PROPOSAL AND REPORT WRITING (ONLINE COURSE)

TIMETABLE 22 NOVEMBER – 8 DECEMBER 2021

Below is the timetable for the online Monitoring and Evaluation course. All individual and group work outside of the live sessions will be hosted on our e-learning platform. Small modifications may be made to the timetable prior to the start of the training course.

DATE AND TIME	TOPICS
Live session 1 Monday, 22 November 2021 08:30 - 13.00 UK time (GMT+1)	Welcome and Introductions
	Introduction To Proposals and Reports
	Break
	Humanitarian Donors, Appeals and Funding Streams (Part 1)
	Recap And Close
Between Live Sessions 1 and 2	Asyncronous Content - Individial Work - Donors
	Asyncronous Content - Individual Work - Flash and CERF Videos and Reading
Live session 2 Monday, 24 November 2021 08:30 - 13.00 UK time (GMT+1)	Humanitarian Donors, Appeals and Funding Streams (Part 2)
	Who Are You?
	Break
	What Is the Need?
	Recap And Close
Between Live Sessions 2 and 3	Asyncronous Content - Group Work
	Optional Office Hour
	Asyncronous Content - Individual Work
Live session 3 Monday, 29 November 2021	Designing The Intervention

08:30 - 13.00 UK time (GMT+1)	Break
	Designing The Intervention
	Recap And Close
Between Live Sessions 3 and 4	Asyncronous Content - Group Work
	Asyncronous Content - Individual Work
Live session 4 Monday, 1 December 2021 08:30 - 13.00 UK time (GMT+1)	Producing The Budget
	Break (Part 1)
	Writing An Effective Proposal
	Break (Part 2)
	Writing An Effective Proposal
	Recap And Close
Live session 5 Monday, 6 December 2021 08:30 - 13.00 UK time (GMT+1)	Planning For Reporting
	Break
	Reporting What Matters
	Recap And Close
Between Live Sessions 4 and 5	Asyncronous Content - Individual Work
Live session 6 Monday, 8 December 2021 08:30 - 13.00 UK time (GMT+1)	Writing Effectively
	Break
	Writing Effectively
	Recap And Close