



ELD TRAINING

empowerment
learning
development

IDEAS INTO ACTION: PROJECT PLANNING AND PROPOSAL WRITING

Duration: 27 hours over 5 days

Fee: 1500 USD

Who is it for?

- NGO leaders and senior staff of INGOs and development agencies
- Anyone who is involved in strategy planning or project planning
- Fundraisers

Course Description

What you can expect from this five-day course is to:

- Develop your ability to investigate problems, analyze alternative strategies and plan a relevant course of action
- Develop your ability to organize these ideas in a suitable format for potential donors
- Understand the principles of how to write an effective proposal, considering the reader's / donor's point of view
- Develop a thorough understanding of your own project concept so that you can justify it to potential stakeholders
- Learn a methodical approach to developing proposals

The project and proposal writing process was a good topic for me and gave me an insight into project development. I liked the Problem and Objectives Trees and preparation of the Logical Framework. I had some knowledge on this but was not confident before this training.



Course Schedule

The first two days cover the Logical Framework Approach. Day Three is a writing skills workshop. Days Four and Five apply the skills in planning and drafting proposals.

Day One

- Workshop Introduction
- Why Proposals Fail
- Situation Analysis
- Setting Objectives
- Planning the Strategy

Day Two

- Building the Logical Framework
- Assumptions and Risks
- Indicators and Means of Verification

Social evening

Day Three

- Introduction to Professional Writing and the Writing Process
- Writing Skills: Clarity and Organization

Free afternoon for sightseeing from 3PM

Day Four

- Planning the Proposal
- Drafting the Situational Analysis

Day Five

- Drafting the Project Description
- Review and Feedback on Practical Work
- Action Planning

Methodology

Methods include group discussion, presentations from the trainers and participants, frequent problem solving tasks and extensive practical work based on participants' own project concepts. Each workshop is unique, depending on the experience and inputs of the participants.

For dates and locations see
www.eldtraining.com

