



WEST AFRICA CIVIL SOCIETY INSTITUTE

CALL FOR APPLICATIONS

2021 WACSI Virtual training Courses for CSOs and Development Practitioners in West Africa

The West Africa Civil Society Institute (WACSI) invites you to apply for its **2021 WACSI Virtual training Courses** including **(1)** Governance and Leadership, **(2)** Project Management, **(3)** Financial Management and **(4)** Communicating Impact.

Training Module Content

- **Governance and Leadership:** This training will help participating organisations to strengthen their governance structures, leadership and management abilities for enhanced performance and sustainability. Participants would be taken through critical elements like governance, leadership, board governance, strategic planning, internal conflict management, human resource development, among others.
- **Project Management:** Participants will be taken through the project management essentials and the different stages of the Project Management cycle namely *Project Initiation, Planning, Execution, Monitoring & Evaluation, Closing and Sustainability*. The training would also cover how to effectively plan a project, the essence of leadership, communication and collaboration in project development and execution. Participants will further be introduced to a range of cloud-based project management tools and apps including *Microsoft Teams, Google Suite, Zoom* and how these tools can enhance project management. Project documentation, reporting, common threats to project success and some essential soft skills for project managers would be covered as well.
- **Financial Management:** The module will improve the ability of the participating organisations to enhance their organisational effectiveness and to enhance the knowledge and skills of their staff in financial reporting. Using prime examples and templates, participants will be taken through principles of financial management in NGOs, resource planning and budget management and grants reporting. The training would also cover how to approve budgeting, how to fulfil donor reporting requirements, curating, and generating data and evidence for financial reporting and auditing.
- **Communicating Impact:** This module will focus on how to amplify impact and the different mediums through which impact can be communicated. The training will enable organisations to better identify, capture, communicate and amplify the impact and results they are making for greater visibility and reach. It will also explore the nexus between results-based communication and communicating impact.

Benefits: The training modules will help organisations to strengthening the skills of their staff and governing agencies to play their role more efficiently.

- The governance and leadership module will enhance the understanding and application of good governance principles, structures and systems.
- The project management module will give participants the basic knowledge and skills required to successfully manage simple and complex project. Participants will be taken through the project management circle as well as necessary tools to carry out project.

- The financial and grant management module will enhance the knowledge and skills of participants in project finance management and financial reporting.
- The communicating impact module will enable organisations to better identify, capture and communicate the impact of their various interventions.

Learning Methods

The following methods will be used during the online course:

- Open discussions
- Samples, examples and case studies
- Adult Learning
- Interactive
- Concrete experience
- Reflective observation
- Abstract conceptualisation
- Active experimentation
- Participant Centred
- Exercises
- Brainstorm
- Mini lecture

Post training follow on engagement (through an action plan) will be offered on request for free.

Evaluation Methods

Participants’ learning results will be assessed in the following:

Format	Content	Method
Virtual	Knowledge	Observation / Interaction / Exercise / Action plan
	Skill	Demonstration /role play
	Attitude	Evaluation/ Activity

When: The training package (of four modules) will be delivered two times in the course of 2021. The first round of trainings is scheduled for March, the second in June 2021. Each training module would be delivered in two virtual sessions of 3 hours each over 2 days period.

Previous participants say...

“The sessions facilitated were very educative and insightful. It will really help in the strategic planning of our organisation with regards to governance and leadership.” From a previous participant of the Governance and Leadership online training.

“I am a finance person and the training helped me to appreciate and evaluate our projects through the lens of project management to ensure there is value for money”. One of our previous participants of Project Management Module training.

Training dates and Application: The four-training module package will be run two time in the course of 2021. While apply kindly choose your suitable round (1st or 2nd) and dates. Please share the payment notification with us via email capacitybuilding@wacsi.org and “cc” byleandre@wacsi.org after the payment has been made on our online platform.

How to apply and make payment?

- To apply, complete the online application form via the following Link <https://wacsi.org/event/2021-wacsi-virtual-training-courses-for-csos-and-development-practitioners-in-west-africa/> and proceed to make the payment using online payment card.

Contribution Fee: Two options are available for the course. Organisations can subscribe for **full package** (of all 4 training modules) at **USD \$ 200** or **half package** (maximum 2 training modules) at **USD \$ 100**.

Round	Period	Detailed Timetable	Application and Payment Deadline
1 st round of the four-training modules package	From 22 nd March to 2 nd April 2021	Governance and Leadership: 22-23 March 2021 Project Management: 25-26 March 2021 Financial Management: 29-30 March 2021 Communicating Impact: 01-02 April 2021	Friday 12 March 2021
2 nd round of the four-training modules package	From 21 st June to 2 nd July 2021	Governance and Leadership: 21-22 June 2021 Project Management: 24-25 June 2021 Financial Management: 28-29 June 2021 Communicating Impact: 01-02 July 2021	Friday 11 June 2021

About WACSI

WACSI is the leading capacity development Institute in West Africa. The Institute designs and delivers customised training and technical assistance programmes that respond to performance gaps within civil society (NGO, CBO, FBO etc) sector at the local, national and regional level. The Institute has conducted engagements in more than 12 countries in the region. Over the years, WACSI has provided training and consultancies to such reputable organisations as: IBIS Ghana, Care International, UTZ Cote d'Ivoire, UNESCO Ghana Office, Chemonics, OSIWA, IBIS West Africa, GACC, Bonne Fonden Burkina Faso, Germany Development Agency, French Embassy Ghana, International Finance Corporation, Africa Alliance of YMCA, Kofi Annan International Peacekeeping Training Centre, OXFAM Ghana, Star – Ghana, Humanity United, Ford Foundation, USAID, IREX, Wilde Ganzen, Justice Development and Peace Commission (JDPC), Human Rights and Advocacy Centre (HRAC), Social Watch Benin, FONAC, Convention, RAIDH, YALI RLC GIMPA, Fund for Global Human Rights (FGHR), Global Network for Disaster Reduction (GNDR), Critical Ecosystem Partnership Fund (CEPF), 11th Hour Project, etc.