MARTABA DEVELOPMENT RESOURCE FOUNDATION

Executive Training Program on Project Management for Development Professionals

1. **Introduction**

   In today's dynamic development landscape, the success of projects directly impacts communities, institutions, and the overall achievement of sustainable development goals. Effective project management has become a critical skill for development professionals, policymakers, and researchers who are entrusted with planning, implementing, and evaluating initiatives that improve lives.

   This 5-Day Executive Training Program provides participants with comprehensive, practical, and globally relevant skills in project management. It combines international best practices, real-life development case studies, and hands-on tools tailored to the realities of the African development and public sector environment.

   The training is suitable for beginners who are eager to master project management fundamentals and is ideal for experienced practitioners aiming to refine their expertise. The training is designed to equip participants with the skills to deliver results, ensure accountability, and drive sustainable impact.

2. **Training Objectives**

   By the end of this program, participants will be able to:

1. Understand the principles, concepts, and lifecycle of project management in the development sector.
2. Apply internationally recognized project management tools and techniques (PMBOK, PRINCE2, Logical Framework Approach).
3. Design projects aligned with donor priorities, government policies, and community needs.
4. Develop effective project planning documents including work breakdown structures (WBS), budgets, and Gantt charts.
5. Strengthen monitoring, evaluation, and reporting mechanisms for evidence-based decision-making.
6. Apply risk management strategies to address challenges and uncertainties.
7. Lead project teams effectively, incorporating gender and social inclusion principles.

8. Communicate and report project outcomes to stakeholders, donors, and beneficiaries with clarity and impact.

3. Who Should Attend

This training is tailored for:

i. Development professionals working in NGOs, INGOs, and community-based organizations.
ii. Researchers and policy experts engaged in program evaluation and project design.
iii. Public sector officials involved in planning, budgeting, and implementation of development programs.
iv. Donor and partner agency staff responsible for project oversight and grant management.
v. Early career professionals and beginners seeking to build a strong foundation in project management.
vi. Consultants, trainers, and independent practitioners supporting development projects.

4. Course Content

1. Foundations of Project Management in Development

i. Introduction to Project Management: Concepts & Relevance
ii. Project Lifecycle: From Initiation to Closure
iii. Overview of Key Methodologies: PMBOK, PRINCE2, Agile, Logical Framework Approach
iv. Stakeholder Analysis and Engagement in Development Projects
v. Practical Exercise: Identifying Stakeholders in a Development Project

2. Project Planning and Design

i. Developing Project Proposals that Align with Donor and Policy Priorities
ii. Project Charter & Scope Definition
iii. Work Breakdown Structures (WBS) and Activity Scheduling
iv. Budgeting and Resource Allocation in Development Projects
v. Tools: Gantt Charts, Logical Framework Matrix (LogFrame)
vi. Case Study: Designing a Community Development Project

3. Implementation and Risk Management

i. Execution Strategies for Development Projects
ii. Procurement and Contract Management
iii. Quality Assurance in Service Delivery
iv. Risk Identification, Assessment, and Mitigation Techniques
v. Crisis and Change Management in Projects
vi. Simulation: Risk Mapping and Contingency Planning

4. **Monitoring, Evaluation, and Learning (MEL)**

i. Importance of Monitoring & Evaluation in the Development Sector
ii. Indicators: SMART & Gender-Sensitive
iii. Tools: Theory of Change (ToC), Results Framework (RF), Data Collection Methods
iv. Reporting for Donors and Stakeholders
v. Incorporating Lessons Learned into Future Programming
vi. Group Activity: Drafting a Simple MEL Plan

5. **Leadership, Communication, and Sustainability**

i. Leading Project Teams: Leadership Styles and Team Dynamics
ii. Effective Communication with Donors, Partners, and Beneficiaries
iii. Integrating Gender, Equity, and Social Inclusion (GESI) in Projects
iv. Sustainability Planning and Exit Strategies
v. Final Group Presentations: Project Simulation Exercise
vi. Certification and Networking Session

5. **Methodology**

The instructor-led training courses are delivered using a blended learning approach and comprise presentations, guided sessions of practical exercise, web-based tutorials and group work. Our facilitators are seasoned industry experts with years of experience, working as professionals and trainers in these fields. Thus, the methodology blends executive learning approaches with practical tools for immediate application including:

i. Expert-led presentations – covering global project management frameworks.
ii. Interactive discussions – leveraging participants' experiences across sectors.
iii. Case studies – drawn from development projects in Africa, Asia, and beyond.
iv. Hands-on exercises – including project planning, risk mapping, and budgeting.
v. Role plays and simulations – to strengthen leadership, negotiation, and team-building skills.
vi. Peer-to-peer exchange – to foster networking and cross-sectoral collaboration.
vii. Resource pack – templates, checklists, and project management toolkits provided.

6. **Date and Duration of Training**

- 5 Full Days Specifically, **15th – 19th December 2025**.
- Delivery format: **Residential** (with accommodation), or **non-residential** (without accommodation).

7. **Course Participation Fee per person: NGN250,000.00** (***Early Bird Discount:*** **NGN200,000.00** valid until 20th November 2025). **All payments are to be made to the following account:**

Account Name: Martaba Development Resource Foundation
Account Number: 1313510880

Bank Name: Zenith Bank

Note: Accommodation can be arranged for interested participants at a negotiated price.

Registration Closes: 30th November 2025

8. **Why Choose This Training?**

i. Tailored for the realities of the development sector.
ii. Blends global best practices with local insights.
iii. Practical, hands-on tools that can be applied immediately.
iv. Facilitated by seasoned trainers and practitioners with multi-sectoral expertise.
v. Networking opportunities with peers across government, academia, and NGOs.

9. **Contact & Registration**

Register Now by Filling the registration form on XXXXXXXXXXXXXX

(Note Payment of participation fee confirms registration)

For inquiries and registration, contact:

Email: info@mdrf.org.ng

Phone: +2347070078980, +2347010080900

Website: www.mdrf.org.ng

Be part of the next generation of development leaders delivering impact through effective project management!