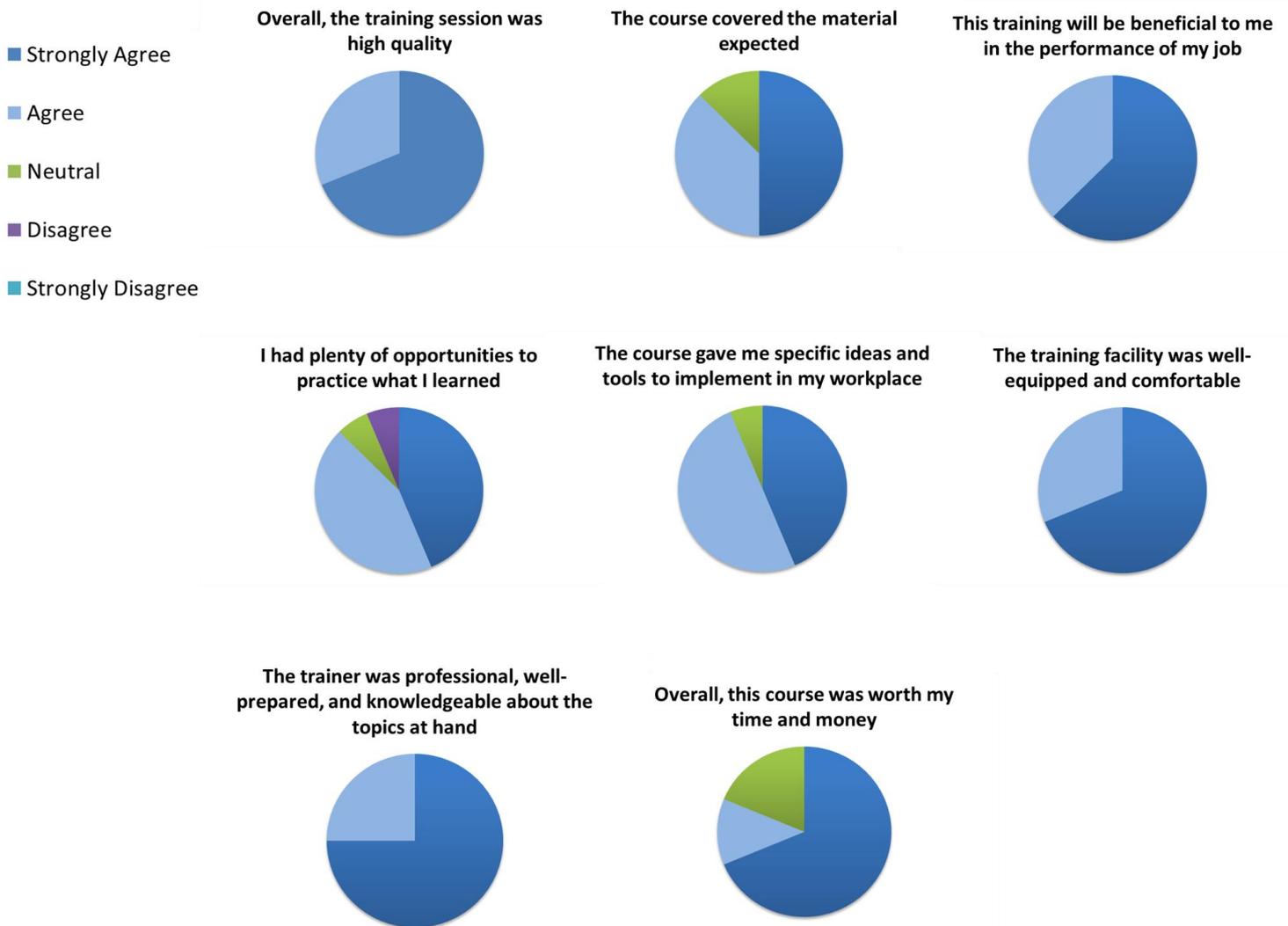
The training was successfully completed within allocated five days. During the training sessions participants were active, motivated and satisfied regarding training outline and the methods which were used in training workshop.

At the end the training evaluation forms were distributed to the participants to determine their overall impression about the training workshop. The forms were determine how the training impacted the participants, improved their knowledge and added value to their skills.

According to participant's feedbacks the training program was successful and matched their expectations and adds valuable knowledge and skills to them.

According to their comment and feedback In general this training successful and so important for them because the engage in public awareness and community development projects planning, implementing and monitoring & evaluation, after this training they will be able to have a positive part in mention tasks in their relevant fields.

On 17 March after the training evaluation and post-test the training ended with a simple closing ceremony and prayer. The graph below shows a summary of particopants' veivs about different aspects of the training:



Some of Program Photos:

