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
Overview of IFRS
- 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

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
- 10% 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 systems
- Supply chain financial analysis
- Technology and supply chain
- Managing reverse flow

DAY TWO
Customer Service Management
- Order management and customer service
- The human angle to customer service
- Delighting your customer
- Satisfying the internal customer
- Managing customer expectation
- Complaint Resolution
- Customer follow through
- Telephone 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
- Warehouse operations and challenges
- Contemporary trends in warehouse management
- The warehouse management system

DAY FIVE
Cold Chain Management
- Defining the cold chain
- Quality assurance and quality control
- Managing the cold chain budget
- Insurance and risk management of the process

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: N105, 000.00 (ONE HUNDRED AND FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 10% for bulk bookings
- 10% for early bookings
Value for Money (VFM)

APRIL 19- 21, 2018

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

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: N105, 000.00 (ONE HUNDRED AND FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corps 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

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
Basic Management Course for Heads of Primary Health Care Facilities

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 Natal 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

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: N105, 000.00 (ONE HUNDRED AND 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 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
Doctors, 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

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: N105, 000.00 (ONE HUNDRED AND FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corpers and Consultants
- 10% 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.

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 (THIRTY FIVE THOUSAND NAIRA PER PARTICIPANT)
- 20% discount for Ex Staff, Interns/Volunteers/Corps and Consultants
- 10% 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

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
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

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: ₦85, 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
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 supervision 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
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

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
- Evaluation: assessing impact, outcomes/outputs/impact
- 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
- Heath system frame work

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

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

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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
■ 10% for bulk bookings
■ 10% for early bookings
Proposal Development and Report Writing

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

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

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