

Training Themes

PRASOL trainings are categorized under the following 2 themes.

a) *Organizational Effectiveness Courses*

PRASOL's Organizational Effectiveness Courses, strive to impart participants with improved management, leadership, writing and analytical skills that will allow participants to be confident, effective and efficient in their workplaces. The courses include:

Organizational Effectiveness Courses				
Course Code	Course	Course Description and Benefits	Duration	
			Open Training	Individualized Coaching
A01	Advocacy and Networking Skills	In many projects, development staffs are required to advocate and stand for the rights of community members who have no voice. This training imparts advocacy skills and shows how to network with other bodies so as to make a firm stand in the right direction.	4 days	20 hours
A02	Citizen Engagement/Public Participation Skills	This course enlightens public officers and departmental heads of the skills, approaches and tools used in citizen engagement and public participation in development and policy making processes as well as social accountability mechanisms.	3 days	15 hours
A03	Change Management Skills	This course enlightens managers and departmental heads of the processes that are employed to ensure that significant changes to an organisation/ institution are implemented in an orderly, systematic and controlled manner.	2 days	10 hours
A04	Community Needs Assessment – PRA/PLA	This course teaches one how to focus on the capabilities of all the community members and also how to gather information about a community's opinions, needs, challenges and assets used to determine the which projects are suitable for the community's real needs	3 days	15 hours
A05	Conflict Management and Negotiation in the Workplace	Conflict in the workplace, if not managed properly can be destructive and can weaken the company teamwork. This course intends to give skills which will help managers and supervisors manage conflict more effectively through negotiation.	1 day	5hours
A06	Conflict Resolution and Peace Building	This training gives the participants who work in conflict stricken areas the capacity to handle fracas and the capability to roll out peace building processes in these areas.	4 days	20 hours
A07	Disaster Preparedness, Planning & Management	Disasters have been known to erupt all over the world and cause extensive damage that may take years to recover from. This training strives to show ways in which participants can be prepared for a disaster so as to reduce the impact that is felt and also how to manage the process of recovery once a disaster has struck.	4 days	20 hours
A08	Financial Management for Non-Financial Managers	Financial management has over the years become a critical factor in ensuring that targets and objectives are realized when implementing a project. This course strives to impart development practitioners with the essential skills that will help them in making better financial decisions throughout the program/ project life.	4 days	20 hours
A09	Fundraising and Grants Management	This course gives insight on the whole fundraising process and various techniques which can be used to get funding. This training also gives participants the confidence to manage grants where the end result is donors and beneficiaries of the grant who are happy.	4 days	20 hours
	Gender Mainstreaming	To achieve gender equality, gender issues have to be mainstreamed in developmental activities. This course shows how gender issues can be	4 days	20 hours

		incorporated into a particular project so as to ensure that both men and women benefit from the outcomes of a particular project		
A10	Organizational Development Assessment	Evaluating the impact of organizational interventions and change requires that systematic and reliable information be available at multiple levels of analysis. This course strives to illustrate how to conduct an organizational development assessment holistically so as to get at the underlying issues that affect an organization.	2 days	10 hours
A11	Participatory Monitoring and Evaluation (PM&E)	This course is intended to broaden participants' understanding of PM&E as a vital program/project management tool in strengthening participation, enhancing local capacity, and increasing local people's confidence and control over development decisions and processes.	4 days	20 hours
A12	Project Cycle Management (PCM)	In order to maximize the chances of success of any development program, it is important that all stake holders, understand the various aspects of managing a project. This course is designed to give participants practical skills, knowledge and confidence related to the conceptualization, planning, implementation, management and evaluation of community projects.	4 days	20 hours
A13	Project Design, Implementation & Management	This training gives guidelines and insight on what considerations should be made when designing a new project and also how to manage the implementation exercise.	3days	15 hours
A14	Proposal Writing for Donor Funded Projects	This training provides participants with the appropriate skills and secrets to write proposals that will compel the donor to provide funding for a project. The training will give guidelines and techniques on how to write excellent proposals. It will also highlight the common mistakes that people make when writing proposals.	3 days	20 hours
A15	Report Writing for Donor Funded Projects	As a development practitioner, one will often be asked to create reports and present their findings. These reports consequently, serve as a means to inform the donor of the activities that have been undertaken over a certain period of time. This course is designed to equip development practitioners with skills that will ensure that their reports are clear, consistent and engaging to the donor.	3 days	15 hours
A16	Results Based Management	Results Based Management ensures that all aspects of designing, implementing and monitoring and evaluating a program/project are done transparently and in a manner that ensures accountability. This course gives participants the essential skills that will help them in making better decisions throughout the program/ project life.	4 days	20 hours
A17	Rights Based Approach to Development	Human rights are rights that are fundamental to all human beings regardless of their skin colour, sex, religion or nationality. This course guides on how to promote human rights when doing development work.	4days	20 hours
A18	Staff Capacity Assessment & Development	This course guides managers and supervisors on how to develop their staffs' capacities in various aspects and also assess their levels of productivity in the organisation/institution.	2 days	10 hours
A19	Strategic Planning and Management	This course gives guidelines on how to make future plans for an organization/institution. It helps participants focus on building a solid underlying structure for their organizations/ institutions	3 days	15 hours
A20	Team Building skills	Team building skills are critical for effective management of an organization. This courses improves one's understanding on the importance of teamwork and also develops the individual's interactive, interpersonal and communication skills.	1 day	5hours

b) Personal Development Courses

PRASOL has designed 12 Personal Development Courses which focuses on an individual's capacity to interact more competently and proficiently with others in the workplace. The courses include the following:-

Personal Development Courses				
Course Code	Course	Course Description and Benefits	Duration	
			Open Training	Individualized Coaching
B01	Communication and Presentation Skills	The ability to communicate and present information clearly and in an engaging manner is important in every workplace. This course intends to strengthen the participants' rapport building skills, listening skills and also show how to effectively transfer information from one party to another.	1 day	5hours
B02	Coordination Skills	This course shows how an individual can synchronize various functions of their work so as to run smoothly as one.	1 day	5hours
B03	Creative Problem Solving and Decision Making skills	Making decisions and solving problems are key to effective management, yet many people struggle when it comes to finding solutions to problems and also making sound judgment and decisions. This course intends to remedy that and build the participants confidence in their management skills.	1 day	5hours
B04	Effective Writing Skills	Whether one is preparing reports, emails, memos or correspondence with clients, effective writing skills are necessary. This course equips participants with the skills and confidence to produce impressive written material.	1 day	5hours
B05	Facilitation Skills (ToT & ToF)	This training gives participants the skills to guide a group of people through a process of learning or change in a way that encourages all to provide input for the purpose of moving a discussion forward.	2 days	10 hours
B06	Leadership and Delegation Skills	Leadership and delegation skills are crucial management skills that if not developed properly they could lead to the collapse of an organization or institution. The course will impart managers and team leaders with appropriate skills that will help them in managing their teams more effectively.	1 day	5hours
B07	Management and Supervisory Skills	This training intends to impart a combination of skills and behaviours associated with first line management. These skills assist in managing a team more effectively and efficiently.	1 day	5hours
B08	Practical Management Skills	This training gives participants the skills to efficiently and effectively manage a team and all resources available to him or her in a particular organisation/institution.	2 days	10 hours
B09	Recruitment and Interviewing Skills	This course strives to give confidence to all as they embark on the recruitment process. It will ensure that after recruitment, participants have filled vacant position appropriately.	1 day	5hours
B10	Social and Cross-Cultural Skills	Social and cross-cultural skills are necessary for collaboration and cooperation of individuals in a workplace. This course will enhance an individual's skills in assessing the collective intelligence of groups thus allowing the individual to work appropriately and more productively with others.		
B11	Stress Management	With our day to day challenges we are very like to succumb to a lot of pressure therefore leading to stress. This course strives to provide knowledge on how to identify and manage stress.		
B12	Time Management-Getting Organized	Time management skills are skills that employ prioritization and hard work while organizational skills are skills that make use of categorization and orderliness. This training teaches participants how to develop the skills they require to manage their time effectively, become more organized and consequently be more efficient and productive at work.	1 day	5hours