

Workshop on Monitoring and Evaluation
08:30am -03:30 pm
Course Schedule – Day 1

No	Topic	Duration	Time
1	Introduction and Opening	15 Minutes	08:30 – 08:45
2	Pre-test	15 Minutes	08:45 – 09:00
3	Important Terminologies	1 hour	09:00 – 10:00
3	Planning for Monitoring	30 Minutes	10:00 – 10:30
5	Tea break	15 Minutes	10:30 – 10:45
	The Process	30 Minutes	10:45 – 11:15
6	Levels of management for M&E	45 Minutes	11:15 – 12:00
7	Monitoring Vs. Evaluation	45 Minutes	12:00 – 12:45
	Lunch	1 hour	12:45 – 01:45
8	OVI and Verification Means/Source	45 Minutes	01:45 – 02:30
9	Monitoring tools development	40 Minutes	02:30 – 03:10
	Monitoring Methods	20 Minutes	03:10 – 03:20
10	Review of day 1	10 Minutes	03:20 – 03:30

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Course Schedule – Day 2

No	Topic	Method	Duration
1	Recap of day 1	15 Minutes	08:30 – 08:45
2	Data Recording and Analyzing	30 Minutes	08:45 – 09:15
3	Feedback and Recommendations	45 Minutes	09:15 – 10:00
3	Monitoring Ethics	30 Minutes	10:00 – 10:30
5	Tea break	15 Minutes	10:30 – 10:45
	Practical Work	30 Minutes	10:45 – 11:15
6	Evaluation Purposes	45 Minutes	11:15 – 12:00
7	Common Methods of Evaluation	45 Minutes	12:00 – 12:45
	Lunch	1 hour	12:45 – 01:45
8	Tools for Evaluation	45 Minutes	01:45 – 02:30
9	Value of Data	40 Minutes	02:30 – 03:10
	Review of Day 2	20 Minutes	03:10 – 03:20

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Course Schedule – Day 3

No	Topic	Method	Duration
1	Recap of Day 2	15 Minutes	08:30 – 08:45
2	Analytical Skills for Evaluation	45 Minutes	08:45 – 09:30
3	Data Quality Assessment	30 hour	09:30 – 10:00
3	Evidence Based Recommendations	30 Minutes	10:00 – 10:30
5	Tea break	15 Minutes	10:30 – 10:45
	Presentation Skills	30 Minutes	10:45 – 11:15
6	Practical Work	45 Minutes	11:15 – 12:00
7	Communication Skills for M&E	45 Minutes	12:00 – 12:45
	Lunch	1 hour	12:45 – 01:45
8	Quality Improvement Culture	45 Minutes	01:45 – 02:30
9	Evaluation Ethics	40 Minutes	02:30 – 03:10
	Post-Test	20 Minutes	03:10 – 03:20
10	Closing	10 Minutes	03:20 – 03:30