

TRUSTWORK

Management Training
Research and Development
Consulting Firm

Innovative Training in the Use of Effective
Management and Development Tools for Enhancing
Performance, Ownership and Sustainability
SHARING INTERNATIONAL BEST PRACTICES, KNOWLEDGE AND EXPERTISE

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TRUSTWORK PORTFOLIO OF TRAINING COURSES

SHARING INNOVATIONS, BEST PRACTICES, KNOWLEDGE AND EXPERTISE FOR SUSTAINABLE GROWTH AND DEVELOPMENT

Making Skills Work for All

Building Capacity for Results-Based Planning, Resource Convergence, Implementation, Management, Monitoring and Evaluation

TRUSTWORK Consulting Limited conducts innovative capacity building workshops (training courses) in different parts of Africa with the aim of sharing international best practices, experience and expertise for sustainable growth at the organizational/company and national level. With this, **TRUSTWORK** is pleased to submit to you the company's Portfolio of Training Courses for your organization's consideration and participation.

At **TRUSTWORK**, we provide enriching learning experiences for effective management and leadership, and share lessons in integrated research and development (R&D) for growth.

TCL Training Courses

TRUSTWORK is management training, research and development consulting firm working with companies/organizations and their human capital to improve performance on the job. We work to enhance the skills of your company's/organization's staff by building on their unique skills and competencies. Our training courses cover a wide range of management themes that promote effective management and corporate governance expertise for growth. Courses are designed around relevant themes including corporate governance, leadership innovations, financial management and accounting control systems, enterprise development, project development and management, procurement, policy analysis, planning, monitoring and evaluation.

Learning Grounded in Practical Experience

TRUSTWORK is one of the few management and development training firms that have research programs that ensure our trainings are grounded in contemporary industry best practices, experiences and joint learning with the practitioners.

Trainers/Facilitators: Highly-Qualified Consultants

The course trainers/facilitators are experts and practitioners with practical experience in management training, research and development from several countries around the world. **TRUSTWORK** also draws from the broad range of knowledge and experience of its partner organizations, themselves leaders in their respective development fields.

We place people at the center of development, and challenge development practitioners -and ourselves - to "go to the people, learn from them, plan with them, start with what they know, (and) build on what they have."

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In addition, **TRUSTWORK** and Partners' courses are designed, planned and delivered by highly qualified and experienced national and international consultants.

Use of Participatory Learning Methods

Our courses apply reflective, participatory learning approaches that include interactive presentations, discussions, hands-on practical individual and group works, case studies, scenario analysis, workshops and field work. Most feature action planning during which participants formulate plans to put learning into practice when they return to their work.

Capacity Building Programs: Below are a comprehensive portfolio of training programs developed to enable you and your staffs including management and board of your organization/company improve their skills in effective methods of management, leadership, finance and all areas vital to achieving success in today's competitive world for greater returns.

Among the Training Courses to choose from are:

No.	Course Title	No. of Days
Training Courses in Management and Leadership Development		
1.	Performance Improvement for Executives –PIE (Management and Leadership Development Training Program)	5
2.	Emotional Intelligence: Achieving Leadership Success	5
3.	Leadership Skills: Transformational Leadership Experience	5
4.	Motivational Leadership and Building Successful Teams	5
5.	Leadership Skills: Success through Teamwork	5
6.	Effective Leadership in Management and Administration	5
7.	Training on Building Analytical Skills for Effective Corporate Decision Making	3
8.	Results-Based Management (Managing for Results)	5
9.	Strategy Implementation and Performance Management (SIPM)	5
10.	The Practice of Strategic Management –TPSM (Supervisory, Front Line and Senior Management Training)	5
11.	Control Functions of Management	3
12.	Effective Supervisory Skills for Directors / Managers & Senior Officers	3
13.	Strategic Communication Skills	3
14.	Change Management –The Profession of Managing Change	5
15.	Change Management in Practice -CMIP	5

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16.	Effective Coordination and Team Building Skills	3
17.	Operational Risk Management -ORM	3
18.	Strategic Public Relations and Protocol Management	5
19.	Effective Public – Private Partnerships	5
20.	Effective Office Management and Administration	5
21.	Reports and Minutes Writing Skills	5
22.	Proposal and Technical Writing Skills	5
23.	Microsoft Office Suite –Functional Application & Usage Skills	5
24.	Records Management and Archival System (The eRecords Software Available)	5
24.	Stress Management	3
25.	Effective Human Resources Management -P&A	
26.	Effective Staff Monitoring and Supervision	5
27.	Effective Staff Management	3
28.	Retirement Planning	3
29.	Effective Human Resource (Workforce) Planning	5
30.	Job Analysis and Recruitment Planning	3
31.	Effective Client’s Relationship Management	3
Training Courses in Budgeting, Finance and Accounting		
1.	Financial Reporting and Analysis	3
2.	Public Financial Management -PFM	5
3.	Funds Management and Performance Budgeting	3
4.	Finance and Accounting for Non-Financial Managers / Directors & Senior Officers	3
5.	Computerized Accounting Systems and Applications for Finance Officers and Accountants	5
6.	Financial Management	5
7.	Cash Flow Preparation and Analysis	3
8.	Control Measures in Accounting and Financial Practice	3
9.	Auditing and ARIC Framework	5
10.	Budgeting (The Framework: Preparation, Processes and Analysis)	5
11.	Effective Revenue Mobilization and Management	5
12.	Strategic Infrastructure Financing and Management	5

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Training Courses in Procurement		
1.	Procurement Administration Process - Generating Value from Procurement (Value for Money)	5
2.	Procurement Time Management	3
3.	Operations Management for Procurement Professionals	5
4.	Tender Evaluation Process –Improving the Process	3
5.	Effective Contract Management	3
6.	Public Sector Supply Chain Management	5
7.	Effective Tendering and Supplier Relationship Management	3
8.	Warehouse and Inventory Management	3
9.	Developing A World-Class Procurement Strategy	5
10.	Procurement and Contract Management	5
Training Courses in Project Management		
1.	Project Feasibility Studies (PFS)	5
2.	Project Management: Skills for Success	5
3.	Project Planning and Budgeting	3
4.	The Logical Framework Approach (LFA) -Objective- Oriented Planning	3
5.	Project Planning, Monitoring and Evaluation (PPM&E)	5
6.	Complex Project Management (CPM)	5
7.	Project Leadership: Building High Performance Team	5
8.	Project Time and Cost Management	5
9.	Executive Project Management (EPM)	3
10.	Project Auditing and Value for Money Analysis	3
Training Courses in Business Strategies and Enterprise Development		
1.	Understanding Value Chain’s Role in Enterprise Development	5
2.	Business Strategic Planning	5
3.	MSMEs Development and Management	10
4.	Enterprise Development Strategies	5
5.	Innovative Strategies for Financing MSMEs	5
6.	Innovative Strategies for Developing Industries	5
Training Courses for the Construction and Works Sector		

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1.	Effective Supervision and Monitoring for Works and Construction Projects	5
2.	Planning and Estimating for Works and Construction Projects	5
3.	Effective Human Resources Management for the Construction and Works Sector	5
4.	Effective Maintenance Planning	3
Training Courses in Client Relationship and Marketing		
1.	Client Relationship Management (CSM)	3
2.	Marketing -The Psychology of Sales	3
Training Courses in Good Governance and Participatory Development		
1.	Participatory Approaches to Development Management	5
2.	Development Strategic Planning	5
3.	Participatory Local Development (PLD) Strategies	10
4.	Participatory Local Governance: Finding Meaningful Engagement	5
5.	Participatory Natural Resources Management	5
6.	Participatory Action Research for Rural Development	5
7.	Managing Local Development Organizations	5
8.	Community Development Strategies	5
9.	Training and Facilitating to Empower	5
10.	Wealth Creation through Good Governance	5
Training Courses in Rural Entrepreneurship and Local Economic Development		
1.	Local Economic Development Strategies	5
2.	Local Economic Development Financing Strategies	3
3.	Rural Entrepreneurship and Small Business Development Strategies	5
4.	Local Enterprise Development Strategies	5
5.	Local Economic Development Marketing and Attraction	3
6.	Participatory Local Resources Management	5
Training Course in Tourism Marketing and Development		
1.	Tourism Management, Development and Marketing Strategies	10
Training Courses in Gender and Development		
1.	Strengthening Gender Response: Strategies for Effective Gender Mainstreaming in Development Planning	5
2.	Gender Budgeting and Financing	5

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3.	Gendered Responses to Climate Change and Disaster Risk Reduction	5
4.	Gender-Based Participatory Development	5
Training Courses in Food Security and Agricultural Development		
1.	Addressing Challenges in Implementing Food Security Programme	5
2.	Addressing Household Food Security in the Context of Changing Climate and Environment	5
3.	Innovative Approaches to Gender and Food Security	3
4.	Transforming Nutrition Ideas –Policy and Best Practices	5
5.	Effective Strategies for Agricultural and Rural Finance	5
6.	Financing Strategies for Agricultural Value Chain	5
7.	Business Management Skills for Farmers and Agro-Industries	5
8.	Agro-Food Business and Agricultural Trade Systems	5
9.	Farmer –Based Entrepreneurial Development Programme	10
10.	Innovative Agricultural Extension and Rural Communication	10
11.	Agricultural Value Chain Management	
Training Courses in Disaster Management and Risk Reduction		
1.	Building Resilient Communities: Community-Managed Disaster Risk Reduction	5
2.	Planning for Disaster Prevention, Management and Mitigation	5
Training Courses in Climate Change and Environment		
1.	Climate Change Adaptation and Mitigation	5
2.	Safety and Environmental Health -SEH	5
3.	Community-Based Integrated Watershed Management	5
Training Courses in Policy Analysis, Planning, Monitoring and Evaluation		
1.	Policy Analysis and Planning	5
2.	Training of Trainers on Building Analytical Skills for Effective Policy Making	5
3.	Participatory Planning and Management	5
4.	Participatory Monitoring and Evaluation (PM&E)	5
5.	The Logical Framework Approach (LFA) -Objective- Oriented Planning	3
6.	Functional Integration of Population and Development Variables (Integrating Population Variables in Development Planning)	10
7.	Functional Integrated Urban Planning	5
8.	Effective Urban Development Management Strategies	5

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9.	Effective Sanitation Planning and Management	5
10.	Data Collection and Analysis	5
11.	Policy Planning, Monitoring and Evaluation (PPM&E)	10
12.	Results-Based Monitoring and Evaluation (RBM&E)	5
1.	Skills in Conducting Training Needs Assessment	4
2.	Training of Trainers –TOT (Training the Trainer)	5

Please note that, venue and date for the required course or courses will be at the decision of your organization. The course fee and detailed budget will be provided based on the location –venue, date of the training course and number of participants for the course.

What makes TRUSTWORK courses a superior choice?

- Practical applied methodology with proven results
- Extensive bank of experienced trainers/consultants
- Small groups to ensure one-to-one guidance
- Up-to-the-minute thinking on management and development techniques
- Balanced mix of industry expertise, experience and practical learning
- Learner-centered training
- Excellent cost / quality ratio

Customized Training Solutions

Over the years, TRUSTWORK has consolidated its relationships with numerous key clients by assisting them in delivering in-house and tailor-made training courses. Such customized training solutions not only offer a cost benefit to the respective clients, but also provide the added advantage of adapting the course to address their specific needs. The vast amount of expertise possessed by TRUSTWORK’s Trainers/Consultants puts us in an ideal position to develop almost any course in the fields of management, research and development.

In order to ensure that the client derives maximum benefit from such training, our experts work closely with the relevant officials in the organization to design a comprehensive package. Such packages include pre- and post-assessments of the capabilities and more importantly, the skills gaps of the attendees to guarantee that the appropriate training solutions are devised.

We are always available for any clarification and further discussions.

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Thanks very much for your time, looking forward to providing innovative training and consulting services to your company/organization to enhance performance on your company's/organization's service delivery for greater returns.

TRUSTWORK CONSULTING LIMITED

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