Programme Description
This workshop is designed to provide participants with a comprehensive understanding of financial.

Who should attend
Accountants, Treasurers, Auditors, Investment Managers, Operation Managers, CFO, Directors, Supervisor, Finance Managers, and others who perform related function in public and private

Course Contents

DAY ONE
Overview of IFRS
- Framework of IFRS
- Conversion of IFRS
- Cost of inventories
- Cost formulas
- Recognition of an expense

DAY TWO
Statement of cash Flows
- Operating Activities
- Investing Activities
- Financing Activities

DAY THREE
Financial Instruments
- Liability and equity
- Compound financial instruments
- Interest, dividends, loss and gains
- Presentation of financial statements
- Structure and content
- Statement of financial position
- Statement of comprehensive income

DAY FOUR
Income Taxes
- Taxable temporary differences
- Deductible temporary differences
- Unused tax losses and unused tax credits
- Recognizing and measuring an impairment loss
- Cash generating units and goodwill
- Reversing an impairment loss

Facilitators:
1. Uche Ndukwu
2. Marshall Uge
3. Gabriel Umoren
4. Isaac Omonoju

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER : 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N60, 000.00 (SIXTY THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
The manner how financial statements are presented can affect users in making decisions such as
decision to buy hold or sell equity interest. It is therefore critical for preparers of financial statements to
fully understand the rules governing presenting a set of financial statements.

Who should attend
Financial Controllers, Financial Managers, Accountants, Auditors, Company Secretaries, Investment
Analyst and others who perform related functions.

Course Contents

DAY ONE
Financial Statement Preparation
- Accounting Policies
- Recording Transactions into Financial Records
- Balance Sheet
- Depreciation and Appreciation
- Accruals and Prepayments
- Preparing Final Accounts

DAY TWO
Financial Interpretation Analysis and Reporting
- Financial Ratios and Interpretation
- Analysis Horizontal and Vertical
- Financial Instruments Disclosures
- Consolidated Financial Statements
- Disclosure of interests in other entities
- Fair Value Measurement
- Financial Statement Presentation

DAY THREE
IFRS – International Financial Reporting Standards
- Note to the Financial Statement
- Company Tax
- Interests, Dividends and Bonus

Facilitators:
1. Isaac Omonju
2. Marshall Uge
3. Kamal Akinboro
4. Amos Adejoh

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR
FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N45, 000.00 (FORTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
Do you know the costs associated with every area you oversee? Do you fully understand the financial impact of your decisions? Are you familiar with the ins and outs of forecasting and budgeting? In this course, you will discover how to quantify the results of your work. Determine whether the profit earned is higher than the costs of site space, machines, inventory, customer credit, etc. and measure the value you create.

Who should attend
Accountants, Auditors, Financial Controllers, Finance Managers and Finance Analysts, CFOs and others who perform related functions in both public and private sectors.

Course Contents
DAY ONE
Analyzing costs
- Identifying the various costs association with your work
- Determining how to calculate costs
- Knowing how to manage costs by departments

DAY TWO
Forecasting
- Basic statistical techniques
- Forecasting techniques and methods
- Forecasting performance measurements
- Simple and multivariate linear regression
- New directions in financial forecasting

DAY THREE
Evaluating your performance
- Setting monthly targets
- Knowing your company's strategy
- Identifying the sources of value creation
- Translating management decisions into Naira
- Associating your forecasts with the company strategy
- Gaining proficiency in budgeting
- Knowing how to revise your budget

Facilitators:
1. Uche Ndukwu
2. Kamal Akinboro
3. Peter Asuelimen
4. Marshall Uge

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N35, 000.00 (THIRTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
This course is designed to provide participants with current, practical knowledge of the essential elements of cash management. They will learn practical ideals on how to transform their organization into a world class operations with better control, improved efficiency at a reduced cost.

Who should attend
Accountants, Treasurers, Investment Managers, Cash Managers, Auditors and others who perform related functions in Public and Private Sectors

Course Contents

DAY ONE
Cash Administration and Cash Control
- Fundamentals of cash management
- Managing cash level
- Risk management
- Cash safety and security
- Management cash level

DAY TWO
Cash Forecasting and Reconciliation
- Forecast models
- Cash planning
- Cash budget
- Cash Reconciliation
- Bank Reconciliation
- Revenue collection
- Financial asset management
- Debt management

Facilitators:
1. Joseph Ani
2. Uche Ndukwu
3. Gabriel Umoren

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N45,000.00 (FORTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
Research is a systematic effort to gain knowledge; it is a process of finding solution to a problem after a thorough study and analysis of situational factors. Today, we face many challenges ranging from our socio-political life, economic, new scientific invention, program intervention etc. These challenges will be better addressed if we continue to gather information about what works well, what we need to do improve human existence etc., all of which can be solved through continues research. The aim of the training is to raise awareness and practical method of conducting among participants.

Who should attend
M&E officers, Survey specialist, Program officers, Medical researchers

Course Contents

DAY ONE
Definition and significant of research
- Research process
- Defining and formulating research problem
- Literature review in defining research problem, Research hypothesis

DAY TWO
Types of research design
- Descriptive and experimental designs
- Different types of experimental designs
- Measuring validity and reliability of instruments
- Sampling designs
- Steps in sampling and sampling technique.

DAY THREE
Type of data
- Method of primary data collection,
- Construction of questionnaire,
- Preparation for data collation,
- Data entry and validity,
- Parametric test,
- Non-parametric test,
- Research report writing
- Ethical issues in research.
- Application of research results

Facilitators:
1. Rakiya Labaran
2. Chinazo Ujuju
3. Dr. Daniel Falaju

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER : 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N45,000.00 (FORTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
Implement essential skill to enhance their ability to run the finance department. Manage finance functions in an organization and professional manner. Apply finance policies and procedures to and communicate effectively with other department.

Who should attend
Accountants, Treasurers, Investment Managers, Cash Managers, Auditors and others who perform related functions in Public and Private Sectors.

Course Contents

**DAY ONE**
The Macro finance picture
- Understanding the accounting cycle
- The cash flow statement
- The relationship of financial statements
- Purpose of the finance and accounting function

**DAY TWO**
Organizing the Finance Function
- Teamwork skills in finance and accounting
- Staff duties and responsibilities
- Cross training and backup strategies
- Scheduling the monthly accounting cycle

**DAY THREE**
Policies and Procedures
- Purposes of the policies and procedures
- Personal Organization and the management
- Delegation and priorities
- Handling meeting effectively
- Peak performance time

**DAY FOUR**
Staffing the finance function
- Interpersonal communication
- Delegation rules and levels evaluating finance
- Motivation tools, compensation and perks
- Communicating financial policies
- Enhancing personal efficiency

Facilitators:
1. Uche Ndukwu
2. Marshall Uge
3. Basiru Ibrahim
4. Chinwe Nwachukwu

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N75, 000.00 (SEVENTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Cervical Cancer Screening and Preventive Treatment With Cryotherapy

Programme Description
This training workshop will build the capacity and skills of participants on how to identify precancerous lesions of the cervix (early stage of cervical cancer) by visual inspection of the cervix after applying acidic acid (VIA). Participants will be trained on how to preventively treat precancerous lesions of the cervix using cryotherapy.

Who should attend
The course is for medical personnel (doctors, nurses, midwives etc.) who are familiar with the procedure for cervical examination, working in both private or public hospitals (in rural or urban areas) providing services to women of reproductive age. The course is also essential for family planning providers and other reproductive health experts who intend to integrate cervical cancer screening into their reproductive health services.

Course Contents

DAY ONE
Introduction to Cervical Cancer Screening
- Overview of cervical cancer screening
- Anatomy and physiology of the female reproductive tract and the cervix.
- Prevention and screening
- Prevention and vaccination
- Overview and concept of VIA
- VIA audio visual
- Community mobilisation

DAY TWO
Cryotherapy and Counselling
- Counselling for VIA and Cryotherapy
- Practical session on counselling
- Infection prevention
- Overview of Cryotherapy
- Cryotherapy practice (on inanimate objects)
- Clinic set up for VIA/cryotherapy services
- MIS/data reporting

DAY THREE
Clinical Practice
Clinic practice on live clients

DAY FOUR
Clinical Practice
Clinic practice on live clients

Facilitators:
1. Rakiya Labaran
2. Dr. Elvis Evborein
3. Dr. Daniel Falaju

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N65,000.00 (SIXTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Excel application usage for intermediate level users

SEPTEMBER 11 - 15, 2017

Programme Description
This programme is designed to show the practical aspects and application of the Microsoft Excel package. It will show participants how to solve problems requiring the use of Excel.

Who should attend
This programme is meant for all those who wish to take their basic excel knowledge to the next level. It is expected that all those attending this workshop should have gained a basic understanding of windows and are familiar with creating workbooks.

Course Contents

DAY ONE
Worksheet Techniques and Data linkage
- Inserting and deleting worksheets
- Renaming a worksheet
- Moving worksheet to another workbook
- Freezing rows and columns
- Linking between worksheets and workbooks

DAY TWO
Creating Charts and Chart Element
- Understanding the charting process
- Creating a new chart
- Working with an embedded chart
- Creating a chart sheet
- Understanding chart elements
- Formatting the chart area

DAY THREE
Special Pasting and the quick analysis Tools
- How to paste formulas
- How to paste as a link
- Using the paste dialog box
- Performing arithmetic with space special
- Quick formatting

DAY FOUR
Sorting and filtering assets and using basic functions
- Understanding filtering
- Sorting and filtering several columns
- Creating custom filters
- Using wild cards
- Using the basic functions like sum
- Building logic formula and worksheets

Facilitators:
1. Bode Salako
2. Anselm Okoro

Registration:
8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER : 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N55,000.00 (FIFTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
This workshop will provide participants with basic knowledge and skills on how to develop flexible client-based systems and tools that improve the collection, storage, retrieval, and use of data for client care, and strengthen the quality of client data collected in terms of accuracy, completeness, consistency, and timeliness in facilities.

Who should attend
The course is for medical records technicians and health facility staff desiring to learn how to standardize client record systems in a way that will improve quality and continuum of client care while ensuring client privacy and confidentiality.

Course Contents
**DAY ONE**
Introduction to Client Based Record Management
- Understanding the context of records management
- Introduction to CBRM
- Steps to setting up a functional CBRM
- Components of CBRM

**DAY TWO**
Designing and Implementing Client Records System
- Client Unique Identification Code
- Filing System
  - Routine and Smart filing system
  - How Client Cards are Filed
- Referral system.

Facilitators:
1. Raymond Songo
2. Dr. Daniel Falaju

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: ₦35,000.00 (THIRTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
Reconciliation or verification of financial transactions is a key element to sound business practices. A verification of all charges against a cost object, accompanied by any necessary corrections, ensures the fundamental transactions, which result in financial reports, are correct.

Who should attend
Accountants, Auditors, Treasurers, Reconciliation officers and others who perform related functions in public and private sectors

Course Contents
DAY ONE
Reconciliation Techniques
- Procedures
- Documentation
- Cash Reconciliation
- Bank Reconciliation
- Customers Books

DAY TWO
Accounts payable
- Inter Branch and inter-company Reconciliation
- Fraudulent Activities in Reconciliation
- Reconciliation Software
- Financial Transactions such as Purchasing Orders, Payroll Charges, Journal Vouchers And Vendor Invoices etc
- Emerging trends and future challenges

Facilitators:
1. Basiru Ibrahim
2. Segun Fatoye
3. Isaac Omonoju
4. Kamal Akinboro

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N45,000.00 (FORTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description

The goal of the training is to increase the capacity of the trainees to design and implement an effective supervisory mechanism for sustainable impact of their project/program.

Who should attend

The course is for middle and senior management employees who have recently assumed positions of day-to-day supervisory roles in public health interventions, managing field staffs overseeing different health areas and getting the needed impact of supervisory activities in relation to project deliverables.

Course Contents

**DAY ONE**
Introduction to supervision/concept of supervision
- Manager/Supervisor
- Traditional approach vs Supportive approach
- Why Supervise? What are my goals in supervision?
- Communication Management
- Problem Solving/Conflict management
- Planning a regular supportive supervisory visit

**DAY TWO**
Integrated supervision (underlying principles and skills)
- Overview of Mentoring and Coaching
- Reporting
- Integrated Supportive Supervision (ISS) in Service delivery
- Planning supervisory visit (group work)
- The Integrated Supportive Supervision process

**DAY THREE**
Concept of Leadership
- Review of ISS guide form NPHCDA
- Ten commandments of integrated supportive supervision
- M HEALTH/Electronic data
- Collection / Other technologies
- Action planning for supervision

Facilitators:
1. Rakiya Labaran
2. Dr. Elvis Evborein
3. Dr. Daniel Falaju

Registration: **8.30 – 9.00a.m.**
Class Session: **9.00a.m. – 4.00p.m.**

Payments should be made in the name of
BANK: **FIRST BANK**
ACCOUNT NAME: **SOCIETY FOR FAMILY HEALTH**
ACCOUNT NUMBER: **2031648918**
BRANCH: **MURJANATU HOUSE**

COURSE FEE: **N45, 000.00 (FORTY FIVE THOUSAND NAIRA PER PARTICIPANT)**
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
This Value for Money workshop focuses majorly on optimal use of resources to achieve the intended outcome(s). It will provide participants with a deep understanding of the rationale and main features of Value for Money; application of VFM tools and techniques in cost management within a project life cycle and M&E systems and how to communicate good Value for Money for improved efficiency and effectiveness in project delivery.

Who should attend
The course is invaluable for development practitioners such as Programme Managers, Monitoring and Evaluation Specialist, Health Economist, Financial Managers and Analyst, executive management responsible for decision making for effective health services delivery.

Course Contents

**DAY ONE**
Introduction to VFM
- Programme management with a value for money focus
- The main features and principles of Value for Money
- Trend in Value for Money
- Economic Theory of Change
- Economy, Efficiency and Effectiveness and Equity across programme

**DAY TWO**
Tools for VFM:
- Develop, understand and test Theory of Change
- Measurement of outputs, outcomes and impacts
- Measurement and management of costs and inputs
- Difference between financial and economic costs

**DAY THREE**
Measuring and improving efficiency and effectiveness:
- Understanding and application of cost efficiency analysis
- Understanding and application of cost effectiveness analysis
- Understanding and application of multi criteria analysis

**DAY FOUR**
Measuring and improving efficiency and effectiveness
- Understanding and application of Cost Benefit Analysis (CBA)
- Understanding and application of Social Return on Investment (SROI)
- Accounting for triple bottom line outcomes
- Valuing social and environmental impacts

**DAY FIVE**
Communication of good Value for Money
- Preparing the ground for capturing VFM
- Embedment of VFM within M&E and results-based management systems
- Tools and techniques to communicate good VFM

Facilitators:
1. Anselm Okoro
2. Dr. Segun Oyedeji
3. Marshall Uge
4. Peter Asuelimen

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N60, 000.00 (SIXTY THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
This workshop will provide participants with a deep understanding of the Supply Chain process in the NGO world by presenting a comprehensive value chain analysis from input- through put- to output* in contemporary operations management practice.

Who should attend
The course is for middle management employees who have recently assumed positions in the supply chain function and those who want an insight into modern day practice. The course is also essential for business development managers, contract negotiators procurement personnel and business analysts.

Course Contents

**DAY ONE**
Introduction to Supply Chain Management
- Overview of supply chain management
- Role of logistics in supply chain
- Global dimensions of supply chain
- Demand and inventory management
- Pull and push factors
- Supply chain financial analysis
- Technology and supply chain

**DAY TWO**
Customer Service Management
- Order management and customer service
- Delighting your customer
- Managing customer expectation
- Complaint mitigation and resolution
- Telephone management skills
- Creating a loyal customer

**DAY THREE**
Procurement Management
- Role of purchasing in supply chain management
- The purchasing process
- Negotiating and contracting in procurement
- Relevant criteria for profiling and assessing suppliers
- Termination of contract agreement
- Tactical and strategic sourcing

**DAY FOUR**
Warehouse Management
- The history of warehouse management
- Warehouse functions
- The warehouse management template
- Warehouse operations and challenges
- Contemporary trends in warehouse management

**DAY FIVE**
Cold Chain Management
- Historical perspective
- Cold chain operations
- The Pharma and food cold chain
- Quality assurance and quality control
- Cold chain tools and equipment

Facilitators:
1. Mike Alagbile
2. Dennis Aizobu
3. Solomon Ojajuni
4. Bolaji Owolowo

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N85,000.00 (EIGHTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
Understand the changing dynamics of cash management and discover up-to-the-minute information you can put to work immediately! Learn how you can bridge the gap between your corporate needs and your bank’s services. You will be able to make your cash work harder and your career soar higher!

Who should attend
Cash Officers, Treasurers, Accountants, Auditors, Administrators and other officers who handle cash directly on in supervisory capacity in public and private Sectors.

Course Contents

DAY ONE
Cash Management Basics
- Components of cash management
  - Fundamentals of cash management
  - Security for cashiers

DAY TWO
Cash Forecasting
- Cash forecasting system (Budget)
- Specific steps in developing a cash forecasting system
- Common cash forecasting mistakes
- Types of cash forecasting

DAY THREE
Electronic Funds Transfer Systems
- Direct deposit/payment
- Electronic transfer
- Electronic bill presentment
- Information technology and EDI

Facilitators:
1. Uche Ndukwu
2. Marshall Uge

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: ₦35,000.00 (THIRTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Skill Training on Long Acting Reversible Contraceptives

OCTOBER 16 - 20, 2017

Programme Description

This training gives an overview of family planning need in Nigeria and participants acquire skills to be certified as providers of long acting contraceptive methods (IUD and Implants).

Who should attend

Nurses and Community Health Officers.

Course Contents

DAY ONE

Overview of FP in Nigeria
- Product Profile and Medical Eligibility Criteria for CUT 380A
- Product Profile and Medical Eligibility Criteria for Jadelle, Zarin & Implanon

DAY TWO

Introduction to family planning counselling and the Balanced Counselling strategy Plus
- Implant/IUD insertion technique; demonstration on models.
- Implant/IUD insertion practice on models

DAY THREE

Removal Techniques (IUD & Implant):
- demonstration on models.
- Model practice, IUD/implant insertion and removal
- Clinical Practice (IUD/Implant insertion and removal) on live clients

DAY FOUR

Clinical Practice on live clients (in a FP clinic)
- Infection Prevention Practices: Hand washing & Gloving, Disinfection & sterilization, Disposal of Sharps and Wastes

DAY FIVE

Clinical Practice on live clients
- Managing complications arising from the use of IUDs & Implants

DAY SIX

Record keeping and Management Information System
- Contraceptive logistics management system
- Family planning clinic facility requirements

Facilitators:

1. Rakiya Labaran
2. Dr. Elvis Evborein
3. Dr. Daniel Falaju

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of

BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N65,000.00 (SIXTY FIVE THOUSAND NAIRA PER PARTICIPANT)

- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
The course seeks to teach individuals on how to understand and define themselves, understand their environment and face problems using adaptive mechanisms. It will also expose participants to systematic behavioral methods that can make you positively affect your circle of influence.

Who should attend
People with tight working schedule who want to know how they can balance their work and life relationship. Those under pressure from family and communal ties.

Course Contents

**DAY ONE**
Expanding your coping powers in the face of mounting pressure
- Self-Mastery: Learn how to master self and the environment
- Law of elasticity of the mind
- Space between stimulus and response: How man is superior to animals
- Self-awareness: How to expand our coping capabilities
- Imagination: Understand the power of imagination in transcending your immediate environment in the process of achieving set goals
- Meditation: Connecting with your inner self and enlarging the faculties of your mind
- Maladaptive coping Mechanisms: Difference between adaptive and maladaptive coping mechanisms
- Perpetual Energy: Learn how to get tired only in your mind

**DAY TWO**
Creating Charts and Chart Element
- Self-Management not time management - A paradigm shift
- Quadrant of crisis
- Chronos and Karios: Our sense of timing and the science of time
- Focus: How to channel the power of our mind to our goal
- Law of elasticity of the mind

**DAY THREE**
Achieving and maintaining focus
- Anatomy of the mind
- Relaxation techniques
- Practices Rituals: use of Imagination
- Locating and destroying
- A things are created
- Waking hours

**Facilitators:**
1. Adeoye Oyewole
2. Godpower Omoregie

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N35, 000.00 (THIRTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings

OCTOBER 2017
OCTOBER 16 - 20, 2017
Programme Description
Proposal and report writing serve important functions in non-profit and humanitarian agencies and are common and necessary tasks for staff in various levels and roles throughout the organisation. Access to funds for most organisations are dependent on the quality of proposals submitted to funders. It is thus important for organisations to develop their capacity to design, write and deliver high quality project proposals.

Who should attend
This course is a must have for programme officers, business development executives, managers and other humanitarian staff whose roles involve producing proposals and reports for their organisation. The course will focus on aspects that make proposals effective and successful and will introduce participants to best practices in proposal writing.

Course Contents
DAY ONE
Introduction to Proposals and Reports
- Proposal & Report Structures and Differences
- Project Initiation
- Humanitarian Proposals
- How to develop a proposal
- Adapting proposals to donor templates
- Structure, weighting and restrictions
- Proposal writing tools

DAY TWO
Understanding who you are and knowing yourself
- Selling your organisation
- Designing intervention and demonstrating change
- Presenting a proposal
- Budget component and details

DAY THREE
Introduction to Report Writing
- Types of reports
- Reporting tools
- Report planning and preparation
- Tips on good report writing
- Reporting language content and style
- Dos and Don’ts of report writing

Facilitators:
1. Dr. Omokhudu Idogho
2. Marshall Uge
3. Selema Akuyibo
4. Segun Oyedeji

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N65, 000.00 (SIXTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
This course is specially designed for all programme officers in the NGO world saddled with the responsibility of making inroads into new communities where any health intervention activity has been earmarked to take place. It will also equip all participants who work through government agencies on how to sustain intervention programmes long after the funding has stopped.

Who should attend
Programme officers, CSO's, community health workers

Course Contents

**DAY ONE**
Introduction to Advocacy
- What is Advocacy
- Definition of Advocacy
- Steps in Advocacy
- Policy Advocacy (Definitions and Concepts)
- Aims of Policy Advocacy
- Clarification and understanding of other related concepts

**DAY TWO**
Transmitting the right message
- Reach decision makers with the right message and at the right time
- Developing an effective advocacy strategy
- Three phases essential to a successful advocacy
- Advocacy: funding, policy and visibility
- Advocacy approach cycle
- Building Consensus, stakeholders and resource mapping
- Approaches to reach Decision makers
- Managing multiple objectives and competing demand

**DAY THREE**
Defining the message and the messenger
- Determine the messenger
- Message delivery: medium and channels
- Developing the cost; budget and resource mapping
- Work plan and advocacy activities
- Advocacy as a tool for resource mobilization
- Developing indicators
- Evaluation
- Advocacy cycle

**DAY FOUR**
What is System Strengthening
- Guiding values, goals and Objectives of system strengthening
- Building block of a health system
- Health system and health outcomes
- Health system frame work
- Understanding current access and use
- Health system challenges and objectives
- Managing multiple objectives and competing demand

**DAY FIVE**
The sustainability approach
- Monitoring progress
- Ensuring sustainability
- Ensuring social protection
- Identifying system constraints
- Building capacity
- Matching services to need
- Ensuring Health systems are linked to country healthcare goal

Facilitators:
1. Dr. Omokhudu Idogho
2. Dr. Segun Oyedeji
3. Abdulsamad Salihu

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: ₦65,000.00 (SIXTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Advanced Skills For Cash Officers: Best Practices

Programme Description
- Evaluate cash management for both receipt and payment
- Apply techniques for collecting remittances and controlling disbursements
- Invest excess funds in short-term instruments
- Describe the account analysis statement

Who should attend
Cash Officers, Treasurers, Accountants, Auditors, Administrators and other officers who handles cash directly or in supervisory capacity in public or private sectors.

Course Contents
DAY ONE
Fundamentals of cash management
- Transactions motive
- Precautionary motive
- Speculative motive

DAY TWO
Bank Reconciliation Techniques
- Uncredited items
- Upresented cheques
- Bank charges
- Credit Transfers/ Direct Credits

DAY THREE
Managing cash level
- Cash budget
- Petty cash fund
- Cash office rules

DAY FOUR
Cash Administration and Payment Instruments
- Cash safety and insurance
- Security tips in cash management
- Cash fraud management
- Electronic funds transfer system/funds concentration
- Direct payments
- E-payment
- The bank-corporate relationship

Facilitators:
1. Uche Ndukwu
2. Marshall Uge
3. Basiru Ibrahim
4. Joseph Ani

Registration: 8.30 – 9.00 a.m.
Class Session: 9.00 a.m. – 4.00 p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N45,000.00 (FORTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
To teach best practice methods in cash management techniques in both the public and private sectors.

Who should attend
Cashiers, Cash Officers, Treasurers, Accountants, Auditors, Administrators and other officers who handle cash directly or in supervisory capacity in Public and Private Sectors.

Course Contents
DAY ONE
Management of Cash
- Cash Administration
- Control and monitoring of cheque Books, Receipt Books and Other Financial Security items
- Cash Safety and insurance
- Cash Accounting
- Computerized Cash Accounting
- Cash Office Rules

DAY TWO
Cash Fraud Management
- Fraudulent Shortages and Surpluses
- Detecting and Managing Counterfeits
- Cash Handling Techniques Including Electronic Transfers
- Security Tips in Cash Management
- Banking Tips for Cash Officers
- Bankers Duties and Customer Relationship
- Bank Reconciliation Techniques

Facilitators:
1. Segun Fatoye
2. Gabriel Umoren

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER: 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N45, 000.00 (FORTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings
Programme Description
This is a competency based training covering the five elements of post abortion care, and focusing on the specific knowledge, attitudes and skills needed to carry out the procedure.

Who should attend
This training is for clinicians (Doctors, Nurses, Midwives and Community health officers) who treat women with incomplete abortion and their life-threatening complications. The course is also essential for clinical program managers and family planning coordinators.

Course Contents

**DAY ONE**
Reproductive rights/ FIGO Resolution document
- Violence Against Persons Prohibition Act 2015
- Adult learning Principles, learning Cycle, Learning style
- Effective communication/Counselling skills
- Handling difficult situations
- MVA Model Practice 1

**DAY TWO**
WHO guide on safe abortion
- Adverse events reporting
- Record Keeping and Documentation
- Introduction to W- C PAC (over view / guiding principles
- Informed consent
- Uterine evacuation methods
- MVA Instruments facts and features
- Client Clinical Assessment for treatment
- MVA Procedure and pain management
- Processing MVA instruments
- Managing Complications

**DAY THREE**
Contraceptive Procedure and Services
- Infection Prevention
- Emergency contraception
- Overview of LARC
- Adolescent/Youth Sexuality
- MVA Model Practice 2
- MVA Model Practice 3

Facilitators:
1. Rakiya Labaran
2. Dr. Elvis Evborein
3. Dr. Daniel Falaju

Registration: 8.30 – 9.00a.m.
Class Session: 9.00a.m. – 4.00p.m.

Payments should be made in the name of
BANK: FIRST BANK
ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH
ACCOUNT NUMBER : 2031648918
BRANCH: MURJANATU HOUSE

COURSE FEE: N45, 000.00 (FORTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 15% for bulk bookings
- 10% for early bookings

NOVEMBER 2017
NOVEMBER 07 - 09, 2017
Programme Description
This will teach heads of PHCs how to effectively deliver on their job description including but not limited to Mapping PHC catchment area, clinical services deployment, use of appropriate service protocols, management of facility infrastructure, referral system, performance based financing, working with WDCs, demand creation etc.

Who should attend
Heads of Primary Health Care centres and Primary Health Care Clinics. PHC Supervisors

Course Contents
DAY ONE
Introduction to PHC
- Components of PHC
- Essential PHC Infrastructure
- Maintaining the PHC Environment
- Funding PHC

DAY TWO AND DAY THREE
Minimum Service Package, Logistics and drug management
- Maternal Health: ANC-FAC. Delivery and Post Nataal Care- R/H- Family Planning
- Child Health: Neonatal Period, Immunisation
- Integrated Supportive supervision
- Nutrition
- Data management/record keeping

DAY FOUR
Site Visits:

DAY FIVE
Community Involvement
- Two way referral, ETS, Ambulance systems
- Community linkages; WDCs, CoRPS
- Strategic Behaviour Change Communication (SBCC)

DAY SIX
Management competencies
- Financial Management for PHC including PHC budget implementation reporting
- Human Resource Management: Job description, recruitment and capacity building
- Performance Management

Facilitators:
1. Dr. Fatima Bunza
2. Rakiya Labaran
3. Raymond Songo